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.

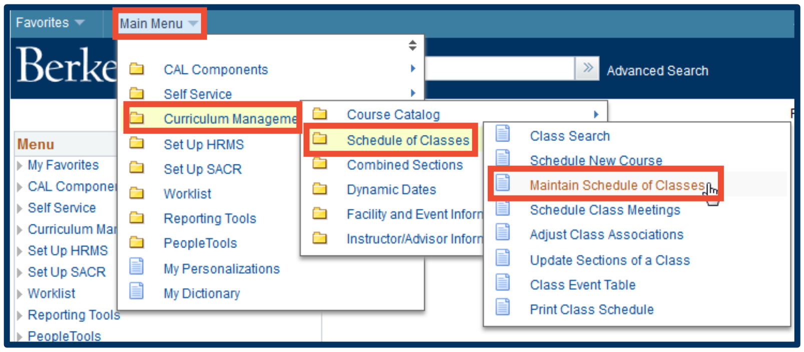
At any point in this process, work can be saved by clicking Save on the bottom left of the screen. For a brief moment, a "Saved" notification will appear in the upper right when saving is complete.

1. From the **Main Menu**, navigate to:

   Curriculum Management >

   Schedule of Classes >

   Maintain Schedule of Classes.

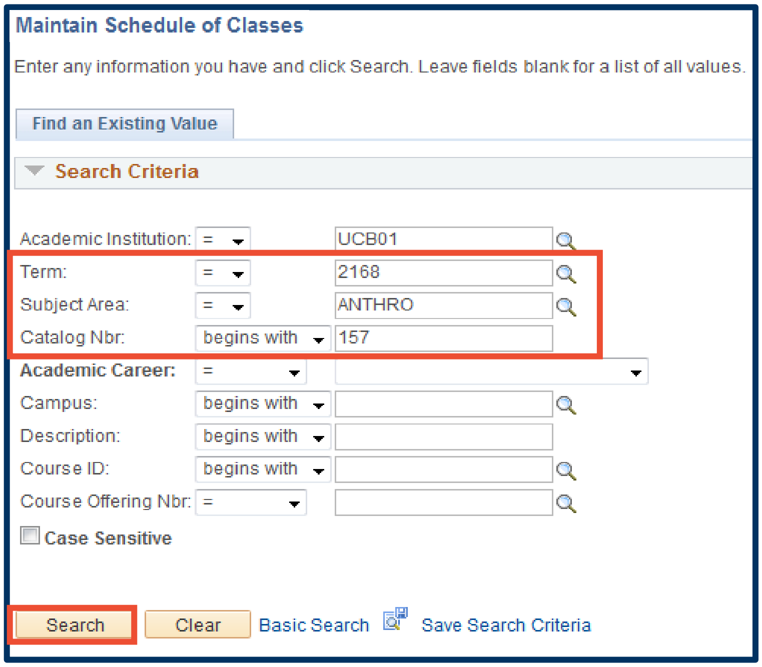


