# How to Edit Class Sections

Prior to the Schedule of Classes development cycle for each term, the schedule for the previous "like" term is copied over into the new term (Fall to Fall; Spring to Spring). This means that schedulers will be able to use the prior year's class set up to edit, add and delete class sections for the upcoming term, as well as adding new classes that were not scheduled the previous year.

This document explains the basic steps edit existing class sections. For a detailed description of every field on the pages referenced in this document, see the "Scheduling and Maintaining Classes" reference guide at http://sisproject.berkeley.edu/team/training.

At any point in this process, work can be saved by clicking [Save] on the bottom left of the screen. For a brief moment, a "Saved" notification will appear in the upper right when saving is complete.

1. From the **Main Menu**, navigate to: **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**.
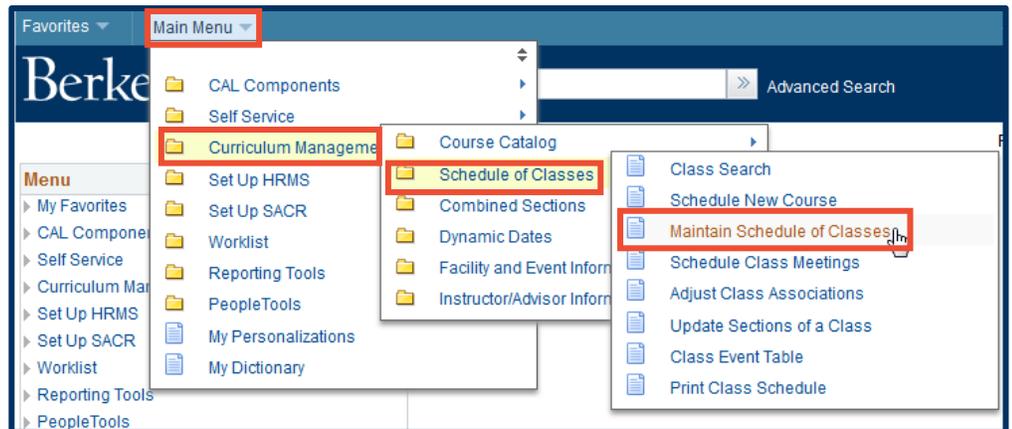
2. Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

3. Click **Search**.

   The **Basic Data** page for the class will appear next.

   NOTE: If a list of classes appears below the **Search** button, click the link for the intended class to get to the **Basic Data** page.

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

▼ Search Criteria

Academic Institution:	= ▾	UCB01 🔍
Term:	= ▾	2168 🔍
Subject Area:	= ▾	ANTHRO 🔍
Catalog Nbr:	begins with ▾	157
Academic Career:	= ▾	▾
Campus:	begins with ▾	🔍
Description:	begins with ▾	
Course ID:	begins with ▾	🔍
Course Offering Nbr:	= ▾	🔍

☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

4. Very few fields can be edited on the **Basic Data** page.

   See the "Scheduling and Maintaining Classes" reference guide at http://sisproject.berkeley.edu/team/training for a detailed description of each field.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data

Course ID:	100664	Course Offering Nbr:	1
Academic Institution:	UC Berkeley		
Term:	2016 Fall	Undergrad	Auto Create Component
Subject Area:	ANTHRO	Anthropology	
Catalog Nbr:	157	Anthropology Of Law	

Class Sections   Find | View All   First ◀ 1 of 1 ▶ Last

|				
*Session:	1 🔍	Regular Academic Session	Class Nbr:	12662
*Class Section:	001		*Start/End Date:	08/24/2016 📅 12/09/2016 📅
*Component:	LEC 🔍	Lecture	Event ID:	
*Class Type:	Enrollment ▾			
*Associated Class:	1 🔍	Units: 4.00	Associated Class Attributes	
*Campus:	BERK	Berkeley	Add Fee	
*Location:	MAIN 🔍	UC Berkeley Main Campus	☑ Schedule Print	
Course Administrator:	🔍		☐ Student Specific Permissions	
*Academic Organization:	ANTHRO 🔍	Anthropology		
Academic Group:	CLS	College of Letters and Science	☐ Dynamic Date Calc Required	
*Holiday Schedule:	UCB01 🔍	UCB Non-Instructional Days	☐ Generate Class Mtg Attendance	
*Instruction Mode:	P 🔍	In-Person	☐ Sync Attendance with Class Mtg	
Primary Instr Section:	001		☐ GL Interface Required	

