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Department Class Schedule Maintenance-011008

Concept

Add to and update class schedule data. Use this component to add class sections for courses that have already been scheduled, and to make changes to existing class sections.

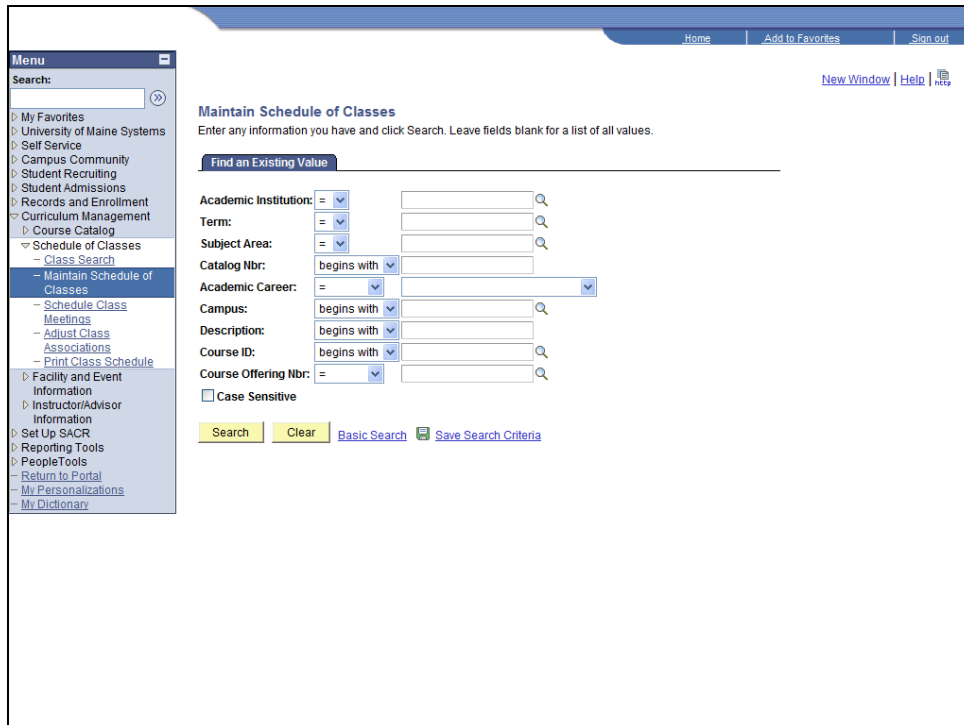
Procedure

To view the online Process Document and Quick Guide for this process, click the links below.

PD Please refer to: http://www.maine.edu/pdf/DeptClassSchedMaintenance-011008_BP.pdf

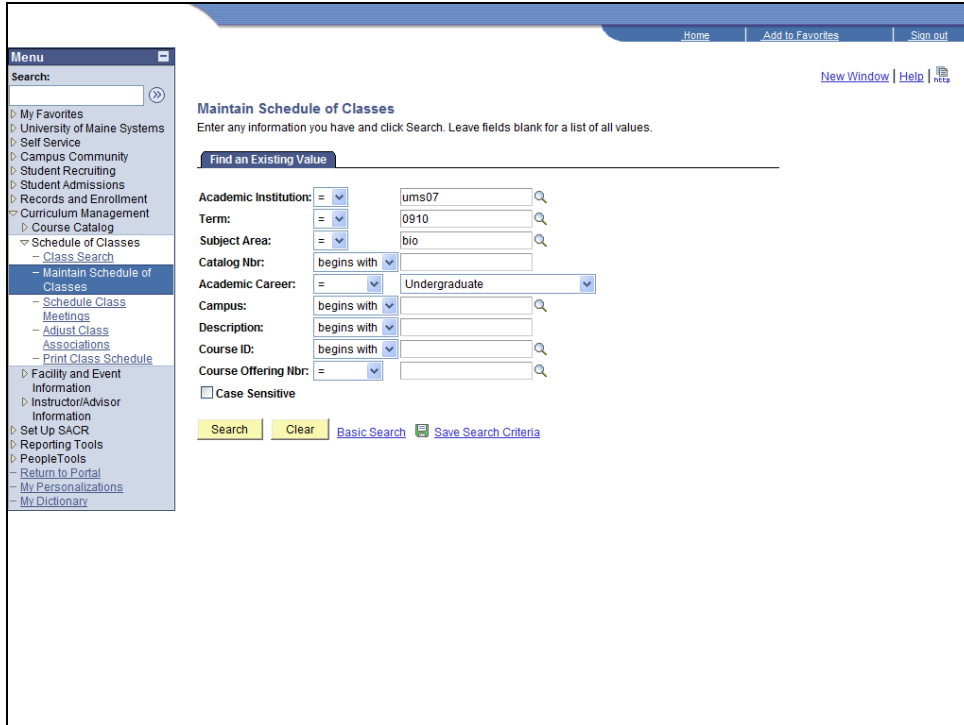
QG Please refer to: http://www.maine.edu/pdf/DeptClassSchedMaintenance-011008_QG.pdf

Step	Action
1.	Navigate: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.



The screenshot shows the 'Maintain Schedule of Classes' web application. On the left is a 'Menu' sidebar with a search box and a tree view containing categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Course Catalog', 'Schedule of Classes', 'Facility and Event Information', 'Reporting Tools', and 'PeopleTools'. The 'Schedule of Classes' section is expanded to show 'Maintain Schedule of Classes'. The main content area has a title 'Maintain Schedule of Classes' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a search form with the following fields: 'Academic Institution', 'Term', 'Subject Area', 'Catalog Nbr', 'Academic Career', 'Campus', 'Description', 'Course ID', and 'Course Offering Nbr'. Each field has a dropdown menu and a search icon. There is also a 'Case Sensitive' checkbox. At the bottom of the search form are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

Step	Action
2.	Fill in the search criteria. At a minimum, enter the Institution and Term .



The screenshot shows a web application interface for maintaining class schedules. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Course Catalog', 'Schedule of Classes', 'Maintain Schedule of Classes', 'Schedule Class', 'Meetings', 'Adjust Class', 'Associations', 'Print Class Schedule', 'Facility and Event Information', 'Instructor/Advisor Information', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Return to Portal', 'My Personalizations', and 'My Dictionary'. The main content area is titled 'Maintain Schedule of Classes' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with several search criteria: 'Academic Institution' (dropdown with 'ums07'), 'Term' (dropdown with '0910'), 'Subject Area' (dropdown with 'bio'), 'Catalog Nbr' (dropdown with 'begins with'), 'Academic Career' (dropdown with 'Undergraduate'), 'Campus' (dropdown with 'begins with'), 'Description' (dropdown with 'begins with'), 'Course ID' (dropdown with 'begins with'), and 'Course Offering Nbr' (dropdown with '='). There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
3.	Click the Search button.

Search

Process Document

Student Records: Dept Class Sched Maintenance-011008



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

Menu

Search:

- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Class Search
 - Maintain Schedule of Classes**
 - Schedule Class Meetings
 - Adjust Class Associations
 - Print Class Schedule
- Facility and Event Information
- Instructor/Advisor Information
- Set Up SACR
- Reporting Tools
- PeopleTools
- Return to Portal
- My Personalizations
- My Dictionary

Maintain Schedule of Classes

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

[Find an Existing Value](#)