2. Under **Search Criteria**, use the look up table ( ) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

3. Click **Search**.

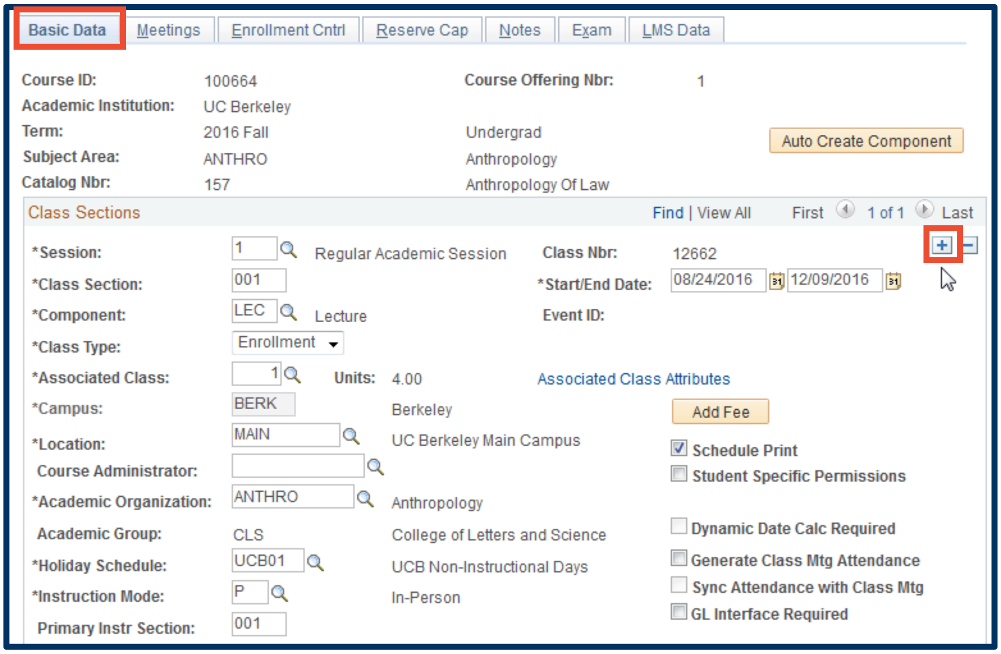
   The **Basic Data** page for the class will appear next.

   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.

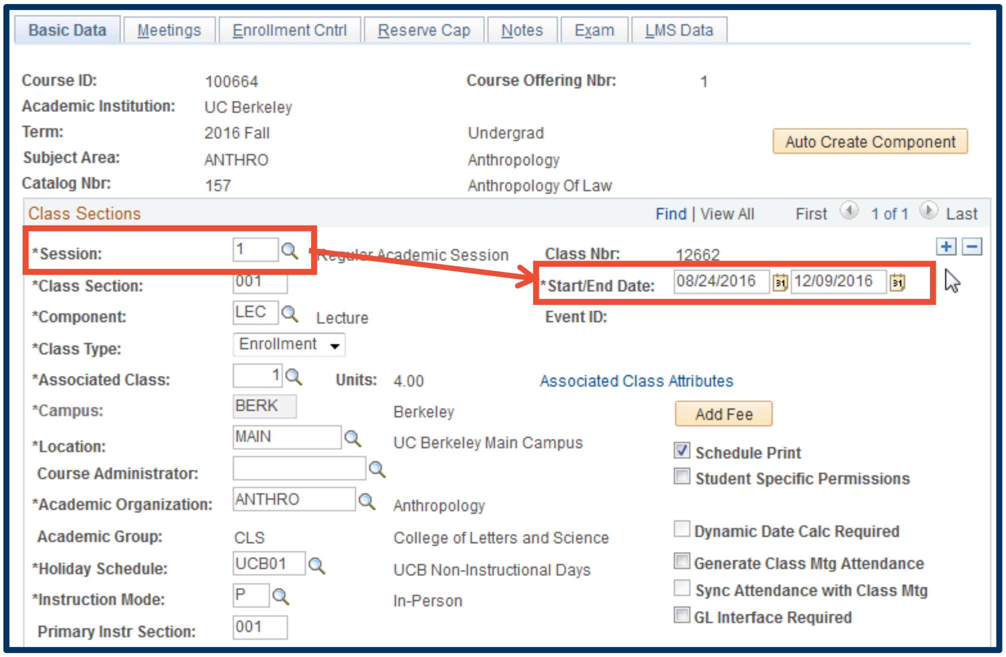


4. On the **Basic Data** page, click the plus sign (+) at the right corner to add a new, additional section.

   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.

