

Schedule of Classes Training

Spring 2023

{ Office of the University Registrar }

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Introduction to the Schedule of Classes

Overview | Reminders | Scheduling Timeline | Terminology

Overview

At UT Tyler, updating the Schedule of Classes each semester is a decentralized effort, with designated departmental staff working with the Registrar's Office in the creation and maintenance of course sections.

We start working on the Spring and Summer schedule of classes in September, and we start working on Fall in February. Students begin registration for Spring courses at the beginning of November, Summer courses at the beginning of February, and Fall courses at the beginning of April.

AcademicScheduling@uttyler.edu sends out email communications notifying the departments of all the pertinent scheduling periods and deadlines.

This Schedule of Classes training provides step by step instructions on how to create and maintain scheduled classes in PeopleSoft.

Please do not hesitate to contact AcademicScheduling@uttyler.edu should you have questions about the Schedule of Classes.

Reminders

- Large 100+ Capacity Courses: These will need to be the first courses you enter in PeopleSoft, as they are then scheduled into rooms in Astra by Maggie Sorrell in the Registrar's Office. You will then follow that with your 50-99 capacity courses. Courses with enrollment set at 50-99 will still be scheduled into rooms in Astra by Departmental Admins.
- Requested Room Capacity Reminder: Please enter a true requested number rather than leaving this at the default.
- Instructions are included on how to apply Class Attributes for courses that may need designations such as Hybrid, Service-Learning Designation, BAAS, College for UNIV sections, or Supplemental Instruction.
- Changing a section number in PeopleSoft does NOT change the number in Canvas. Contact Scott Dillingham to update section numbers in Canvas so that students can still access the course

Reminders

- Request for Scheduling Exception Reminder: Classes must meet during standard meeting pattern times. Requests to schedule sections during non-standard meeting pattern times must be approved by the Department Chair, Dean, and Academic Affairs (the Provost). This process will be done through a chain of emails.
- Instruction Mode: For State Reporting purposes, choose 1 Face-to-Face, 2 for Full Distance Learning, 4 for Zoom, or 6 for Hybrid instead of leaving the default of P (In-Person). Instruction mode should never be left as "P."
- Load Factor field: Instructions on the Workload tab including multiple instructors for Meeting Patterns and information on percentages for Hybrids will be provided.
- UNIV Prefix: Please remember to change the Academic Organization to your department when using the UNIV Prefix and add the College Course Attribute.
- New Common Meeting Time: Started in Spring 2018, the Provost declared Thursdays from 12:30PM to 1:50PM to be a "Common Meeting Time," during which time no classes should be scheduled. Make sure that when you are scheduling a section that it does not fall within this time.

Production Schedule

Production Stage	Due Date
Departments Attend Training for PeopleSoft	Sept 13-14
Departments Enter Courses for Spring and Summer in PeopleSoft	Sept 15 – Sep 23
Data Entry Error Review and Cleanup in PeopleSoft	Sept 26 – Sept 30
Spring Data Loaded from PeopleSoft to Astra	Sept 30
Large Capacity Classroom Scheduling	Oct 3 - 7
Astra *Restricted Scheduling – Spring Only	Oct 10 - 14
Astra Opens for Scheduling* – Spring Only	Oct 17 - 21
Departments Scheduling in Astra Closed for Spring Classes	Oct 21 @ 5:00 PM CST
Deadline for Changes to Existing Spring Classes in PeopleSoft	Oct 21
Spring SOC available via Class Search to students and staff in PeopleSoft	Oct 25
Registration for Spring Opens	Nov 1
Departments Finalize Summer Schedule in PeopleSoft	Completed by Dec 16 @ 5:00 PM CST
Data Entry Error Review and Cleanup	Jan 2 - 6
Summer Data Loaded from PeopleSoft to Astra	Evening Jan 6
Astra Region Restricted Scheduling	Jan 9 - 13
Astra Opens for Scheduling – Summer	Jan 16 - 20
Departments Scheduling in Astra Closed for Summer Classes	Jan 20 @ 8:00 AM CST
Deadline for Changes to Existing Summer Classes in PeopleSoft	Jan 20
Summer SOC available via Class Search to students and staff in PeopleSoft	Jan 25
Registration for Summer Opens	Feb 1

Terminology Used at UT Tyler

- **Associated Class** - The *Associated Class* field on the Basic Data tab of Maintain Schedule of Classes is primarily used when scheduling courses with embedded labs. Assigning matching Associated Class numbers to lectures and labs will link the sections together so that when students are enrolling in the lecture section, they will only be able to choose from the embedded labs that have been associated with that lecture section.
- **Class Attributes** – Course attributes are used primarily for institutional research and reporting purposes.
- **Class Status** - Displays whether the course is Active, Stop Further Enrollment, Tentative, or Cancelled. The system populates this field to Active by default. You can override the status to indicate Stop Further Enrollment, or Tentative.
- **Component** - Each course has at least one component. For instance, a lecture course will have Lecture as its component. Courses may have an associated lab as an additional component of the same course. Components do not have their own course ID. They are tied to the original course. Other component examples are: Clinical, Practicum, etc.