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

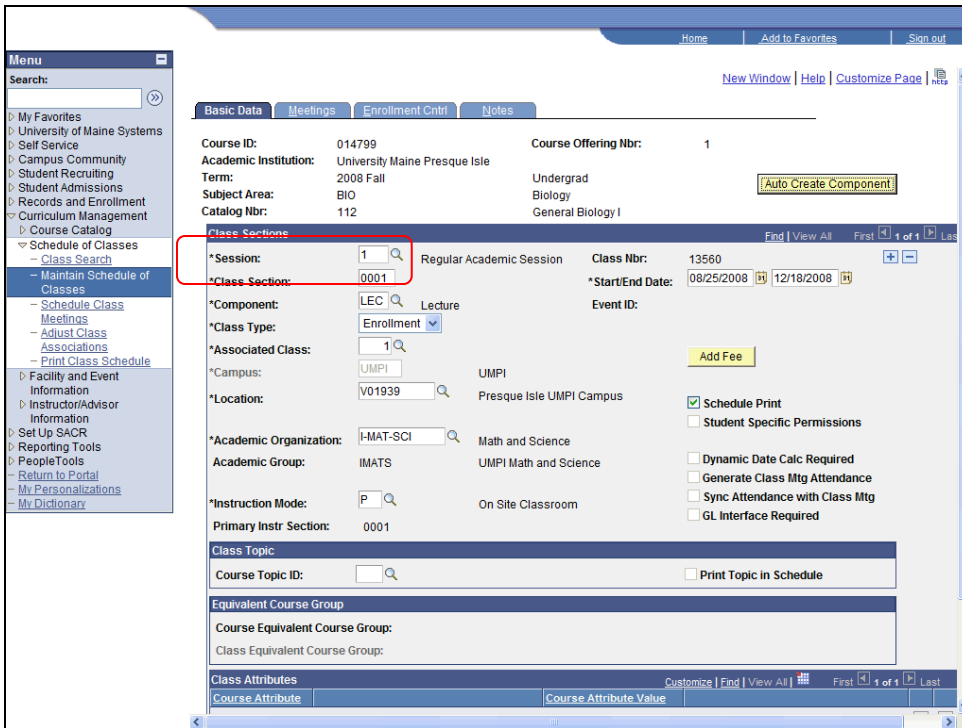
[Basic Search](#)


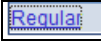
Search Results


[View All](#) First 1-12 of 12 Last

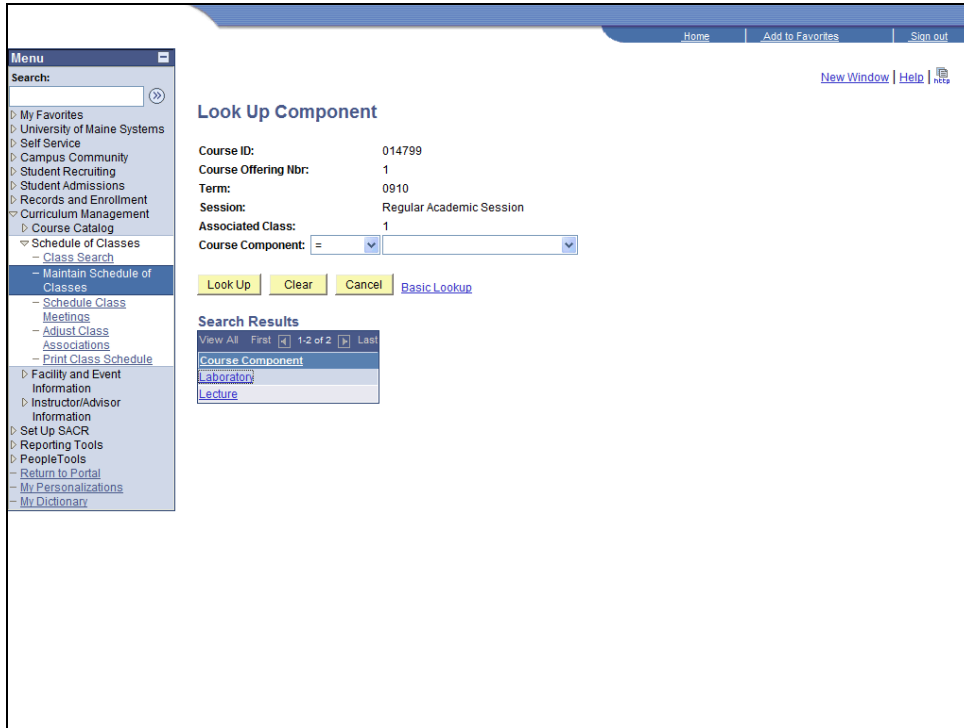
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UMS07	0910	BIO	112	Undergrad	UMPI	General Biology I	014799	1
UMS07	0910	BIO	112C	Undergrad	UMPI	General Biology I	028690	1
UMS07	0910	BIO	112L	Undergrad	HOUTL	General Biology I Lab	014800	1
UMS07	0910	BIO	112L	Undergrad	UMPI	General Biology I Lab	014800	1
UMS07	0910	BIO	161	Undergrad	UMPI	Human Biology/Hea. Pe & Rec	017635	1
UMS07	0910	BIO	161L	Undergrad	UMPI	Human Biology Lab/Hea.Pe & Rec	017636	1
UMS07	0910	BIO	260	Undergrad	UMPI	Human Anatomy & Physiology	014803	1
UMS07	0910	BIO	260L	Undergrad	UMPI	Human Anatomy & Phys Lab	014804	1
UMS07	0910	BIO	430	Undergrad	UMPI	Molds And Mushrooms	015856	1
UMS07	0910	BIO	430L	Undergrad	UMPI	Molds And Mushrooms Lab	015856	1
UMS07	0910	BIO	445	Undergrad	UMPI	Invertebrate Zoology	014813	1
UMS07	0910	BIO	445L	Undergrad	UMPI	Invertebrate Zoology Lab	014814	1

Step	Action
4.	Click an entry Search Results list.
5.	We will first take a look at the options available for scheduling a class. Following that, we will schedule some class sections.

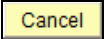
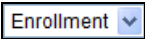


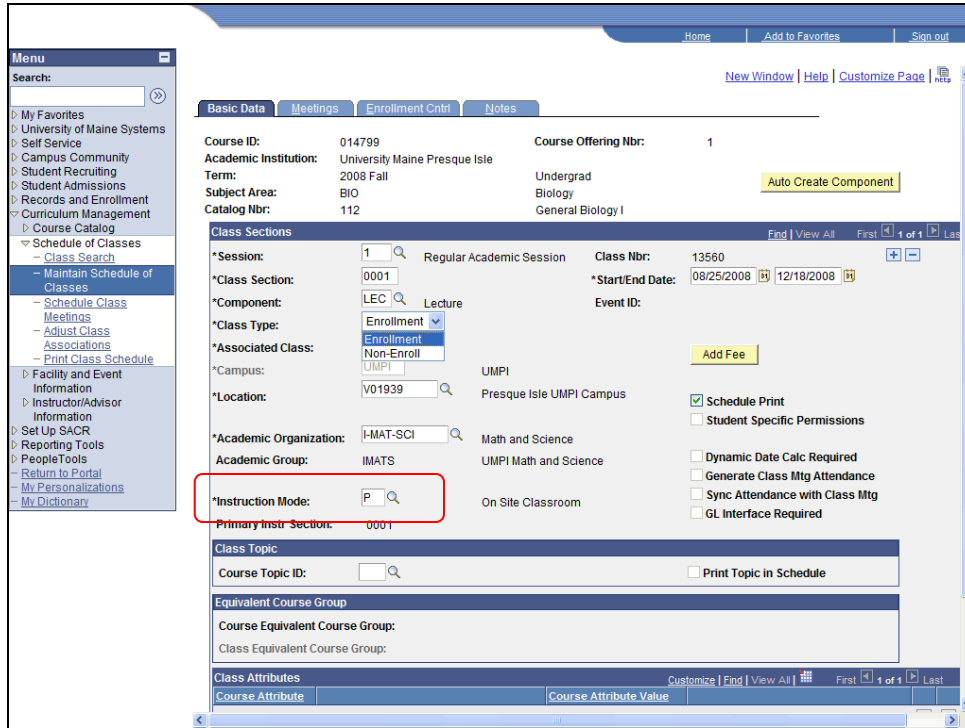
Step	Action
6.	<p>Institutions may define multiple sessions within a term. In that case, you may wish to schedule a class section for a session rather than for the entire term.</p> <p>To see what choices there are for sessions in this term, click the Look up Session button.</p> 
7.	<p>This page displays a list of the sessions defined for the term in question. The "Regular" session is the entire term, and is always selected by default. Select the desired session in the list.</p> 


Step	Action
8.	<p>A course may have multiple components. One component is the one students enroll in, and the others are non-enrollment. For example, a course may have labs and recitation components, in addition to the lecture.</p> <p>Components are scheduled as class sections of a course. So if a course is defined with a lecture and a recitation, you would schedule at least two class sections: one for the lecture and one for the recitation.</p> <p>To see what components this course has set up in the course catalog, click the Look up Component button.</p> 