5. Select the **Meetings** tab.
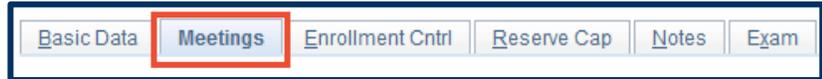
6. Enter **REQGA** in the **Facility ID** field if a General Assignment (GA) room is needed for this section. Enter the **Facility ID** of the department room if the class will be meeting in a department room.
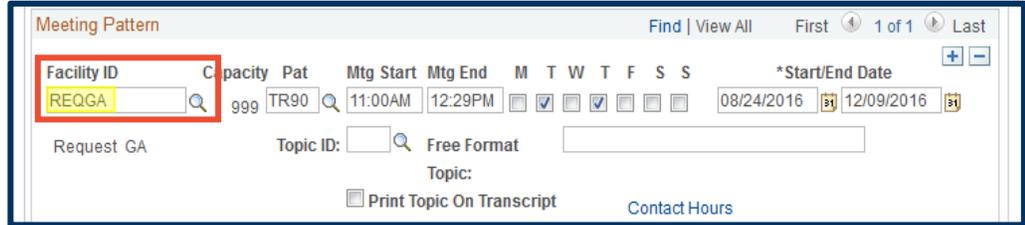
   NOTE: If a GA room is not needed, but a specific department room has not yet been assigned for the section, leave the Facility ID field blank.

7. Edit the code or use the look up table (🔍) to select a meeting pattern.
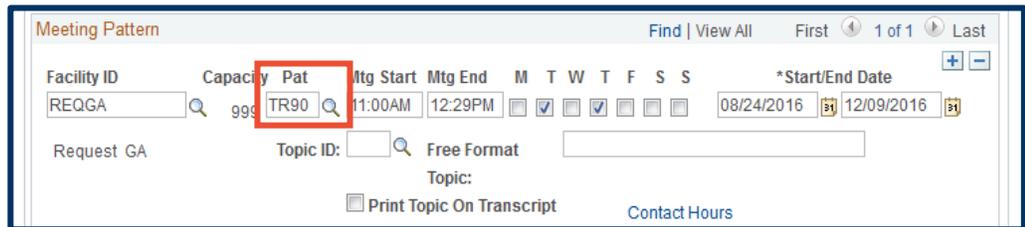
   NOTE: If there is no pre-set meeting pattern (**Pat**) appropriate for the section, leave this field blank and check the days of the week.

8. Enter the **Mtg Start** time of the class. Tab out to populate the **Mtg End** time.
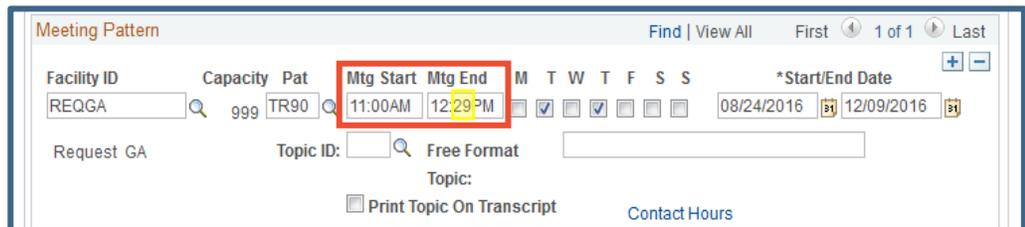
   NOTE: The end time of the class will automatically populate based on the meeting pattern selected. Confirm the end time is correct.

NOTE: The **Mtg End** time needs to be set for **:29** or **:59** if the class would normally end on the half hour or on the hour.

Classes must not end on the half hour or the hour to avoid a time conflict with another class start time.

If the desired meeting pattern is not on the look up table, the end time will populate to one hour later. > Delete this end time and enter the end time (most often :29 or :59).

9. Use the **Free Format Topic** field for special topics (32 character limit). Additionally, use the **Notes** tab for longer explanations.

   **NOTE:** **Do not** use the **Topic ID** field or the **Print Topic On Transcript** checkbox.

10. Edit or choose the Instructor from the **ID** look up (🔍) table.

    Instructors and GSI's will automatically be added to this list once they have completed the HR hiring process. You can save the class section without an instructor, and return later to add them.