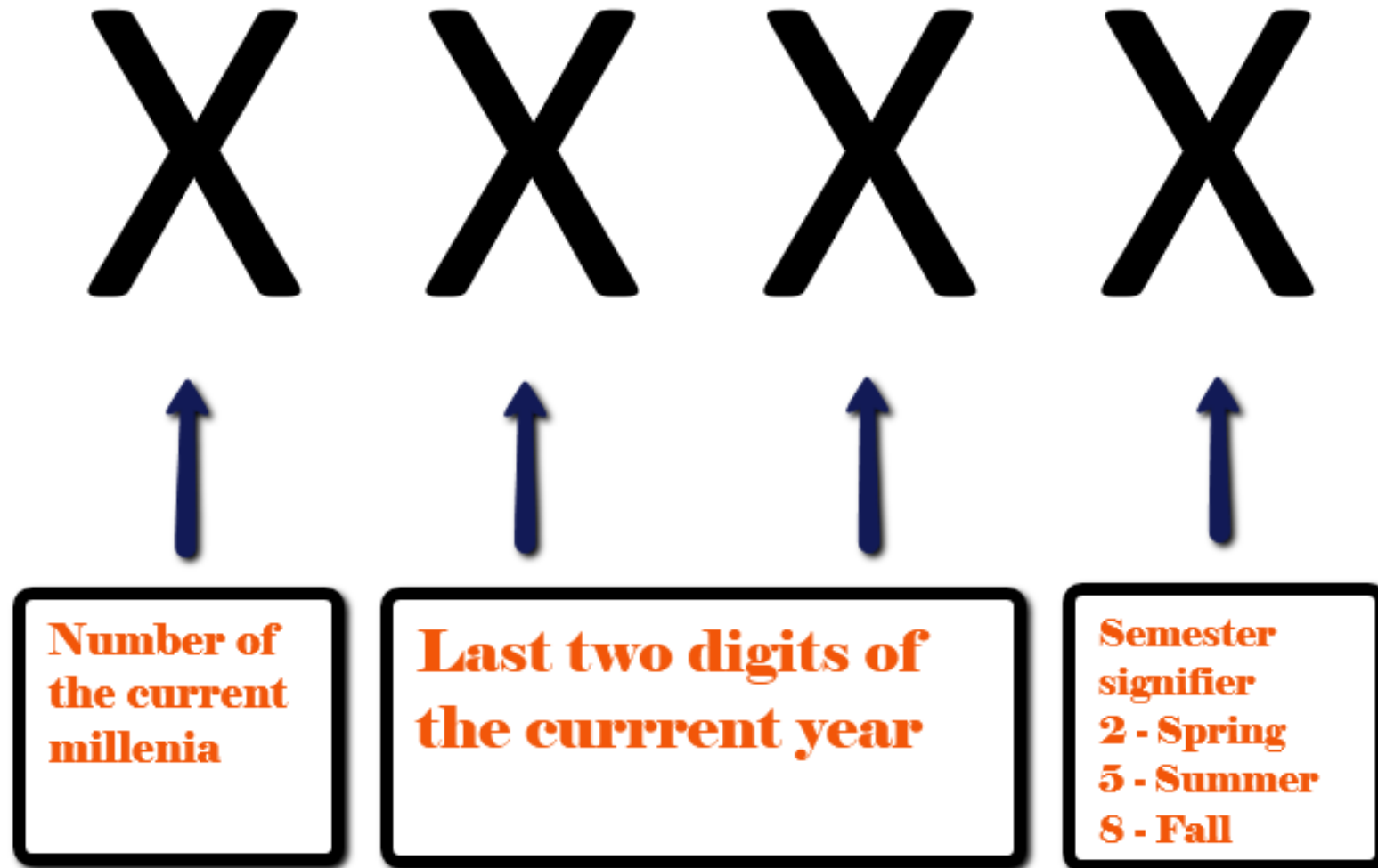
Terminology Used at UT Tyler

- **Enrollment Capacity** – The maximum number of students allowed to enroll in a section.
- **Requested Room Capacity** – The number of student stations required (Both Enrollment Capacity and Requested Room Capacity will be the same).
- **Session** - This field refers to the Academic Session for the course being scheduled. Sessions are subsections of a Term (Fall, Spring, Summer.)
- **Standard Meeting Pattern** – Fall and Spring have Standard Meeting Pattern times as designated by Academic Affairs. Please see the Standard Meeting Patterns for 3 Credit Hour Courses chart further on in this documentation, in the Meetings section of Scheduling Your First Class in PeopleSoft. Courses should follow the Standard Meeting Pattern grid, and if there is an exception the Scheduling Exemption process must be submitted to AcademicScheduling@uttyler.edu with all appropriate approvals.
- **Term** – There are three terms at UT Tyler: Spring, Summer, and Fall. PeopleSoft has a 4 number code for each term. The first number represents the current millennium. The middle two numbers represent the year and the last number indicates the term - 2 for Spring, 5 for Summer, and 8 for Fall. For example, the Fall 2016 term would be 2168; the Spring 2019 term would be 2192; and the Summer 2021 term would be 2215.

Scheduling Your First Class in PeopleSoft

Schedule New Course | Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Term: Use this field to enter in the term you are scheduling for; see the example below:



Scheduling a New Course

Menu

- Schedule of Classes
 - Class Search
 - Schedule New Course**
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Print Class Schedule
- Roll Curriculum Data Forward
- Enrollment Requirements
- Combined Sections
- Class Roster
- Grading
- Instructor/Advisor Information
- Student Financials
- Contributor Relations
- Set Up Common Objects
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Appsian
- Admissions
- Advising
- Security
- campus
- Usage Monitoring
- Change My Password
- My Preferences

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = 🔍

Term = 🔍

Subject Area = 🔍

Catalog Nbr begins with

Academic Career =

Campus begins with 🔍

Description begins with

Course ID begins with 🔍

Course Offering Nbr = 🔍

Case Sensitive

Limit the number of results to (up to 1000):

Search Clear Basic Search 🔍 Save Search Criteria

Navigation

- To begin, navigate to Curriculum Management>Schedule of Classes>Schedule New Course.
- The Academic Institution field should default to UTTYL. If it does not, enter UTTYL.
- Input the correct term code in the Term field or click the magnifying glass icon for the value.
- Input information in other fields on the search page to locate the required class(es) such as Subject Area (ex. POLS, EDUC) or Academic Career (ex. UGRD, GRAD, PHR).
- When finished, click on the Search button.

Pro Tip:

Your search can be as specific or as general as needed. Be aware that only the first 300 results will be returned in the search unless you increase the number in the “Limit the number of results” field just under the Case Sensitive checkbox. For most purposes, a search producing a smaller population is more useful.

Scheduling a New Course

Search Results

Click the link in Search Results that describes the class to be added. This action opens the Basic Data page in the Schedule New Course component.

Make sure to use only Course Offering 1.

NOTE: All regular courses should be scheduled using *Course Offering Number 1* exclusively. Use of *Course Offering Number 2* is restricted to special programs (Academic Partnerships) sections and is limited to use by Enrollment Management personnel only.

Please reach out AcademicScheduling@uttyler.edu if your area needs a special program course scheduled using offering number 2.

Search Clear Basic Search Save Search Criteria

Search Results

300 of 2720 results are displayed.