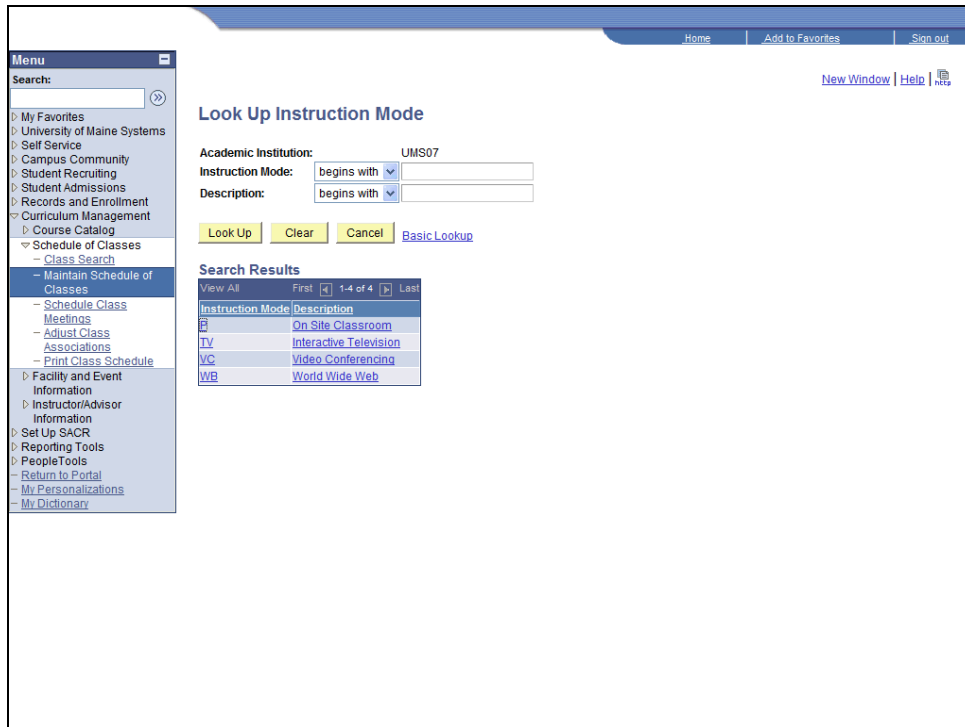


The screenshot shows a web application interface for 'Look Up Component'. On the left is a 'Menu' with a search box and a tree view of navigation options. The main area contains search criteria: Course ID (014799), Course Offering Nbr (1), Term (0910), Session (Regular Academic Session), and Associated Class (1). Below this is a 'Course Component' dropdown menu. Buttons for 'Look Up', 'Clear', and 'Cancel' are present, along with a 'Basic Lookup' link. A 'Search Results' section shows a table with two rows: 'Laboratory' and 'Lecture'.

Step	Action
9.	<p>The course in this example has 2 components: lecture (the enrollment component) and a lab (non-enrollment component).</p> <p>Click the Cancel button.</p> 
10.	<p>Click the Class Type list.</p> 



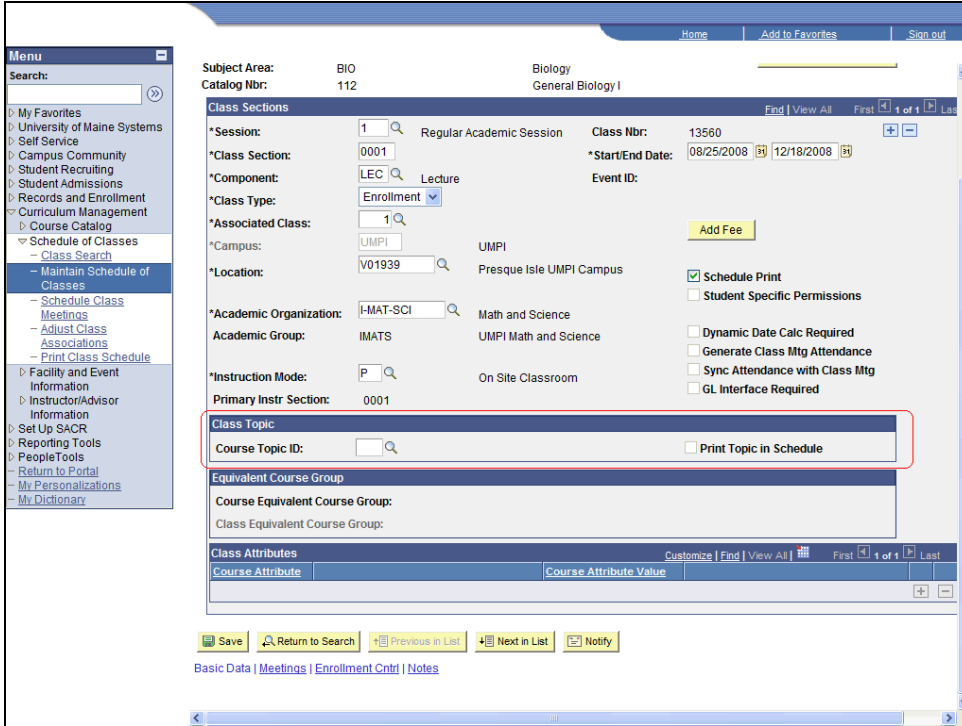
Step	Action
12.	Click the Look up Instruction Mode button. 



The screenshot shows a web application interface for 'Look Up Instruction Mode'. On the left is a 'Menu' sidebar with various navigation options. The main content area has a search bar at the top right with links for 'New Window', 'Help', and 'Sign out'. Below the search bar, the title 'Look Up Instruction Mode' is displayed. There are two search filters: 'Academic Institution' set to 'UMS07' and 'Instruction Mode' set to 'begins with'. Below these filters are buttons for 'Look Up', 'Clear', 'Cancel', and a link for 'Basic Lookup'. A 'Search Results' section shows a table with 4 results:

Instruction Mode	Description
P	On Site Classroom
TV	Interactive Television
VC	Video Conferencing
WB	World Wide Web


Step	Action
13.	By default, the Instruction Mode is set to "in person" or P . You can choose a different mode if necessary.




The screenshot displays the 'Class Sections' maintenance page. The 'Class Topic' section is highlighted with a red box. It contains the following fields and options:


- Class Topic** (Section Header)
- Course Topic ID:** [Input field with search icon]
- Print Topic in Schedule:**

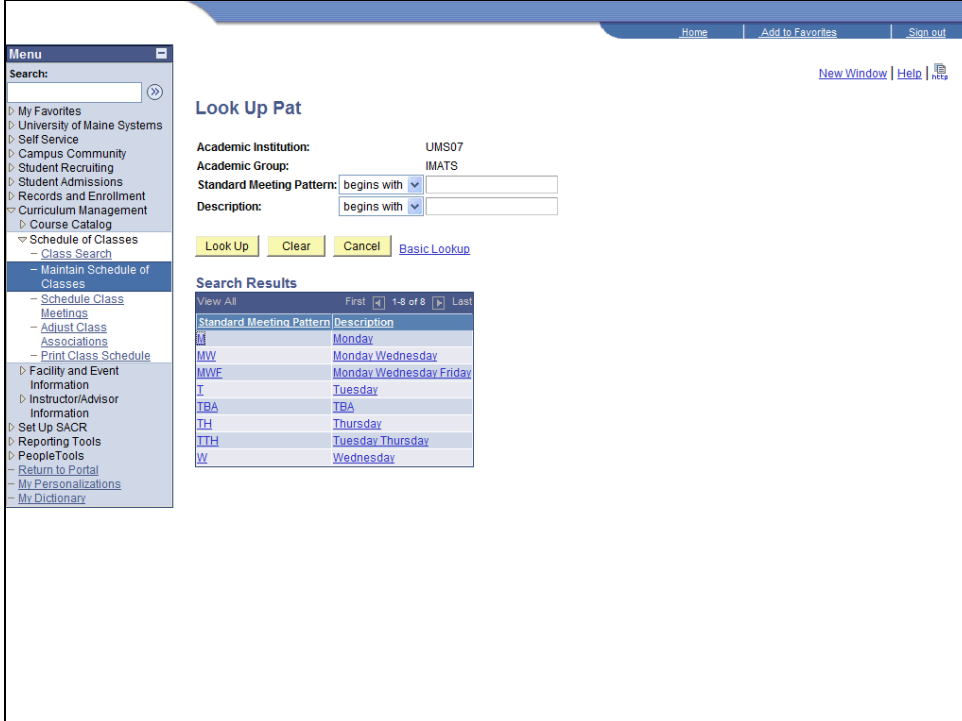
Other visible fields include: *Session: 1, *Class Section: 0001, *Component: LEC (Lecture), *Class Type: Enrollment, *Associated Class: 1, *Campus: UMPI, *Location: V01939 (Presque Isle UMPI Campus), *Academic Organization: I-MAT-SCI (Math and Science), Academic Group: IMATS (UMPI Math and Science), *Instruction Mode: P (On Site Classroom), and Primary Instr Section: 0001.