    In this area, you can also edit the **Instructor Role**, the **Print** checkbox, the grading **Access** level and the **Contact** field for the number of **minutes** each instructor is teaching if it differs from the meeting pattern.

    NOTE: For more information, review How to Add New Class Sections (steps 11-20).

11. The ⊞ and ⊟ buttons allow you to add additional instructors or delete unneeded Instructors.
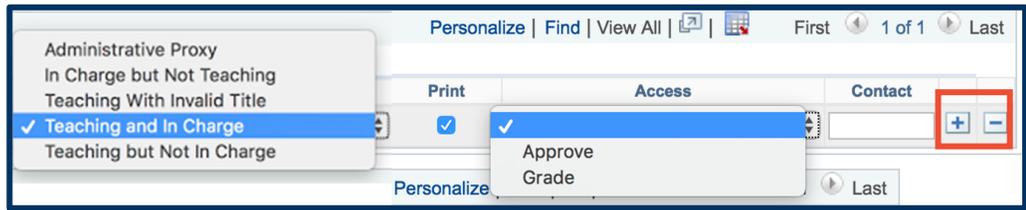
12. If requesting a GA classroom (**REQGA** entered as the **Facility ID**), edit the **Room Characteristic** IDs or use the look up table (🔍) to select any room features **required** for this class section.
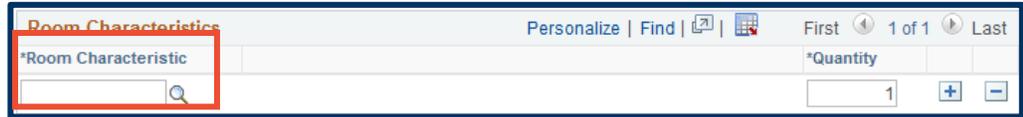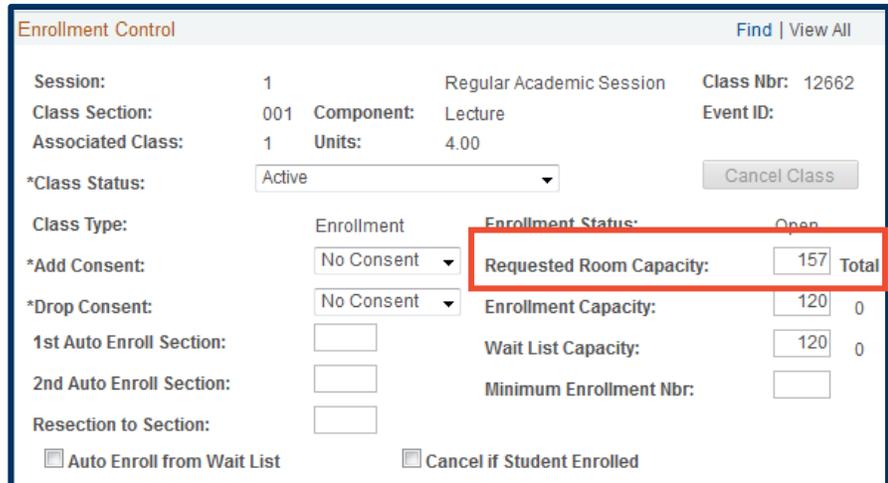

13. Next, select the **Enrollment Control** tab.

14. Edit the **Requested Room Capacity**.

    NOTE: Only rooms that have a capacity equal to or greater than the **Requested Room Capacity** will be considered for assignment to the section.

15. Edit the **Enrollment Capacity**.

> **NOTE:** The **Enrollment Capacity** must be equal to or less than the **Requested Room Capacity**, even if the facility is a department room. Room capacities can be seen to the right of the **Facility ID** on the **Meetings** tab, once the **Facility ID** has been entered.

16. Select the **Reserve Cap** tab.

Reserve capacities are used to limit enrollment in the section or set aside a number of seats in the class for a select group or groups of students. See the Scheduling and Maintaining Classes job aid (p.11) for more details

17. Select the **Notes** tab.

Special notes for the class can be entered in the **Free Format Text** box. Click the ➕ button here to add additional notes.

18. Finally, select the **Exam** tab to request extra seat spacing for the final exam.

NOTE: Do not enter any other information on this tab. The Office of the Registrar will assign exam times and room.

| Exam Seat Spacing: | 2 | Final Exam: | Yes |

Class Exam   Personalize | Find |

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID
	☐				Final ▾	

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**

For additional SIS resources, please visit:

- http://sis.berkeley.edu/training