View All	First	1-100 of 300	Last					
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UTTYL	2202	ACCT	2301	Undergrad	MAIN	PRINCIPLES OF FINANCIAL ACCT	100022	1
UTTYL	2202	ACCT	2302	Undergrad	MAIN	PRINCIPLES OF MANAGERIAL ACCT	100023	1
UTTYL	2202	ACCT	3170	Undergrad	MAIN	BUILD AN ACCOUNTING CAREER	106247	1

Pro Tip:

Be sure to check the Course Offering Number if more than one search result shows. Use only Course Offering Number 1 for Schedule of Classes

Basic Data Tab

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session Class Nbr 0
 *Class Section *Start/End Date
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section
 *Associated Class 1 **Associated Class Attributes**
 *Campus MAIN UT TYL **Add Fee**
 *Location 075799UTTM UT Tyler Main Campus
 Course Administrator
 *Academic Organization ACCTFINBL Dept. of Acct., Fina., & Bus.
 Academic Group SCOB Soules College of Business
 *Holiday Schedule
 *Instruction Mode P In Person
 Primary Instr Section

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

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Overview of Screen Layout

The Tabs will appear at the top of the page with the Basic Data Tab appearing first. Under the tabs, information from the Course Catalog is brought over and includes the Course ID, Term, Subject, Catalog number, and Title. The Auto Create Component button is also present in yellow. **We do not use the Auto Create Component.**

Session

Begin by typing in the session value for the section you are scheduling. Click on the magnifying glass icon next to the empty *Session* field box to see all available session values.

Start/End Date

Once the session code is entered, the Start/End Date fields will automatically populate based on system values. **Do not change the dates on the basic data tab.** If the class has different dates than what are displayed in the Start/End Date fields, first confirm that you have chosen the correct session.

If you have chosen the correct session, then you will manually enter the custom start and end dates on the **Meetings Tab**. Please note that all start dates entered on the Meetings Tab must match the start date for the applicable term, and End Dates must occur on or before the end date of the term.

Pro Tip: Be sure to SAVE often! Once you save, a Class Number will populate.

Basic Data Tab

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 10022 Course Offering Nbr 1

Academic Institution University of Texas at Tyler

Term 2020 Spring Undergrad

Subject Area ACCT Accounting **Auto Create Component**

Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

*Session Class Nbr 0

*Class Section *Start/End Date

*Component LEC Lecture Event ID

*Class Type Enrollment Section

*Associated Class Associated Class Attributes **Add Fee**

*Campus MAIN UTTL UT Tyler Main Campus Schedule Print

*Location 075799UTTM UT Tyler Main Campus Student Specific Permissions

Course Administrator

*Academic Organization ACCTFINBL Dept. of Acct., Fina., & Bus. Dynamic Date Calc Required

Academic Group SCOB Soules College of Business Generate Class Mtg Attendance

*Holiday Schedule

*Instruction Mode P In Person Sync Attendance with Class Mtg

Primary Instr Section GL Interface Required

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Class Section

Enter the section number in the Class Section field. Class Section numbering convention is as follows:

TYPE OF COURSE	FALL/SPRING/SUM I	SHORT SUM	LONG SUM	SUM II
TYLER	001-029	301-329	501-529	401-429
LONGVIEW, NON-ITV	090-099	390-399	590-599	490-499
PALESTINE, NON-ITV	070-079	370-379	570-579	470-479
ITV (INCLUDES NET.NET)	040-049	340-349	540-549	440-449
INTERNET	060-069	360-369	560-569	460-469
OFF CAMPUS (NOT TAUGHT ON UT PROPERTY)	030-039	330-339	530-539	430-439
OTHER (WMBA, SPECIAL 1-HOUR COURSES)	080-089	380-389	580-589	480-489
ACADEMIC PARTNERSHIP (AP)/ GRALT	701-799	NA	NA	NA

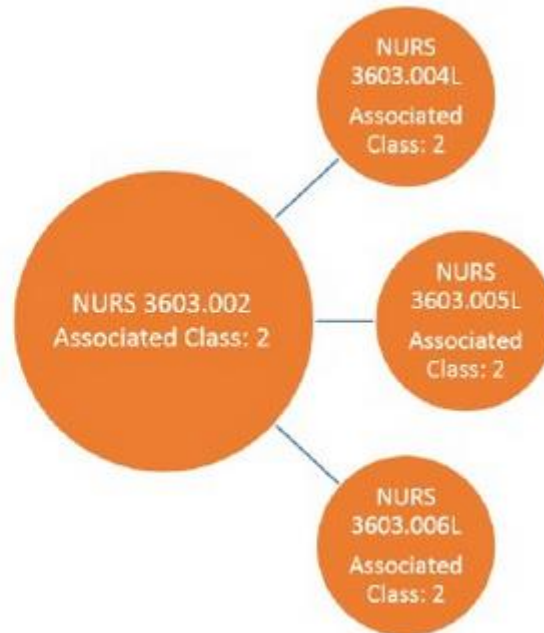
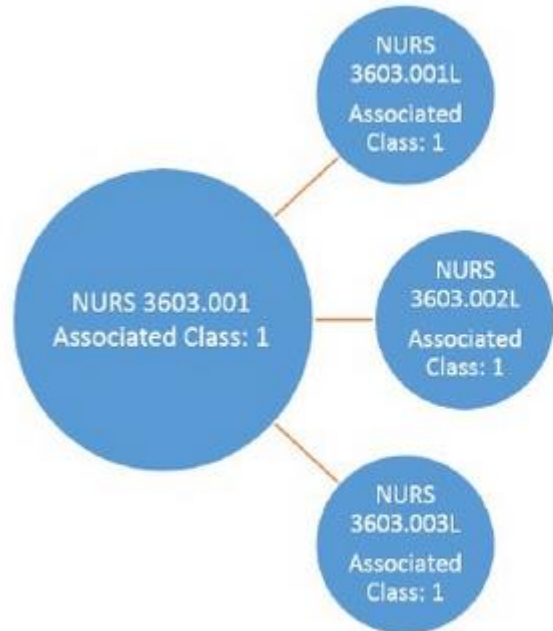
Component

The Component field typically defaults to what is in the catalog course inventory, for example, LEC. If a course has more than one component, clicking the magnifying glass will show the additional components, such as Lab. To add a zero-credit component, such as an embedded lab, add a new row to the associated class.

Pro Tip:

The numbering convention table is easiest to read if you first determine what Academic Session you are scheduling in and then determine what "type" of course is being scheduled.

Basic Data Tab



Class Type

Class Type field defaults to **Enrollment**. The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of Enrollment. In the case where you have an embedded lab, be sure the Lecture is set to Enrollment and the Lab is set to non-enroll.

Associated Class

By using Associated Class Numbers, you link class sections that constitute a single course offering. This field is primarily used for embedded labs. Assigning matching Associated Class Numbers to lectures and labs will link the sections together so that when students are enrolling in the lecture section, they will only be able to choose from the embedded labs that have been associated with that lecture section.