Step	Action
14.	The course may have Topics defined. Each topic has an ID and you can enter the Topic ID in the Course Topic ID field. If you enter an ID, you can choose to print the topic in the class schedule by checking the Print Topic in Schedule check box.
15.	To see a list of topics for this course, click the Look up Course Topic ID button. 

Step	Action
16.	Click the Meetings tab. 

Step	Action
17.	<p>Use the Meetings page to specify the facility you want for the class and the class weekly schedule.</p> <p>Your Institution may have set up standard meeting patterns, and all you need to do is select one. Or you can check the days you want the class to meet.</p> <p>The Start and End dates are pulled from the Term calendar.</p> <p>You can have more than one meeting pattern for the class section. To add more meeting patterns, click the Add a New Row button on the right side of the Meeting Pattern page section.</p> <p>Each meeting pattern can have its own topic, which you can enter by choosing a Topic ID, or by entering the topic in the Free Format Topic field.</p>

Step	Action
18.	Click the Look up Pat button. 



Look Up Pat

Academic Institution: UMS07
 Academic Group: IMATS
 Standard Meeting Pattern: begins with
 Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Standard Meeting Pattern	Description
M	Monday
MW	Monday Wednesday
MWF	Monday Wednesday Friday
T	Tuesday
TBA	TBA
TH	Thursday
TTH	Tuesday Thursday
W	Wednesday

Step	Action
19.	This page displays the pre-defined meeting patterns. To change the meeting pattern for this class section, you can select from this list.
20.	The Instructor is assigned on the Meetings page. There can be more than one instructor. And you can have a different instructor or set of instructors for each meeting pattern you define for this class section. If there is more than one instructor, you can set the Instructor Roles to be different for those instructors, and also set the kind of grading access they have.

Process Document

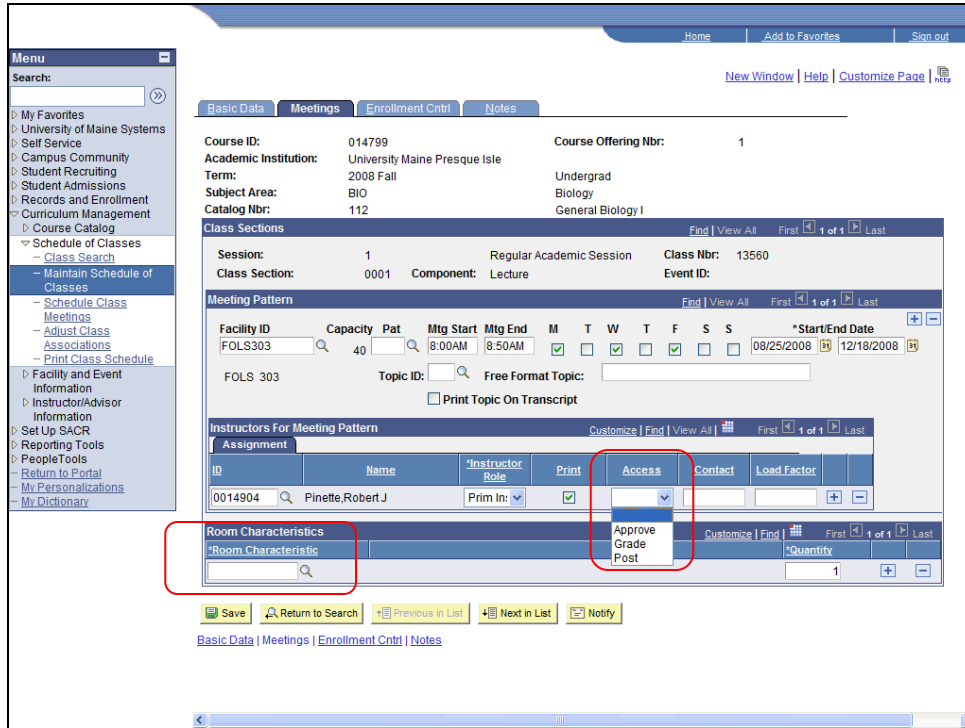
Student Records: Dept Class Sched Maintenance-011008



Step	Action
21.	Click the Instructor Role list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Prim In: ▾</div>


The screenshot shows the 'Instructors for Meeting Pattern' section of the software. A table lists instructors with columns for ID, Name, Instructor Role, Print, Access, Contact, and Load Factor. The 'Instructor Role' dropdown for Robert J. Pinette is open, showing 'Prim Instr', 'Sec Instr', and 'TA'. The 'Access' field is currently empty.

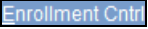
Step	Action
22.	Click to view the choices in the Access field.



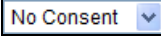
The screenshot displays the 'Class Scheduling Maintenance' interface. Key sections include:

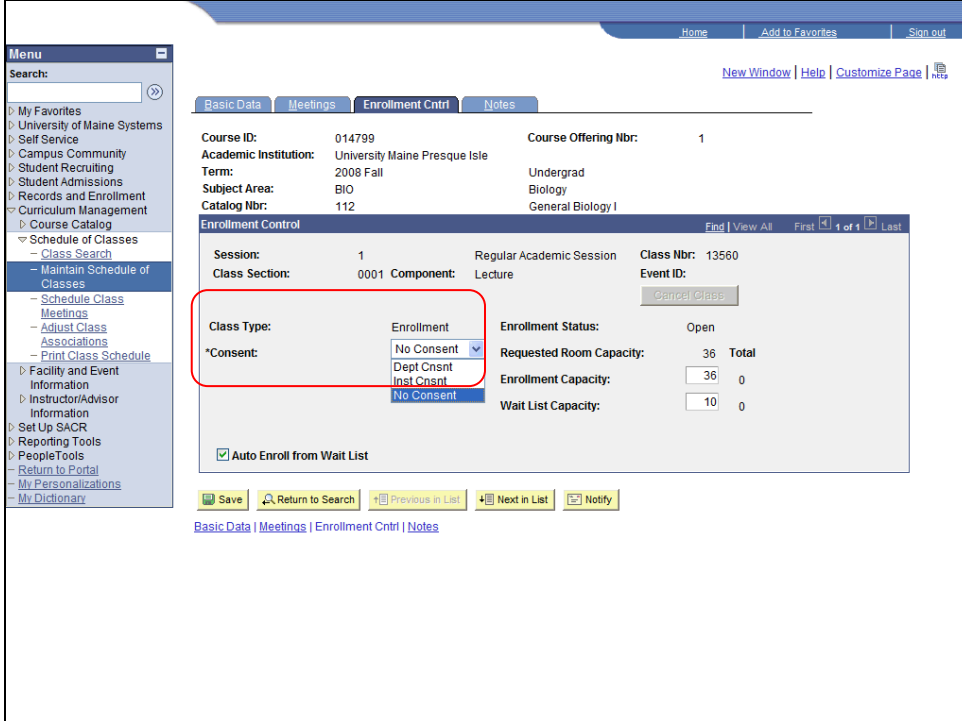
- Basic Data:** Course ID: 014799, Academic Institution: University Maine Presque Isle, Term: 2008 Fall, Subject Area: BIO, Catalog Nbr: 112.
- Class Sections:** Session: 1, Class Section: 0001, Component: Lecture, Class Nbr: 13560.
- Meeting Pattern:** Facility ID: FOLS303, Capacity: 40, Mtg Start: 8:00AM, Mtg End: 8:50AM, Start/End Dates: 08/25/2008 to 12/18/2008.
- Instructors for Meeting Pattern:** A table with columns for ID, Name, Instructor Role, Print, Access, Contact, and Load Factor. The entry for Pinette, Robert J. has the 'Access' dropdown menu open, showing options for 'Approve', 'Grade', and 'Post'.
- Room Characteristics:** A section for adding special requirements to the room.


