


How to Add New Class Sections

Prior to the Schedule of Classes development cycle for each term, the schedule for the previous “similar” 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 add new classes that were not scheduled the previous year. In both cases, schedulers can add new sections to any course offering.

This document explains the basic steps required to add new 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>.

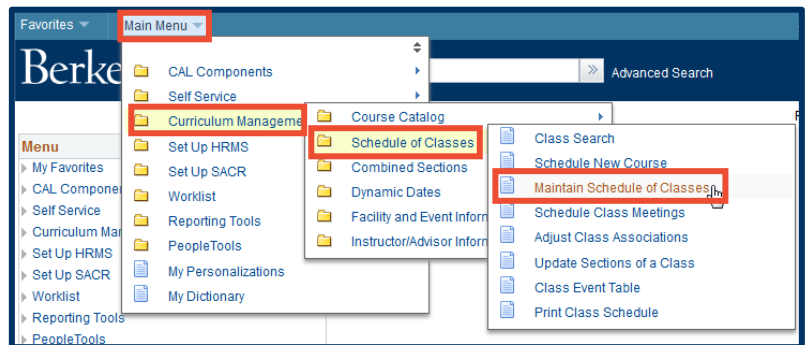
At any point in this process, work can be saved by clicking  on the bottom left of the screen. For a brief moment, a “Saved” notification will appear in the upper right when saving is complete.

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.

4. On the **Basic Data** page, click the plus sign (+) at the right corner to add a new, additional section.

NOTE: On the new section, complete the required fields (instructions below) and click the **Save** button on the bottom, left for the system to assign a **Class Nbr** to the new section.

5. Enter "1" in the **Session** box, and press tab on your keyboard. Pressing tab here will populate the **Start/End** instruction dates for the selected term.

6. Enter the **Class Section** number.

NOTE: As a numbering convention, primary **Enrollment** sections start at **001**, and **Non-Enrollment** sections start at **101**.

Term: 2016 Fall Undergrad
 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 Dynamic Date Calc Required
 Academic Group: CLS College of Letters and Science Generate Class Mtg Attendance
 *Holiday Schedule: UCB01 UCB Non-Instructional Days Sync Attendance with Class Mtg
 *Instruction Mode: P In-Person GL Interface Required
 Primary Instr Section: 001

7. Enter the **Component**.

For a list of approved components for this class, use the look up table (🔍) to select.

Term: 2016 Fall Undergrad
 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:
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 *Associated Class: 1 Units: 4.00 Associated Class Attributes
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 *Academic Organization: ANTHRO Anthropology Dynamic Date Calc Required
 Academic Group: CLS College of Letters and Science Generate Class Mtg Attendance
 *Holiday Schedule: UCB01 UCB Non-Instructional Days Sync Attendance with Class Mtg
 *Instruction Mode: P In-Person GL Interface Required
 Primary Instr Section: 001

8. Select the **Class Type**. “Enrollment” is the default for primary **Components** of a class. Choose “Non-Enrollment Section” if you are scheduling a section that is a secondary **Component**.

The screenshot shows the 'Class Sections' form for Term: 2016 Fall, Subject Area: ANTHRO, and Catalog Nbr: 157. The form includes fields for Session, Class Section, Component, Class Type, Associated Class, Campus, Location, Course Administrator, Academic Organization, Academic Group, Holiday Schedule, Instruction Mode, and Primary Instr Section. The 'Class Type' dropdown menu is highlighted with a red box and set to 'Enrollment'. Other fields include Class Nbr: 12662, Start/End Date: 08/24/2016 to 12/09/2016, Units: 4.00, and various associated class attributes like 'Add Fee', 'Schedule Print', and 'Student Specific Permissions'.

9. Assign an **Associated Class** number. These link class sections that constitute a single course offering.

For enrollment components, the **Associated Class** number should match that component's section number (“1” for section 001, “2” for section 002, etc.).

For non-enrollment components, the standard rule should be that the **Associated Class** number matches the enrollment component's Associated Class number.