For example, if a lecture (NURS 3603.001) and 3 related lab sections (NURS 3603.001L, NURS 3603.002L, NURS 3603.003L) are all assigned the Associated Class number of 1, a student who enrolls in NURS 3603.001 will be only able to choose from NURS 3603.001L, NURS 3603.002L, or NURS 3603.003L. If another lecture (NURS 3603.002) needed to be grouped with a different set of embedded labs (NURS 3603.004L, NURS 3603.005L, NURS 3603.006L), then a different Associated Class Number would be used for those courses (In this example, the Associated Class Number 2 was chosen for these sections).

Basic Data Tab

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	GL Interface
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Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session	<input type="text"/>	Class Nbr	0
*Class Section	<input type="text"/>	*Start/End Date	<input type="text"/>
*Component	LEC	Event ID	
*Class Type	Enrollment Section	Associated Class Attributes	
*Associated Class	1	<input checked="" type="checkbox"/> Schedule Print	Add Fee
*Campus	MAIN	<input type="checkbox"/> Student Specific Permissions	
*Location	075799UTTM	<input type="checkbox"/> Dynamic Date Calc Required	
Course Administrator	<input type="text"/>	<input type="checkbox"/> Generate Class Mtg Attendance	
*Academic Organization	ACCTFINBL	<input type="checkbox"/> Sync Attendance with Class Mtg	
Academic Group	SCOB	<input type="checkbox"/> GL Interface Required	
*Holiday Schedule	<input type="text"/>		
*Instruction Mode	P		
Primary Instr Section	<input type="text"/>		

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Associated Class (cont'd)

How do you choose which Associated Class Number to use? The Associated Class code should be the same as the lecture section number (leading zeroes will be removed i.e. section 040 becomes Associated Class code 40). For example, NURS 3603.001 would have an Associated Class number of 1, NURS 3603.002 would have an Associated Class number of 2, and NURS 3603.060 would have an Associated Class number of 60. The Lecture should always have the Class Type of Enrollment and the Lab should always be placed on Non-Enroll.

IMPORTANT: Topics classes and classes where the student may enroll in more than one section in the same term MUST have a different Associated Class number for each section in order for the student enrollment process to successfully complete.

For example: KINE1201.001 must have an Associated Class number of 1; KINE1201.002 must have an Associated Class number of 2, etc.

Campus

The system populates the Campus field by default from the Course Catalog - Offerings page, indicating the campus that offers the course. You cannot revise this default. Campus is different from Location. Campus is where the degree is awarded from, and Location is where the course is being taught.

Basic Data Tab

Course ID 100022 **Course Offering Nbr** 1
Academic Institution University of Texas at Tyler
Term 2020 Spring Undergrad
Subject Area ACCT Accounting
Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

*Session
 *Class Section
 *Component Lecture
 *Class Type
 *Associated Class Event ID
 *Campus UT TYL
 *Location UT Tyler Main Campus
Course Administrator
 *Academic Organization Dept. of Acct., Fina., & Bus.
 Academic Group Soules College of Business
 *Holiday Schedule
 *Instruction Mode In Person
 Primary Instr Section

Associated Class Attributes

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

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Location

Enter the Location where the course is being taught. The Location is usually 075799UTTM – UT Tyler Main Campus. Click the magnifying glass icon to see all the location values. For online courses, use “900000INT – Internet” (Five Zeros).

Course Administrator

Skip.

Academic Organization

PeopleSoft will populate this with the academic group by default from the Course Catalog. This field should only be overridden when using the UNIV prefix. The default for the UNIV prefix is University-Wide and must be changed to the specific department’s information for state reporting purposes. For example, if Nursing is scheduling a UNIV course, the Academic Organization should be changed to NURSING – SCHOOL OF NURSING.

Academic Group

Skip.

Holiday Schedule

Skip.

Basic Data Tab

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session
 *Class Section Class Nbr 0
 *Start/End Date
 *Component LEC Lecture
 *Class Type Enrollment Section
 *Associated Class 1
 *Campus MAIN UT TYL
 *Location 075799UTTM UT Tyler Main Campus
 Course Administrator
 *Academic Organization ACCTFINBL Dept. of Acct., Fina., & Bus.
 Academic Group SCOB Soules College of Business
 *Holiday Schedule
 *Instruction Mode P In Person
 Primary Instr Section

Associated Class Attributes

Add Fee

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

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Instruction Mode

The Instruction Mode will default from the course catalog as a P. This default must be overridden. Click the magnifying glass icon next to the Instruction Mode field and select the applicable Instruction Mode for the specific class section. In order to determine the appropriate Instruction Mode for a class, it is important to begin with an overall view of the instructional plan for the semester. If a course is Face-to-Face, you must choose 1 for Face-to-Face instead of remaining with the default of P for In-Person.

Instruction Modes:

- **Face-to-Face:** The instructor and the students are in the same physical location at the same time
- **Full Distance Education Course:** A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the **instructional time**. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
- **Two-way Interactive Video:** Used for the ITV receiving sites or Zoom receiving sites.
- **Hybrid/Blended Course:** A course in which more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place. It is not necessary to add an additional meeting pattern row to depict the online portion of the section.

Pro Tip:

The Section Number, Location, and Instruction Mode must correlate with each other. For example, an online course wouldn't have a UT Tyler Main Location or a 1 for Face-to-Face, it would have the Internet Location and a (2) for Full Distance. Just as a Face-to-Face course wouldn't receive the Internet Location or a (2) for Full Distance. It is not necessary to add an additional meeting pattern row to depict the online portion of the section.

Basic Data Tab

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session
 *Class Section
 *Component LEC Lecture
 *Class Type Enrollment Section
 *Associated Class
 *Campus MAIN UT TYL
 *Location 075799UTTM UT Tyler Main Campus
 Course Administrator
 *Academic Organization ACCTFINBL Dept. of Acct., Fina., & Bus.
 Academic Group SCOB Soules College of Business
 *Holiday Schedule
 *Instruction Mode P In Person
 Primary Instr Section

Class Nbr 0
 *Start/End Date
 Event ID

Associated Class Attributes

Add Fee

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

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | | | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Instruction Mode (Cont'd)

Use the table below to assist you with determining the instruction mode.