Step	Action
23.	<p>The Access values are:</p> <p>Approve: Instructor can enter grades and approve the grade roster.</p> <p>Grade: Instructor can only enter grades for the class.</p> <p>Post: Instructor can enter grades, approve the roster, and post the grades</p>
24.	<p>Click the Room Characteristic button.</p> 
25.	<p>The Room Characteristics are used to help schedule rooms. So if your class section has special requirements such as an overhead projector or easels, add the corresponding characteristic. You can specify as many characteristics as needed.</p>

Step	Action
26.	Click the Enrollment Cntrl tab. 

Step	Action
27.	Use the Enrollment Cntrl page to specify the Instructor or Department Consent requirement for the class. You can also change the default Enrollment Capacity and Wait List Capacity on this page.

Step	Action
28.	Click the Consent list. 



Step	Action
29.	Click the Notes tab. 
30.	Use the Notes page to enter notes about this class section. You can enter more than one note, and you can use predefined notes or type in free-form notes. Each note can be selected for printing in the class schedule if desired.

Process Document

Student Records: Dept Class Sched Maintenance-011008



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Class Search
 - Maintain Schedule of Classes
 - Schedule Class
 - Meetings
 - Adjust Class Associations
 - Print Class Schedule
 - Facility and Event Information
 - Instructor/Advisor Information
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Basic Data | Meetings | Enrollment Cntrl | **Notes**

Course ID: 014799 Course Offering Nbr: 1
 Academic Institution: University Maine Presque Isle
 Term: 2008 Fall Undergrad
 Subject Area: BIO Biology
 Catalog Nbr: 112 General Biology I

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 13560
 Class Section: 0001 Component: Lecture Event ID:

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: Even if Class Not in Schedule

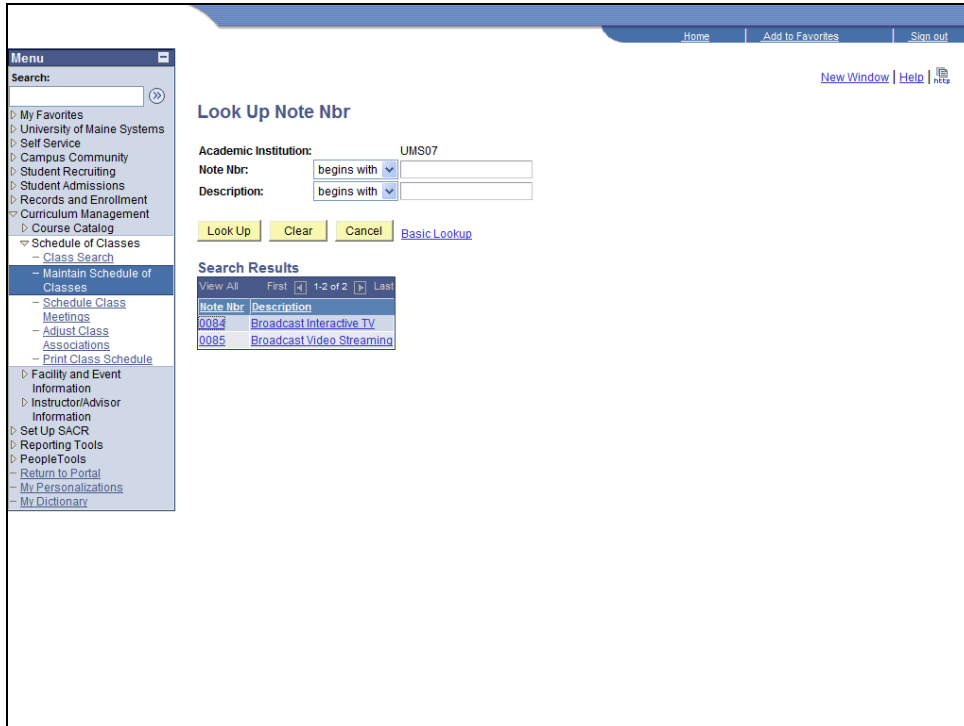
*Print Location: After

Note Nbr:


Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Notes](#)

Step	Action
31.	Click the Look up Note Nbr button.



Home Add to Favorites Sign out

New Window | Help | 

Menu

Search:

- My Favorites
- University of Maine Systems
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- Schedule of Classes
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 - Print Class Schedule
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- Instructor/Advisor Information
- Set Up SACR
- Reporting Tools
- People Tools
- Return to Portal
- My Personalizations
- My Dictionary

Look Up Note Nbr

Academic Institution: UMS07

Note Nbr: begins with

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

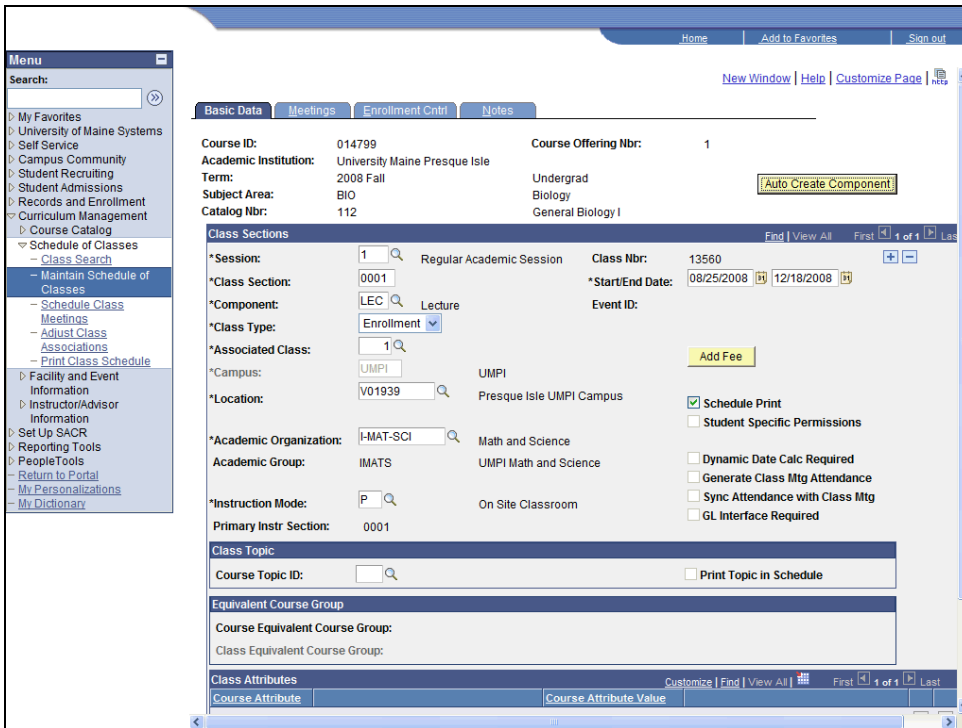
View All First 1-2 of 2 Last


Note Nbr	Description
0084	Broadcast Interactive TV
0085	Broadcast Video Streaming

Step	Action
32.	Click an entry in the list of predefined notes. Broadcast Interactive TV
33.	The Copy Note button moves the note text to the Free Format Text field where you can edit it.
34.	The Clear Note button will clear both note fields.

Step	Action
35.	Return to the Basic Data page to create a new class section for the course.