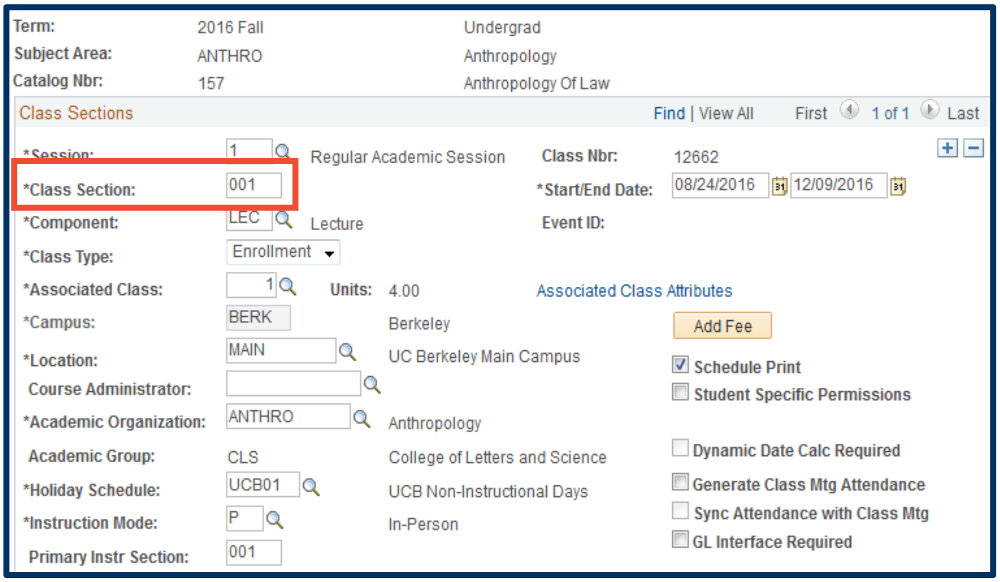


5. Enter "**1**" in the **Session** box, and press tab on your keyboard. Pressing tab here will populate the **Start/End** instruction dates for the selected term.



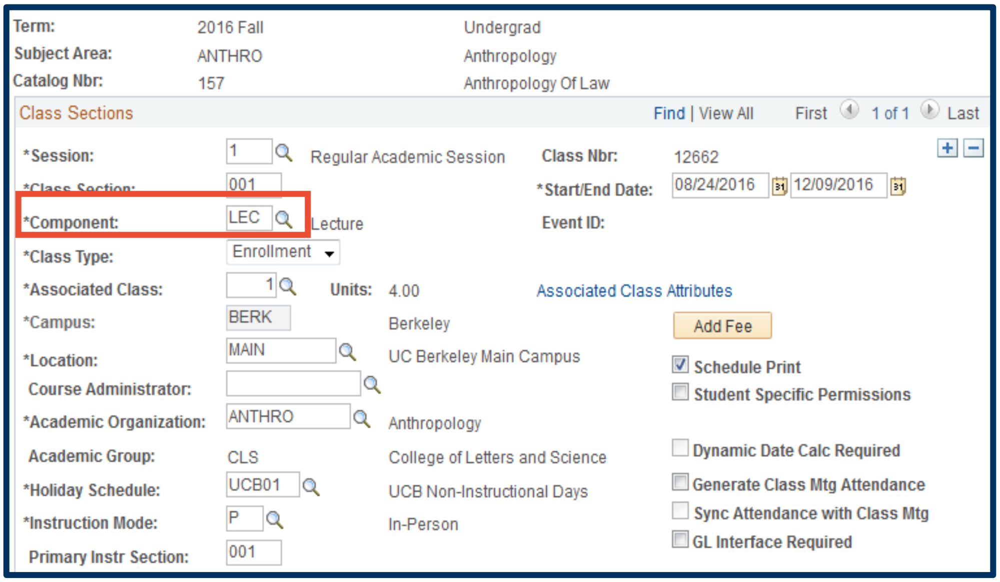
6. Enter the **Class Section** number.