The exception is if there is more than one enrollment component, and the department wants students to be able to choose any of the non-enrollment sections, in which case the **Associated Class** number should be “9999.”

This screenshot is identical to the one above, but the 'Associated Class' field is highlighted with a red box and contains the value '1'. This field is used to link class sections that constitute a single course offering.

10. Check or uncheck the Schedule Print and Student Specific Permissions per your department's business process for enrollment control.

*Location MAIN UC Berkeley Main Campus

Course Administrator

*Academic Organization ARCH Architecture

Academic Group CED Clg of Environmental Design

*Holiday Schedule UCB01 UCB Non-Instructional Days

*Instruction Mode P In-Person

Primary Instr Section 001

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

** All remaining fields on the **Basic Data** screen are either pre-populated or should not be altered. **

11. Select the **Meetings** tab.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

12. 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.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID REQGA Capacity 999 Pat TR90 Mtg Start 11:00AM Mtg End 12:29PM M T W T F S S *Start/End Date 08/24/2016 12/09/2016

Request GA Topic ID: Free Format

Print Topic On Transcript Contact Hours

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.

13. Enter 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.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID REQGA Capacity 999 Pat TR90 Mtg Start 11:00AM Mtg End 12:29PM M T W T F S S *Start/End Date 08/24/2016 12/09/2016

Request GA Topic ID: Free Format

Print Topic On Transcript Contact Hours

14. 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.

The screenshot shows the 'Meeting Pattern' form. The 'Mtg Start' field is set to '11:00AM' and the 'Mtg End' field is set to '12:29PM'. Both fields are highlighted with a red rectangular box. Other fields include Facility ID (REQGA), Capacity (999), Pat (TR90), and a weekly schedule of M T W T F S S. The start/end dates are 08/24/2016 to 12/09/2016.

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).

15. 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.

The screenshot shows the 'Meeting Pattern' form. The 'Free Format' field is highlighted with a red rectangular box. The 'Mtg Start' is '11:00AM' and 'Mtg End' is '12:29PM'. The weekly schedule is M T W T F S S. The start/end dates are 08/24/2016 to 12/09/2016.

16. 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.

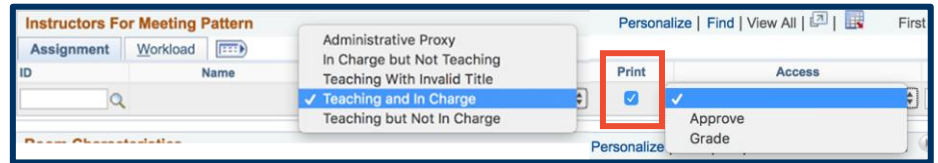
The screenshot shows the 'Instructors For Meeting Pattern' form. The 'ID' field is highlighted with a red box. A dropdown menu is open, showing options: Administrative Proxy, In Charge but Not Teaching, Teaching With Invalid Title, Teaching and In Charge (selected), and Teaching but Not In Charge. Other options like 'Approve' and 'Grade' are also visible.

17. Choose an **Instructor Role** from the drop down menu.

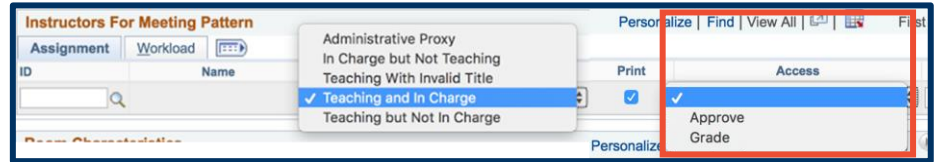
NOTE: Do not use "Teaching with Invalid Title"

The screenshot shows the 'Instructors For Meeting Pattern' form. The dropdown menu is highlighted with a red box, showing the same options as in the previous screenshot, with 'Teaching and In Charge' selected.

18. The **Print** checkbox defaults to checked. Uncheck this box if you do not wish to display the instructor in the schedule of classes.