Allocation of Instructional Time	Use this Instruction Mode
Instruction is Face-to-Face with no more than 50% of instruction facilitated by online resources such as Canvas.	1: Face-to-Face
Instruction is Face-to-Face with no more than 50% of instruction facilitated by online resources such as Canvas, and the on-campus portion includes ITV.	1: Face-to-Face for sections where the instructor is located, and 4: Two-Way Interactive Video for sections that are receiving sites or Zoom sites
Instruction includes Face-to-Face but 51% to 84% of instruction is facilitated by online resources such as Canvas.	6: Hybrid/Blended Course
Instruction may include Face-to-Face, but 85% to 100% of instruction is facilitated by online resources such as Canvas.	2: Fully Online

Pro Tip:

The Section Number, Location, and Instruction Mode must correlate with each other. For example, an online course wouldn't have a UT Tyler Main Location or a 1 for Face-to-Face, it would have the Internet Location and a (2) for Full Distance. Just as a Face-to-Face course wouldn't receive the Internet Location or a (2) for Full Distance.

Basic Data Tab

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session
 *Class Section
 *Component LEC Lecture
 *Class Type Enrollment Section
 *Associated Class 1
 *Campus MAIN UTTYL
 *Location 075799UTTM UT Tyler Main Campus
 Course Administrator
 *Academic Organization ACCTFINBL Dept. of Acct., Fina., & Bus.
 Academic Group SCOB Soules College of Business
 *Holiday Schedule
 *Instruction Mode P In Person
 Primary Instr Section

Class Nbr 0
 *Start/End Date
 Event ID

Associated Class Attributes

Add Fee

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

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description

Primary Instr Section

This section auto populates.

Associated Class Attributes Hyperlink

Skip.

Add Fee











Skip.

Schedule Print

The Schedule Print check box is checked to allow a section to be shown in the Schedule of Classes and Class Search Functions. If you have classes such as independent studies or internships that you do not want to show in Class Search, leave this box unchecked. If left unchecked students will not be able to search this course. If unchecked, an advisor or staff member in enrollment services will have to enroll them.

Skip all other check boxes as well as Class Topic and Equivalent Course Group.

Basic Data Tab

Class Attributes		Personalize Find View All  		First	1-2 of 4	Last
*Course Attribute	Description	*Course Attribute Value	Description			
CBRT 	CB Reporting	COMPLETE 	Accepted to Inventory by CB			
CLVL 	Course Level	2 	Sophomore Level Course			

 Save  Return to Search  Notify

Class Attributes

Course Attributes that are on the section level of a course and do not pertain to all sections of a course are added in the Class Attributes section. Attributes that are applied here are considered individual Class Attributes and are on a per section basis. Course Attributes that apply to all sections will auto populate here, but you can add Attributes per section.

Examples of Class Attributes you may need to apply on a per section basis are the Service-Learning Designation attribute, the BAAS attribute, and the Other Hybrid attribute.

To add a Class Attribute, click on the plus sign to add another row. Use the magnifying glass on the new row under the Course Attribute column to select the appropriate Class Attribute.

Select, for example, SCHED for (Scheduling) and then use the magnifying glass under Course Attribute Value. For some, the Course Attribute Value will have more than one available option. Click save. Be sure to navigate to the appropriate section to which the Attribute is to be applied. Attributes can be applied while scheduling a new course in Schedule New Course, or in Maintain Schedule of Classes, if the Attribute is being added to an existing class.

Supplemental Instruction for the following subjects: BIOL, CHEM, and MATH, will also need to add the Course Attribute CBRT/EXCL so that the section of the course is excluded from State Reporting. The TLC Course Attribute on those same SI sections will need to be removed by the Admin to ensure those sections are not calculated in the faculty workload by Institutional Analysis.

NOTE: Every Section that is a Hybrid Course requires the Attribute on each section as it does not transfer to each section automatically. You must manually add it to each applicable section. Changes to existing Course Attributes on the Course Catalog level must be completed through the Registrar's Office.

Meetings Tab

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

Session Class Section Component Lecture Class Nbr 0 Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

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

Assignment | Workload |

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>

Academic Shift Personalize | Find | 1 of 1 Last

Academic Shift	Description
<input type="text"/>	

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Meeting Pattern

The Facility ID - This field is populated by Ad Astra. Any data manually entered will be overridden by the data transfer process between Ad Astra and PeopleSoft. The room information is turned on prior to the next start date of any term.

The PAT - This field is to be used for courses following Standard meeting patterns (see slide 24 for standard meeting patterns). Each standard pattern is already preloaded in this dropdown. PeopleSoft checks the boxes based on the PAT selected. The checkboxes are only used for approved irregular or off-grid meeting patterns. Using the PAT field is also important as it will calculate the meeting end time based on the starting time in order to help ensure the course meets for the minimum required minutes in a semester.

Mtg Start/Mtg End - Used to enter the start time for a course. This field works best with military time, so 9:30AM would be 0930a instead. The end time will populate if using a Standard Meeting Pattern selecting the PAT field.

Day of the Week Checkboxes - The check boxes are automatically selected if the PAT field was used to select a standard meeting pattern. These boxes should only be checked if using an approved Non-standard pattern.

The standard meeting patterns are available by clicking the search button.

Term	Standard Meeting Code	Description	Dates	Normal Class Duration
Fall/Spring	F	Friday after 5PM Fall/Spring	F	165
Fall/Spring	MW	Monday/Wednesday Fall/Spring	MW	85
Fall/Spring	MWF	Mon/Wed/Fri Fall/Spring	MWF	55
Fall/Spring	R	Thursday after 5PM Fall/Spring	T	165
Fall/Spring	T	Tuesday after 5PM Fall/Spring	T	165
Fall/Spring	TR	Tuesday/Thursday Fall/Spring	TR	85
Fall/Spring	W	Wed. after 5PM Fall/Spring	W	165
Long Summer	MW2	Monday/Wednesday Long Summer	MW	95
Long Summer	MWF2	Mon/Wed/Fri Long Summer	MWF	65
Long Summer	TR2	Tuesday/Thursday Long Summer	TR	90
Short Summer	M-F	MTWRF Short Summer	MTWRF	165
Summer I/II	M-F2	MTWRF Summer I/II	MTWRF	80
Summer I/II	MW3	Monday/Wednesday Summer I/II	MW	205
Summer I/II	MWF3	Mon/Wed/Fri Summer I/II	MWF	135
Summer I/II	TR3	Tuesday/Thursday Summer I/II	TR	205

Meetings Tab

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

Session Class Section Component Lecture Class Nbr 0 Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>			0	

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Meeting Pattern

Start/End Date - Input the time the class begins, and this field will auto populate the MTG Start/MTG End dates based on the dates for the session. This field can be manipulated for a course that has multiple meeting patterns. If the course meets on different dates and times, use this field to enter the date range that the meeting pattern applies to. Use the + sign to add additional meeting pattern rows.

Topic ID - Skip

Free Format Topic - This field will print on a student's transcript. Please use discretion when using this field. It should be reserved for naming titles of special topic courses, or independent studies.