Step	Action
36.	<p>Having reviewed all the pages for Maintain Schedule of Classes, we will now add some new class sections for the course.</p> <p>Currently, the course in this example has only one class section scheduled - a lecture. The lecture section has a Class Nbr assigned to it, which is used when a student enrolls in the class.</p> <p>Each additional class section you schedule will have its own Class Nbr assigned by the system.</p>



Step	Action
37.	<p>This course was defined in the Course Catalog with two components: a lecture and a lab. At this point, only the default class section (the lecture) has been scheduled. To schedule a lab, we must add a new class section.</p> <p>The Auto Create Component button will create one new lab. This button can only be used once per course. If we want more labs and/or lectures we must create them manually (we'll see this later on).</p> <p>Click the Auto Create Component button.</p> 

Process Document

Student Records: Dept Class Sched Maintenance-011008



Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Basic Data | Meetings | Enrollment Cntrl | Notes

Course ID: 014799 Course Offering Nbr: 1
 Academic Institution: University Maine Presque Isle
 Term: 2008 Fall Undergrad
 Subject Area: BIO Biology
 Catalog Nbr: 112 General Biology I

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: *Start/End Date: 08/25/2008 12/18/2008
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 1 Add Fee
 *Campus: UMPI UMPI Schedule Print
 *Location: V01939 Presque Isle UMPI Campus Student Specific Permissions
 Course Administrator:
 *Academic Organization: I-MAT-SCI Math and Science Dynamic Date Calc Required
 Academic Group: IMATS UMPI Math and Science Generate Class Mtg Attendance
 *Holiday Schedule: UMS07 Presque Isle Academic Holidays Sync Attendance with Class Mtg
 *Instruction Mode: P On Site Classroom GL Interface Required
 Primary Instr Section: 0001

Class Topic


Course Topic ID: Print Topic in Schedule

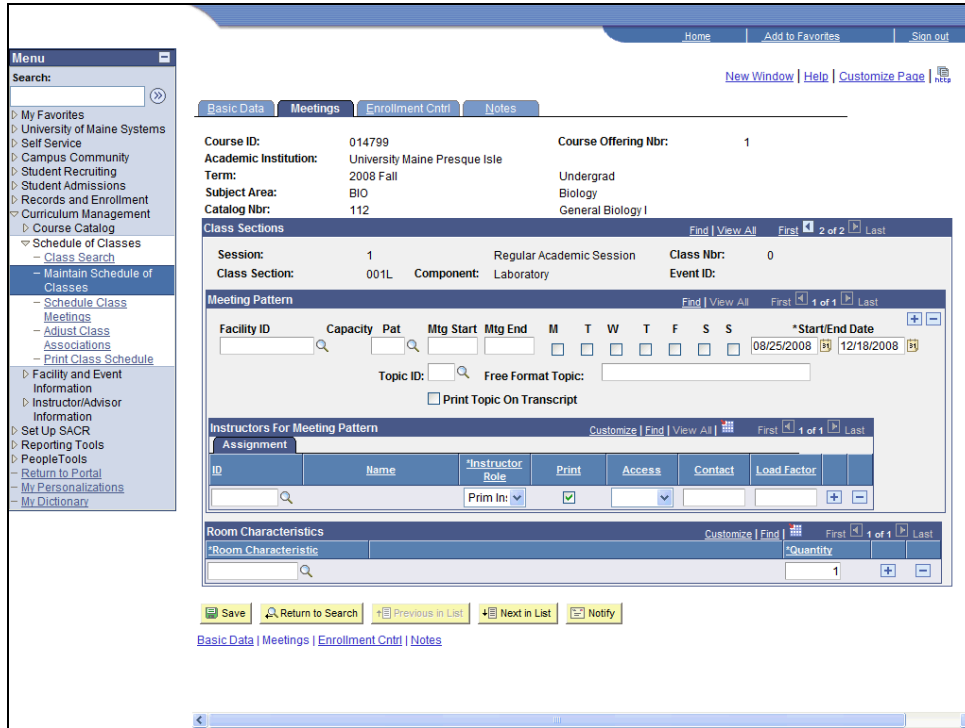
Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:


Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute *Course Attribute Value

Step	Action
38.	Notice that we now have two class sections. This second section is a lab and is Non-Enroll. Enter a Class Section ID in the Class Section field.
39.	Click the Meetings tab. 



Home | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Basic Data | **Meetings** | Enrollment Cntrl | Notes

Course ID: 014799 Course Offering Nbr: 1
 Academic Institution: University Maine Presque Isle
 Term: 2008 Fall Undergrad
 Subject Area: BIO Biology
 Catalog Nbr: 112 General Biology I

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


Session: 1 Regular Academic Session Class Nbr: 0
 Class Section: 001L Component: Laboratory Event ID:

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
<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"/>	08/25/2008 12/18/2008

Topic ID: Free Format Topic:

Print Topic On Transcript

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


ID	Name	Instructor Role	Print	Access	Contact	Load Factor
<input type="text"/>	<input type="text"/>	Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Customize | Find |  First 1 of 1 | Last

*Room Characteristic	*Quantity
<input type="text"/>	1

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

Basic Data | Meetings | Enrollment Cntrl | Notes

Step	Action
40.	On the Meetings page you need to select the room and specify a meeting pattern for the lab.
	

Process Document

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 - Instructor/Advisor Information
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Look Up Facility ID

SetID: UMS07

Facility ID: begins with

Building: begins with

Room: begins with

Description: begins with

Facility Type: =

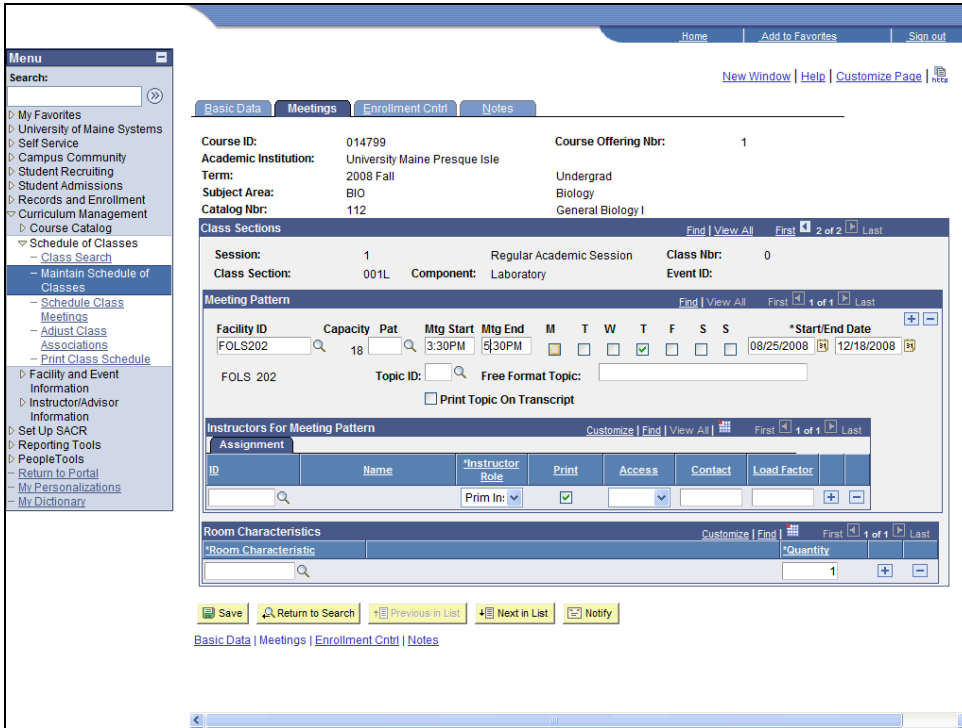
[Basic Lookup](#)

Search Results

View All First 1-66 of 66 Last

Facility ID	Building	Room	Description	Facility Type
CCCTR118	CCCTR	118	Campus Center 118	Lecture Rm
FOLS101A	FOLS	101A	Folsom Hall 101A	Laboratory
FOLS101B	FOLS	101B	Folsom Hall 101B	Laboratory
FOLS102B	FOLS	102B	Folsom Hall 102B	Laboratory
FOLS103A	FOLS	103A	Folsom Hall 103A	Laboratory
FOLS105	FOLS	105	Folsom Hall 105	Lecture Rm
FOLS201	FOLS	201	Folsom Hall 201	Laboratory
FOLS202	FOLS	202	Folsom Hall 202	Laboratory
FOLS203	FOLS	203	Folsom Hall 203	Lecture Rm
FOLS204	FOLS	204	Folsom Hall 204	Lecture Rm
FOLS205	FOLS	205	Folsom Hall 205	Lecture Rm
FOLS206	FOLS	206	Folsom Hall 206	Lecture Rm
FOLS301	FOLS	301	Folsom Hall 301	Laboratory
FOLS302	FOLS	302	Folsom Hall 302	Laboratory
FOLS303	FOLS	303	Folsom Hall 303	Lecture Rm
FOLS304	FOLS	304	Folsom Hall 304	Laboratory
FOLS305	FOLS	305	Folsom Hall 305	Laboratory
HOSPHOSP	HOSP	HOSP	The Arrostook Medical Cen	HOSP Laboratory
HOUL101	HOUL	101	Houlton Center 101	Lecture Rm
HOUL103	HOUL	103	Houlton Center 103	Lecture Rm
HOUL104	HOUL	104	Houlton Center 104	Lecture Rm

Step	Action
41.	Select a room from the list.
42.	Select a day or days for the lab to meet.
43.	Enter the desired information into the Mtg Start field. The system will automatically enter a Meeting End time, but you can edit that value.