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

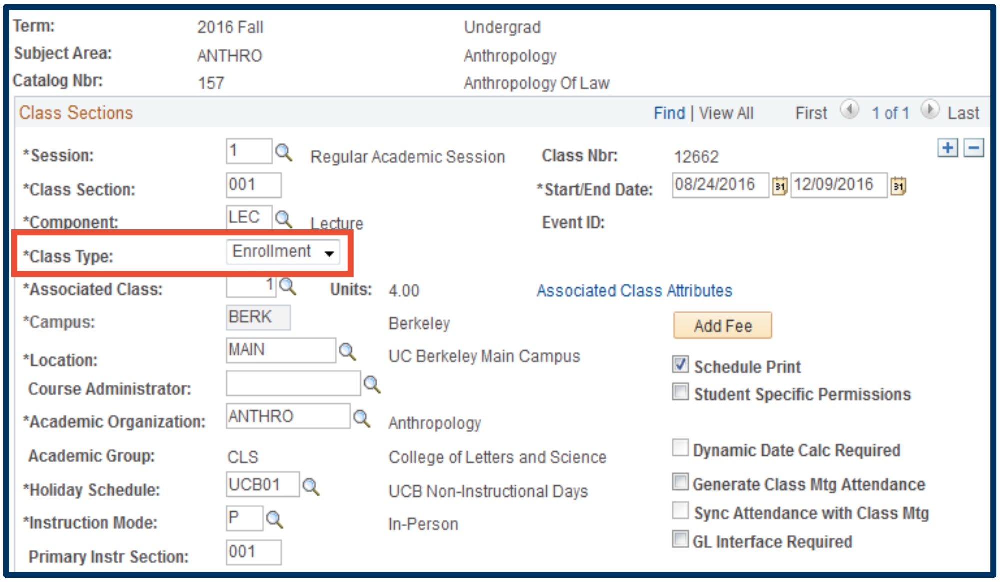


7. Enter the **Component**.

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



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**.