Print Topic on Transcript - Skip

Contact Hours hyperlink - Skip

Pro Tip:

All classes MUST follow a standard meeting pattern or receive prior approval from the Office of the Provost. Standard meeting patterns are on the next slide.

Standard Meeting Patterns for 3 Credit Hour Courses Fall and Spring Semesters

Standard Meeting Times							
MWF		TR		MW		T-F	
55 minutes		80 minutes		85 minutes		165	
Start	End	Start	End	Start	End	Start	End
8:00 AM	8:55 AM	8:00 AM	9:20 AM				
9:05 AM	10:00 AM	9:30 AM	10:50 AM				
10:10 AM	11:05 AM	11:00 AM	12:20 PM				
11:15 AM	12:10 PM	No Scheduling					
12:20 PM	1:15 PM	2:00 PM	3:20 PM	2:30 PM	3:55 PM		
1:25 PM	2:20 PM	3:30 PM	4:50 PM	4:05 PM	5:30 PM		
		5:30 PM	6:50 PM	5:40 PM	7:05 PM	5:00 PM	7:45 PM
		6:00 PM	7:20 PM	6:00 PM	7:25 PM	6:00 PM	8:45 PM
		7:00 PM	8:20 PM	7:00 PM	8:25 PM		
		8:00 PM	9:20 PM	8:00 PM	9:25 PM		

*Blue highlighted time blocks are considered night classes

Common Meeting Time:

The Provost has declared Thursdays from 12:30PM to 1:50PM to be a "Common Meeting time," during which time no classes should be scheduled. Make sure that when you are scheduling a section that it does not fall within this time. The only exceptions are lab courses, and hybrid courses that meet face-to-face on Tuesday and then are online on Thursday.

*Freshman Level Courses (Catalog Nbr begins with a 1) MUST be scheduled for either a MWF or TR Meeting Pattern

Reminders:

- 3 credit hour classes must meet for a minimum of 2250 minutes per semester. This does include the time allotted for final exams.
- Course times in the darker shaded boxes are considered night classes.
- Course offerings for 3 credit hour courses outside the Standard Course Meeting Patterns must receive special approval from the Department Chair, College Dean, and Academic Affairs.

Standard total minutes of instruction per course:

For each semester credit hour earned, 750 minutes of instruction are required. The requirement is the same for Fall, Spring or Summer.

1 credit hour = 750 minutes 4 credit hour = 3000 minutes
 2 credit hour = 1500 minutes 5 credit hour = 3750 minutes
 3 credit hour = 2250 minutes 6 credit hour = 4500 minutes

Meetings Tab

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

Session Class Section Component Lecture Class Nbr 0 Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
				Primary Instructor	<input checked="" type="checkbox"/>			0	

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Instructors for Meeting Pattern

ID - Enter the instructors ID in the field. It is always easier to have the instructor's identification number on hand to ensure the appropriate person is selected. Using the magnifying glass will allow a search for the instructor but searching on a name basis only can prompt an accidental selection of a similar name but could be someone other than the instructor.

Instructor Role - Every course must have at least one Primary Instructor. The values in this field are Primary, Secondary, and TA. Primary instructors should be listed first. If a course does not have a primary instructor, grade rosters will not be generated. If a course does not have any instructor, it will not appear in the Bookstore Report. Please ensure that if selecting TA, the TA has met all the requirements of a TA.

Print – Leave checked.

Access - Select Approve access for the Primary Instructor of record. All courses must have a Primary Instructor with Approve access. Approve means the instructor can enter grades and approve the grade roster. Grade means the instructor can only enter grades for the class. Grade access allows the grades to be entered but not approved. The Registrar's Office will be unable to post grades if there is not a primary instructor with approve access. Post is not used. Grade posting is processed by the Office of the Registrar.

Pro Tip: All sections must have at least one instructor with an Instructor Role of Primary Instructor and Approve Access!

Make sure all new or returning adjunct instructors have both the UTT_CS_FACULTY_MISC and UTT_CS_SS_INSTRUCTOR roles, by submitting an IT Support ticket.

Meetings Tab

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

Session Class Section Component Lecture Class Nbr 0 Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
				Primary Instructor	<input checked="" type="checkbox"/>			0	

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Meeting Pattern

Contact - Skip

Empl Recl# - Skip

Job Code - Skip

Plus and Minus Icons - Notice the + and – icons, this is how you will add an instructor if there is more than one. It is also how you will remove an instructor. Instructors should always be removed by using the minus sign to do so. Overtyping or backspacing the instructor ID on an existing row will not delete the previous instructor information.

Pro Tip:

To replace an Instructor, use the minus - sign to delete the row. Overtyping the ID field or backspacing the existing data out will not remove the instructor from the course.

Meetings Tab

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last
 Session Class Section Component Lecture Class Nbr 0 Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 Last
 Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>			0	

Academic Shift Personalize | Find | 1 of 1 Last
 Academic Shift Description

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Meeting Pattern

Workload Tab - When the class section has only one meeting pattern and one instructor, the system defaults the correct information in this area. Adjustments are only needed here when a class has multiple meeting patterns or multiple instructors. The only fields to be adjusted by academic departments are the Assign Type and Load Factor fields. The Workload, Auto Calc, and Assignments FTE% will be populated by the system and should be left as is.

Assign Type - There are two choices in the drop-down box, Teaching and NotInclud. The teaching instructor(s) will get Teaching. There can be more than one instructor teaching a course. An additional instructor that is not teaching, such as a Department Chair, will have the Assign Type as NotInclud.

Load Factor - When a course has a single meeting pattern and a single instructor the system defaults to the correct information.

When a course has a single meeting pattern but two teaching instructors, provide the appropriate percentage to reflect the amount of time each teacher will be teaching the course.

When there are multiple meeting patterns the top meeting pattern row should hold all of the credit. The first row will hold the Teaching Assign Type and the Load Factor percentage. Every additional row will be set to NotInclud on the Assign Type and 0.0001% Load Factor.

Meetings Tab

Examples of Instructor and Meeting Pattern Configurations

Instructors For Meeting Pattern							
Assignment	Workload	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
8000086612		Teachir	<input checked="" type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	

One Meeting Pattern row shown with the single pattern receiving the Load Factor credit and the correct Assign Type of Teaching.