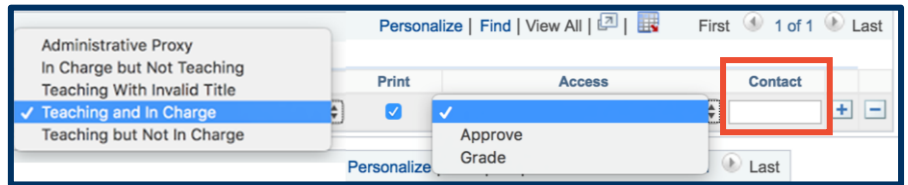


19. Choose the Instructor's **Access** level for grading and approving grades.

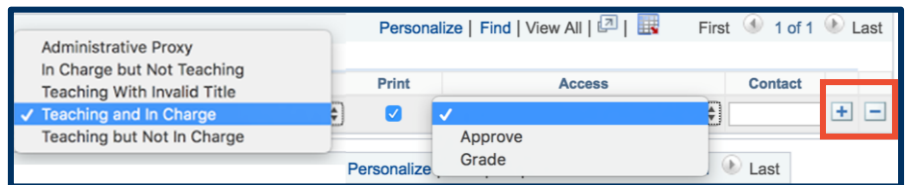


- a. This field can be left blank for non-graded sections
- b. **Approve** – Instructor level approval for grading (Approve is also Grade)
- c. **Grade** – For those who can grade but are not at the approval level for grading

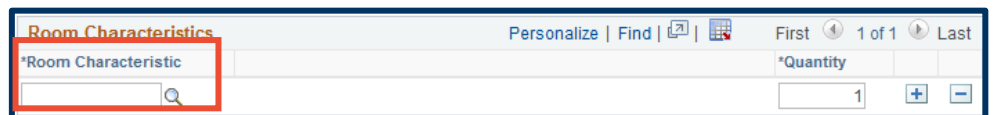
20. In the **Contact** field, enter the number of **minutes** the instructor is teaching, if it differs from the meeting pattern.



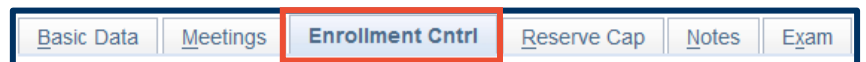
21. The **+** and **-** buttons allow you to add additional instructors or delete unneeded Instructors.



22. If requesting a GA classroom (**REQGA** entered as the **Facility ID**), enter a **Room Characteristic ID**, or use the look up table (🔍) to select any room features **required** for this class section. The **+** and **-** buttons allow you to add or delete characteristics.



23. Select the **Enrollment Cntrl** tab.



24. Enter 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.

The screenshot shows the 'Enrollment Control' form. The 'Requested Room Capacity' field is highlighted with a red box and contains the value 157. Other fields include Session: 1, Class Section: 001, Component: Lecture, Units: 4.00, and Enrollment Status: Open. The Enrollment Capacity is 120 and Wait List Capacity is 120.

25. Enter 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.

The screenshot shows the 'Enrollment Control' form. The 'Enrollment Capacity' field is highlighted with a red box and contains the value 120. Other fields are identical to the previous screenshot, with 'Requested Room Capacity' at 157.

26. Select the **Reserve Cap** tab.

Reserve capacities are used to limit enrollment in the section or to 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.)

The screenshot shows a row of navigation tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam. The 'Reserve Cap' tab is highlighted with a red box.

The screenshot shows the 'Reserve Capacity' table. It has columns for Start Date, Requirement Group, and Cap Enrl. Two rows are visible, both for 'Math Major Reserve Capacity' with requirement group '000006'. The first row has a start date of 08/27/2015 and a capacity of 40. The second row has a start date of 09/03/2015 and a capacity of 0. The Enrollment Total is 0.

27. Select the **Notes** tab.

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



Class Notes Find | View All First 1 of 1 Last

*Sequence Number: **+** **-**

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

28. 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: Final Exam: Yes

Class Exam Personalize | Find |

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final	<input type="text"/>

29. Click **Save**.

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>