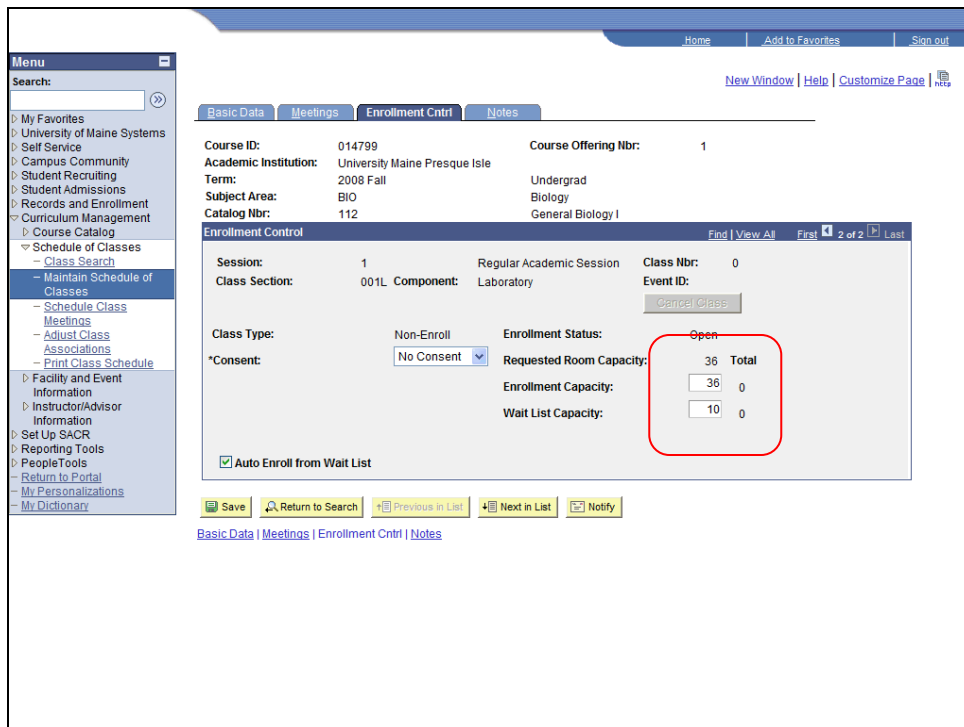
The screenshot displays the 'Enrollment Cntrl' tab in the 'Class Scheduling Maintenance' application. Key information includes:

- Course ID:** 014799
- Academic Institution:** University Maine Presque Isle
- Term:** 2008 Fall
- Subject Area:** BIO
- Catalog Nbr:** 112
- Course Offering Nbr:** 1
- Class Section:** 001L
- Component:** Laboratory
- Meeting Pattern:** FOLS202, Capacity 18, Mtg Start 3:30PM, Mtg End 5:30PM, Schedule M T W T F S S.
- Instructors:** A table with columns for ID, Name, Instructor Role, Print, Access, Contact, and Load Factor.
- Room Characteristics:** A table with columns for Room Characteristic and Quantity.

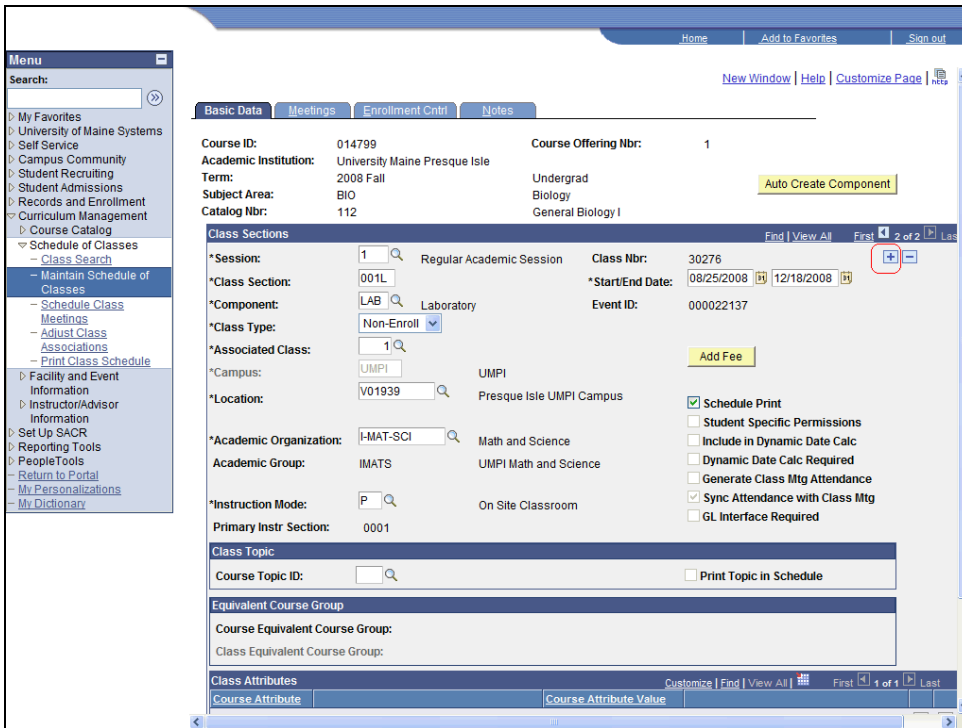
Step	Action
44.	Click the Enrollment Cntrl tab.


Process Document

Student Records: Dept Class Sched Maintenance-011008



Step	Action
45.	In this example, the lecture section has an Enrollment Capacity of 36, which is automatically copied into the capacity field for the lab. But the lab room has a capacity of 18 (find this on the Meetings page). So the 36 in this example must be changed to 18.
46.	In this example, we need to schedule a second lab section to handle the potential class enrollment of 36. Click the Basic Data tab. Basic Data



Step	Action
47.	The Auto Create Component button can't be used for the second lab. Click the Add a new row button. 
48.	There are now 3 class sections defined. By default, the section created by clicking Add a New Row is set up as a lecture component.
49.	Enter the desired ID into the Class Section field.
50.	Change the Component field to the correct value.
51.	Change the Class Type to <i>Non-Enroll</i> .

Process Document

Student Records: Dept Class Sched Maintenance-011008



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Basic Data | Meetings | Enrollment Cntrl | Notes

Course ID: 014799 Course Offering Nbr: 1
 Academic Institution: University Maine Presque Isle
 Term: 2008 Fall Undergrad
 Subject Area: BIO Biology [Auto Create Component](#)
 Catalog Nbr: 112 General Biology I

Class Sections Find | View All First 3 of 3 Last

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 001M *Start/End Date: 09/02/2008 12/20/2008
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 1 [Add Fee](#)
 *Campus: UMPI UMPI
 *Location: V01939 Presque Isle UMPI Campus Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: I-MAT-SCI Math and Science Include in Dynamic Date Calc
 Academic Group: IMATS UMPI Math and Science Dynamic Date Calc Required
 *Holiday Schedule: UMS07 Presque Isle Academic Holidays Generate Class Mtg Attendance
 *Instruction Mode: P On Site Classroom Sync Attendance with Class Mtg
 Primary Instr Section: 001M GL Interface Required