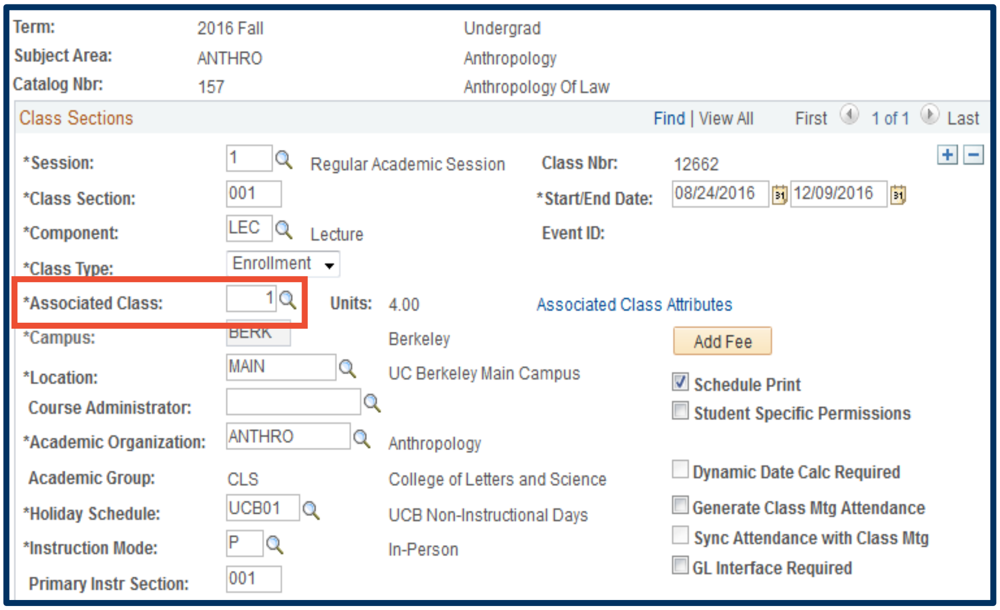


9. Assign an **Associated Class** number. These link class sections that constitute a single course offering.

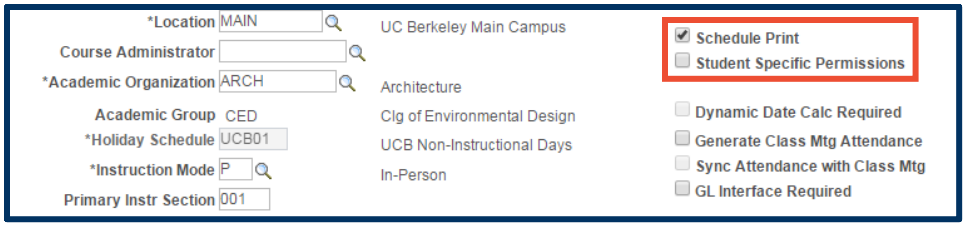
For enrollment components, the **Associated Class** number should match that component's section number ("**1**" for section **001**, "**2**" for section **002**, etc.).

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."

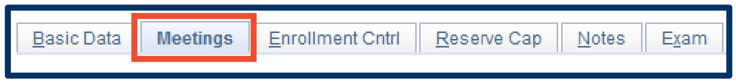


10. Check or uncheck the Schedule Print and Student Specific Permissions per your department's business process for enrollment control.

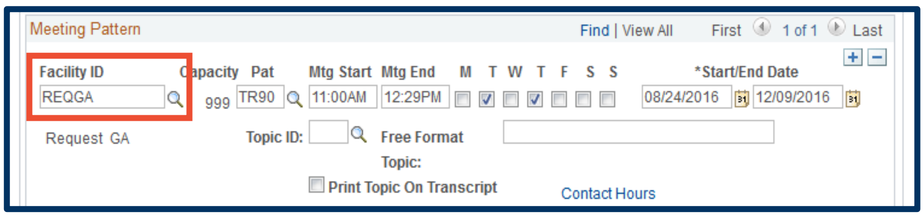


** All remaining fields on the **Basic Data** screen are either pre-populated or should not be altered. **

11. Select the **Meetings** tab.

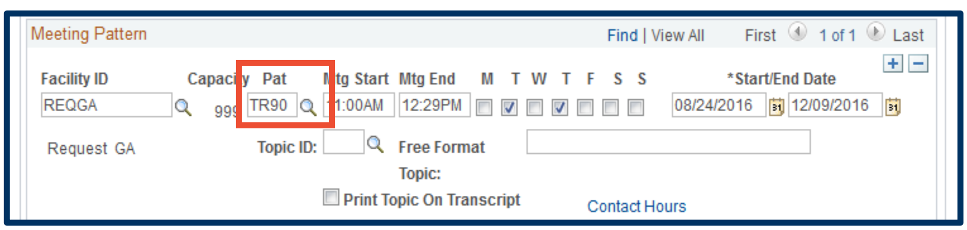


12. Enter "REQGA" in the **Facility ID** field if a General Assignment (GA) room is needed for this section. Enter the **Facility ID** of the department room if the class will be meeting in a department room.



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.

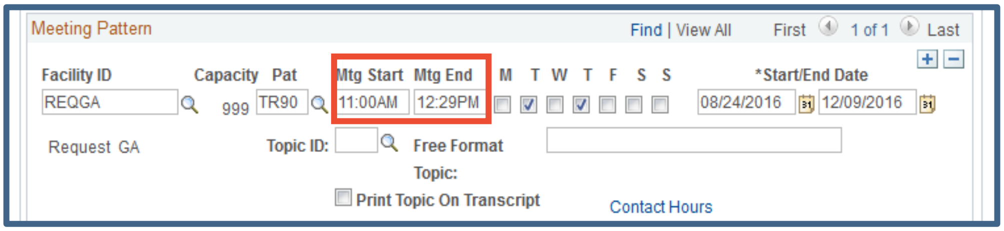
13. Enter the code or use the look up table (🔍) to select a meeting pattern.