Instructors For Meeting Pattern							
Assignment	Workload	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
8000086612		Teachir	<input checked="" type="checkbox"/>	50.0000		<input checked="" type="checkbox"/>	
6001128733		Teachir	<input checked="" type="checkbox"/>	50.0000		<input checked="" type="checkbox"/>	

Multiple Instructors both with Teaching as Assign Type. The department makes the decision as to the amount of Load Factor each instructor should receive when there are multiple instructors assigned to a course.

Instructors For Meeting Pattern							
Assignment	Workload	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
8000086612		Teachir	<input checked="" type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	
6001128733		NotIncl	<input type="checkbox"/>	0.0001		<input checked="" type="checkbox"/>	

Multiple Instructors one with Teaching and one with NotIncl.

Meetings Tab

Examples of Instructor and Meeting Pattern Configurations

Class Sections
Find | View All
First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 20020
 Class Section 001 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern
Find | View All
First 3 of 3 Last

Facility ID <input type="text"/>	Capacity <input type="text"/>	Pat <input type="text"/>	Mtg Start <input type="text"/>	Mtg End <input type="text"/>	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2020 05/02/2020

Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
8000086612	NotInclt	<input type="checkbox"/>	0.0001		<input checked="" type="checkbox"/>	

Multiple Meeting Pattern rows shown with the correct format of the first row holding all of the credit and the subsequent rows placed on NotInclud and given the 0.0001 Load Factor.

Meetings Tab

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last
 Session 1 Regular Academic Session Class Nbr 20020
 Class Section 001 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 3 of 3 Last
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
8000086612	NotInclt	<input type="checkbox"/>	0.0001		<input checked="" type="checkbox"/>	

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save Return to Search Previous in List Next in List Notify

Room Characteristics

This field allows the selection of ITV to be made. Select this for both sections of a Zoom class (sending and receiving.)

Academic Shift

Skip.

Enrollment Cntrl Tab

Enrollment Control

To control enrollment, select the class status from the Class Status drop down menu. The available selections are Active, Stop Further Enrollment, or Tentative Section. This field has a default status value of Active. Only the Active status allows registration in the class. Classes with a status of Tentative will not display in Class Search.

Canceling Classes

When you know you need to cancel a class, the first step is to set it as “Stop Further Enrollment.” Refer to “Course Cancellation Process” (page 39 of this document) for instructions on how to request the cancellation of a course.

The **Add Consent** field value defaults from the Course Catalog. This value may be overridden by selection from the drop-down menu. The available values are No Consent, Dept. Consent, and Inst. Consent. Courses with restricted entry such as independent studies, courses unpublished in schedule, internships, etc. should be marked for either Dept. or Inst. Consent. Permission numbers are generated for all classes marked for consent.

DO NOT use the *Drop Consent* field; this value must always remain as ‘No Consent’.

The **Enrollment Capacity** field sets the maximum number of students allowed to enroll in each section. Type the number of seats wanted for the classroom to override the default value for the **Requested Room Capacity**, which is derived from the Default Section Size value in the Course Catalog. These two numbers should always remain the same.

All other fields are not used at UT Tyler and can be skipped.

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Pro Tip: The Enrollment Capacity value must be reflective of the actual enrollment capacity for each course and is subject to administrative review. Please do not leave the default value.

Reserve Cap Tab

Basic Data | Meetings | Enrollment Control | **Reserve Cap** | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Class Sections Find | View All First 1 of 1 Last

Session 1	Regular Academic Session	Class Nbr 20020
Class Section 001	Component: Lecture	Event ID
Associated Class 1	Units 3.00	

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
<input type="text" value=""/> <input type="button" value="📅"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="-"/>

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Reserve Cap

This step is not required and should only be used to reserve space in a class for a specific requirement group (*ie* Student Learning Communities or a Student Group).

Before a reserve capacity can be set the Registrar's Office must build a Requirement Group_This defines who is eligible to enroll in the class. If the requirement group you need is not in the search field, please contact the AcademicScheduling@uttyler.edu to create one.

To add a Reserve Cap

- Input the effective date that the requirement group can begin registering in the Start Date field or click the calendar icon to select a date.
- Type in the Requirement Group, meeting desired specifications in the Requirement Group field or click the magnifying glass to lookup the values.
- Enter the maximum number of seats to reserve for students who meet the Requirement Group in the **Cap Enrl** field and click save.

Pro Tip:

If a Reserve Cap is placed on a section be sure to determine how many reserved seats are needed. Sometimes it will be the max capacity of the course, sometimes it will not be. If enrollment on the course section is increased or decreased be sure to also change it here.

Notes Tab

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
------------	----------	--------------------	-------------	--------------	------	----------	----------	--------------

Course ID	100022	Course Offering Nbr	1
Academic Institution	University of Texas at Tyler		
Term	2020 Spring	Undergrad	
Subject Area	ACCT	Accounting	
Catalog Nbr	2301	PRINCIPLES OF FINANCIAL ACCT	

Class Sections			Find View All	First	1 of 1	Last
Session 1	Regular Academic Session	Class Nbr	20020			
Class Section 001	Component Lecture	Event ID				
Associated Class 1	Units 3.00					

Class Notes			Find View All	First	1 of 1	Last
*Sequence Number	1					
*Print Location	After	<input type="checkbox"/> Even if Class Not in Schedule				
Note Nbr	<input type="text"/>					
	<input type="button" value="Copy Note"/>					
Free Format Text:						
	<input type="button" value="Clear Note"/>					

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>	<input type="button" value="Notify"/>
-------------------------------------	---	---	---	---------------------------------------

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Notes

The **Notes Tab** is for specific class notes. Each note is displayed on the detail for the specific class section to which it is attached. Notes are optional. The Sequence Number is defaulted to 1 and determines the display order of the note if there are multiple notes. The Sequence Number can be overridden, and notes can be placed in order of importance or relevance.

If the same note is being placed on sections of a course repetitively from semester to semester, please contact AcademicScheduling@uttyler.edu to see if a standard note could be added.

Print Location - This sets the print location of the note either Before the class listing or After it.

Note Nbr - Use this search to attach a pre-existing standard note. Selecting an item from the list will populate the adjacent field with the detail.

Free Format Text - Use this to enter notes for classes and click save.

The remaining tabs (Exam, LMS Data, Textbook, GL Interface) should be skipped.

Pro Tip:

To modify the existing note, press copy note. The text will be copied to the Free Format Text area and eliminated from the previous area. The note number will also be erased.

Maintaining Classes Once They are Created

Possible Changes | Combined Sections | Course Cancellation

What can be changed now that the class has been scheduled

Before Registration Has Opened

You can change almost anything!

You can go back and change or update the fields in PeopleSoft that you initially entered when you created the section.