Class Topic

Course Topic ID: Print Topic in Schedule

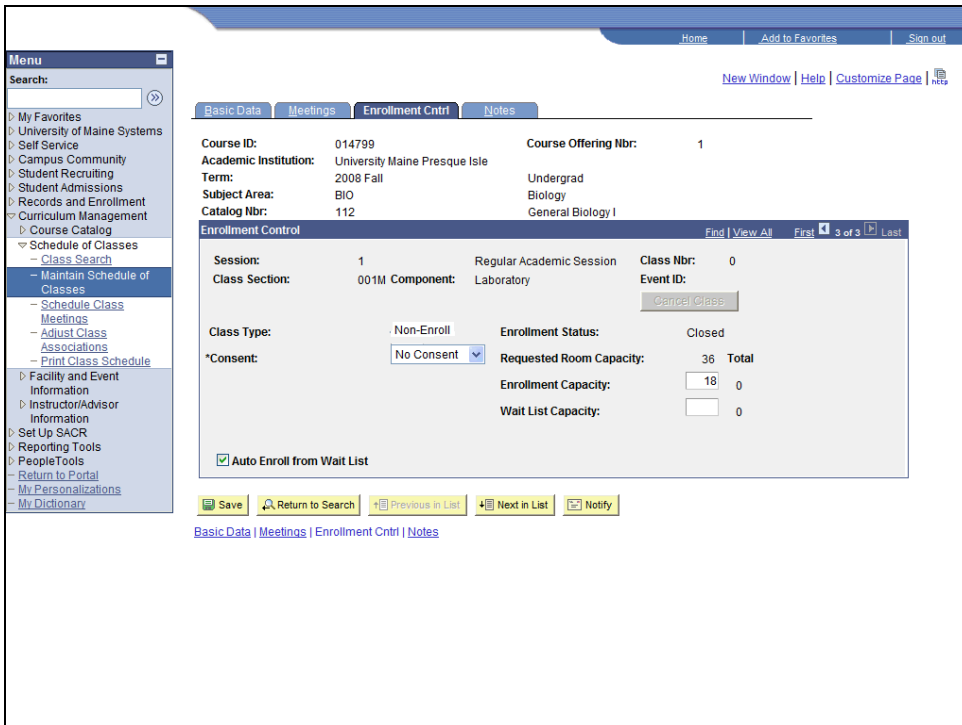
Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value

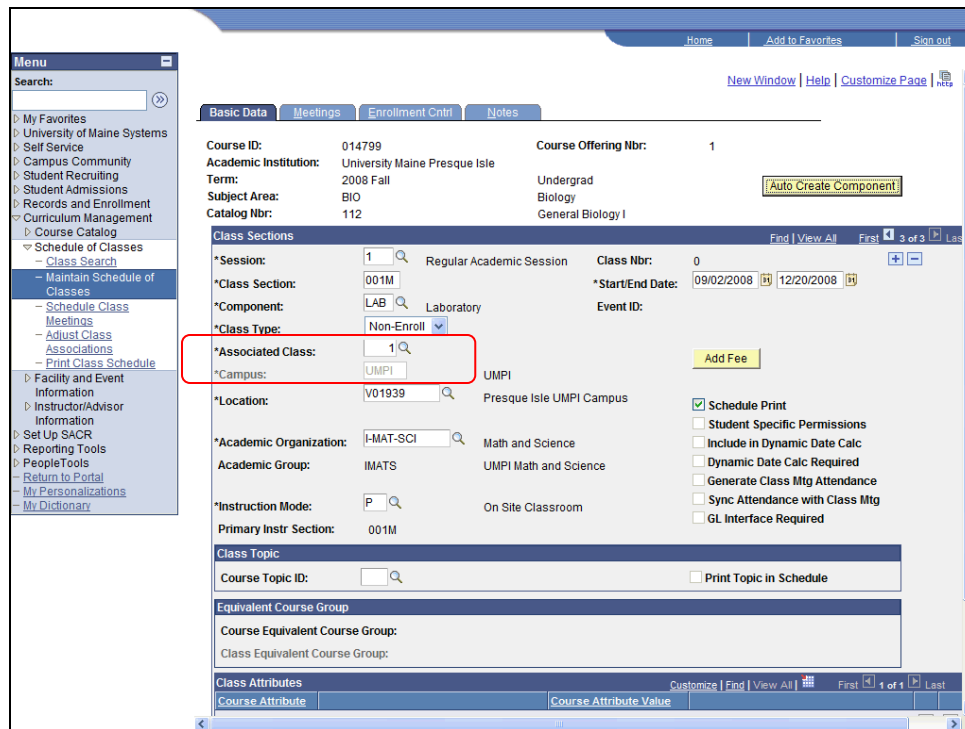
Step	Action
52.	Click the Enrollment Cntrl tab. Enrollment Cntrl





Step	Action
53.	This time the system copied the correct Enrollment Capacity . It copied from the previous row.
54.	<p>With one lecture and two labs scheduled, the students enrolling in the lecture will have a choice of which lab to take. Both labs are associated with the lecture section. They will be displayed as Related class sections on the enrollment pages.</p> <p>If there is a second lecture section scheduled, you can either set up a lab or labs specific to that new lecture section, or you can set up all the labs for the course so the students can choose regardless of which lecture section they enroll in.</p> <p>This association of non-enroll components with enrollment components is handled via the Associated Class number.</p>

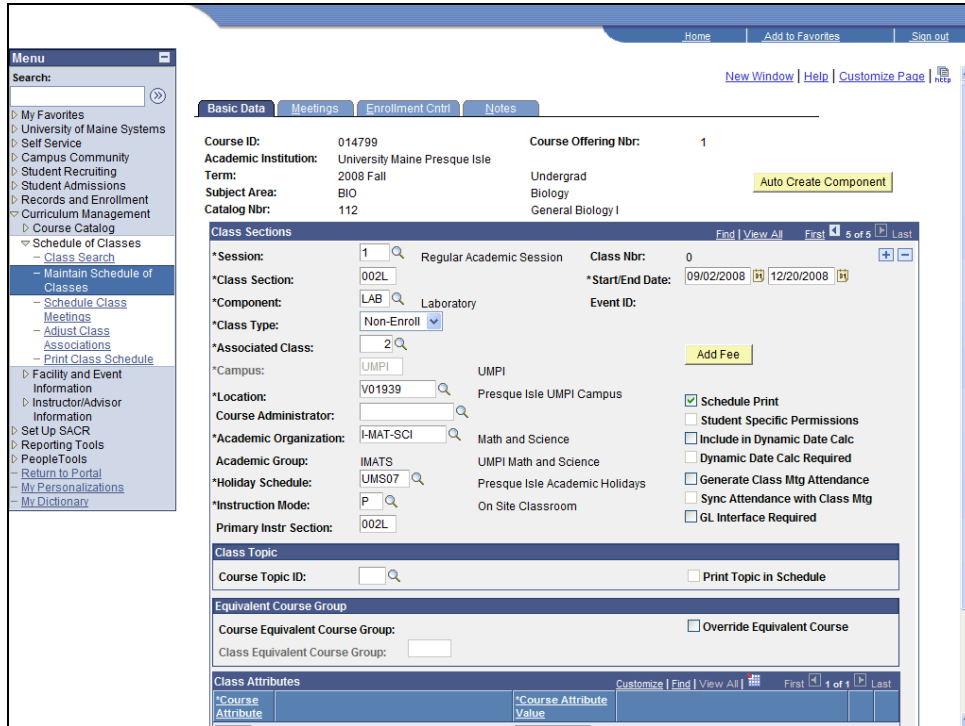
Process Document


Student Records: Dept Class Sched Maintenance-011008



The screenshot shows the 'Class Sections' tab in the system. The 'Associated Class' field is highlighted with a red box and contains the value '1'. Other fields include 'Class Section' (001M), 'Component' (LAB - Laboratory), and 'Class Type' (Non-Enroll). The 'Add Fee' button is visible next to the 'Associated Class' field.

Step	Action
55.	We will demonstrate using the Associated Class field by scheduling a second lecture and a lab for that lecture. Click the Add a new row button. 
56.	As before, enter a Class Section ID in the Class Section field. Enter " 2 " in the Associated Class field. Every Enrollment section for a course needs its own Associated Class number.
57.	Now add another lab. Click the Add a new row button. 
58.	Enter a Class Section ID. Select the Laboratory Component . Select Non-Enroll for the lab's Class Type .



Step	Action
59.	<p>Enter "2" in the Associated Class field for the lab. This connects the second lecture and this lab. Any student enrolling in the second lecture scheduled for this course will have this as the only lab to enroll in.</p> <p>If you want this lab to be available to students from both lecture sections, use the special Associated Class number of "9999".</p>
60.	<p>Click the Save button.</p> 
61.	End of Procedure.