So, for example, if you needed to change the section number, a professor, a meeting pattern – all of these could be changed, as long as registration has not yet begun for the session in which your section is scheduled.

After Registration Has Opened

Based on scheduling procedure, you can only change a few details for your newly created section.



You **CAN** Change:

- Class Attributes
- Instructors/Instructor workload
- Enrollment capacity and room capacities
- Combined and uncombined courses
- Class Status (Active/Tentative/Stop Further Enrollment)



You **CANNOT** Change:

- Meeting patterns
- Session
- Location
- Instruction Mode
- Class Association Number

Any of these “cannot changes” will require the cancellation and rescheduling of any affected sections – see “Course Cancellation Process” on page 39.

Pro Tip:

You should not change the section number after registration has opened. If you feel you need to change it, please contact AcademicScheduling@uttyler.edu.

Course Cancellation Process

Basic Data | Meetings | **Enrollment Control** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 100022 Course Offering Nbr 1
 Academic Institution University of Texas at Tyler
 Term 2020 Spring Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 2301 PRINCIPLES OF FINANCIAL ACCT

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 20020
 Class Section 001 Component Lecture Event ID
 Associated Class 1 Units 3.00

*Class Status: **Stop Further Enrollment** Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent: No Special Consent Required Requested Room Capacity 32 Total
 *Drop Consent: No Special Consent Required Enrollment Capacity 32 0
 1st Auto Enroll Section Wait List Capacity 0
 2nd Auto Enroll Section Minimum Enrollment Nbr
 Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify

Course Cancellation

Only the Office of the Registrar is allowed to cancel classes in PeopleSoft.

To request the cancellation a course:

1. Set the Class Status to Stop Further Enrollment.
2. Obtain an email from the Department Chair confirming the request to cancel the course.
3. Forward the email to AcademicScheduling@uttyler.edu. The following information must be included for the cancellation request to be processed:
 - Class subject
 - Catalog number
 - Term
 - How many students are enrolled
 - Confirmation that the students have been notified of the cancellation. This is extremely important, as once a cancellation is processed, access to the roster of students is no longer available.
4. If the course or section to be cancelled is part of a Combined Sections Table, remove it from that entry before proceeding with the cancellation request.

Once the course has been cancelled an email will be sent by AcademicScheduling@uttyler.edu confirming the cancellation. The Dean, Bookstore, and department admin will be copied on the email. This is standard procedure.

Combining and Uncombining Sections

Combining and Uncombining Sections

Enter all the course information for the sections you wish to combine as these are scheduled normally. Be sure to write down the 5-digit Class Number for all the sections that are being combined. You may not combine a face-to-face section and an online section.

To Combine Sections:

- Navigate to Curriculum Management>Combined Sections>Combined Sections Table, enter the relevant Term and choose the Session.
- Click on Search to bring up the table. Click on the plus + sign to add a new row. Put the SUBJ and Course Number of the classes being combined in the “Description” column. Enter a short but meaningful Short Description. Be sure to SAVE at the bottom of the table which then creates a live “View Combined Sections” hyperlink.
- Click on the View Combined Sections hyperlink. This will pull up the Identify Combined Sections page. Here, choose a combination type, (Within Subject if the course prefixes are the same, Cross Subject if they are different.)
- Click the Permanent Combination checkbox if this will always be cross-listed. This is optional.
- Always check the Skip Mtg Pattern and Instr Edit checkbox. This allows the logic in the State Reports to run correctly, so these checkboxes must always remain checked.

(continued on next page)

Identify Combined Sections

Academic Institution UTTYL University of Texas at Tyler
 Term 2202 2020 Spring
 Session 1 Regular Academic Session
 Combined Sections ID 0001 ACCT 2301/MARK 3350

Permanent Combination
 Skip Mtg Pattern & Instr Edit

Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

Room Capacity		
Requested Room Capacity	Enrollment Capacity	Total
<input type="text" value="108"/>	<input type="text" value="108"/>	0
	<input type="text"/>	0

Linked Classes Personalize | Find | View All | | | First 1-2 of 2 Last

Combined Sections		Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
<input type="text" value="20020"/>	ACCT	2301	001	Open	32	32	0	0	0	SCOB	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="20018"/>	MARK	3350	001	Open	76	76	0	0	0	SCOB	<input type="button" value="+"/>	<input type="button" value="-"/>

View Combined Sections Table

Combining and Uncombining Sections (cont'd)

Combining and Uncombining Sections

To Combine Sections (continued):

- Enter the requested room capacity and enrollment capacity for each combined section. These two numbers should match and be sure to account for the capacity in total for all sections.
- Requested Room Capacity is self calculated by adding both courses requested room caps. If one section has 15 and another has 30, the capacity should be 45.
- Enter the 5 digit Class Nbr of all the sections to be combined under the Combined Sections tab.
- Click the SAVE button. Sections are not actually combined until all steps are complete and it is saved.

If you ever need to change or enter meeting patterns or instructors for combined sections, you must do this via Curriculum Management>Schedule of Classes>Schedule Class Meetings.

To Uncombine Sections:

- Navigate to Curriculum Management>Combined Sections>Combined Sections Table and click on the View Combined Section hyperlink to be uncombined. This will load the Identify Combined Sections page.
- You must use the minus sign on the Identify Combined Sections page after you have clicked the hyperlink in order to uncombine the sections. This is necessary before one or more of the sections can be cancelled. (Removing the classes by using the minus sign in the original table list will not uncombine them – it will remove the hyperlink, meaning you will then never be able to uncombine them.)

Identify Combined Sections

Academic Institution UT Tyler University of Texas at Tyler

Term 2202 2020 Spring

Session 1 Regular Academic Session

Combined Sections ID 0001 ACCT 2301/MARK 3350

*Combination Type

Permanent Combination

Skip Mtg Pattern & Instr Edit

Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity		
Requested Room Capacity	Enrollment Capacity	Total
<input type="text" value="108"/>	<input type="text" value="108"/>	0
	<input type="text"/>	0

Linked Classes Personalize | Find | View All | | | First 1-2 of 2 Last

Combined Sections											
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text" value="20020"/>	ACCT	2301	001	Open	32	32	0	0	0	SCOB	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="20018"/>	MARK	3350	001	Open	76	76	0	0	0	SCOB	<input type="button" value="+"/> <input type="button" value="-"/>

View Combined Sections Table

Contact Information

Feel free to contact us at AcademicScheduling@uttyler.edu should you have questions about the Schedule of Classes, working with PeopleSoft, or scheduling academic course space in Astra.

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