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.

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.

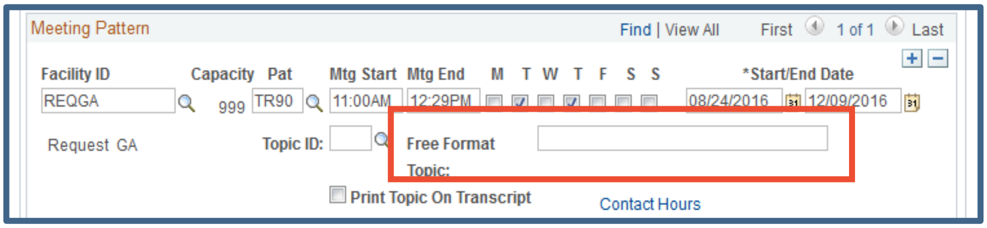


NOTE: The **Mtg End** time needs to be set for **:29** or **:59** if the class would normally end on the half hour or on the hour. Classes must not end on the half hour or the hour to avoid a time conflict with another class start time.

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).

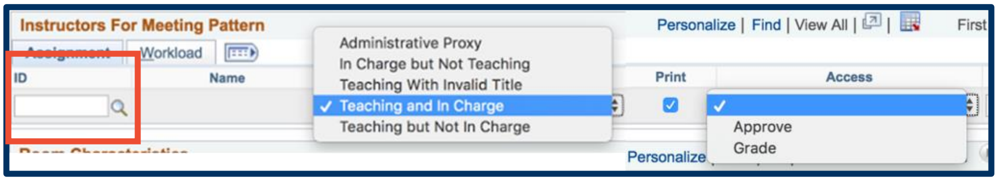
15. Use the **Free Format Topic** field for special topics (32 character limit). Additionally, use the **Notes** tab for longer explanations.

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



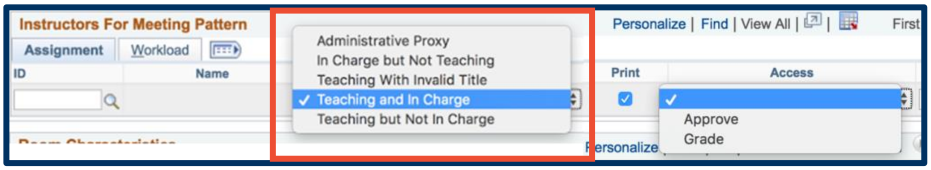
16. Choose the Instructor from the **ID** look up (🔍) table.

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.

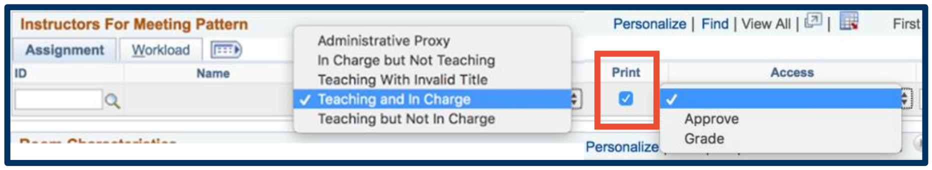


17. Choose an **Instructor Role** from the drop down menu.

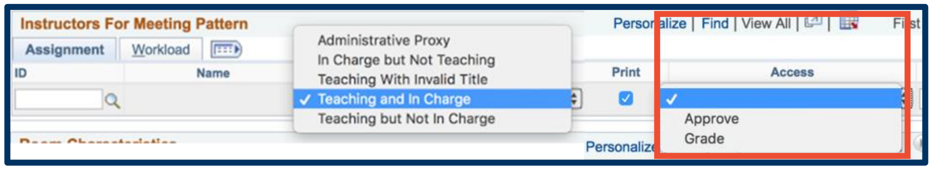
NOTE: Do not use "Teaching with Invalid Title"



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

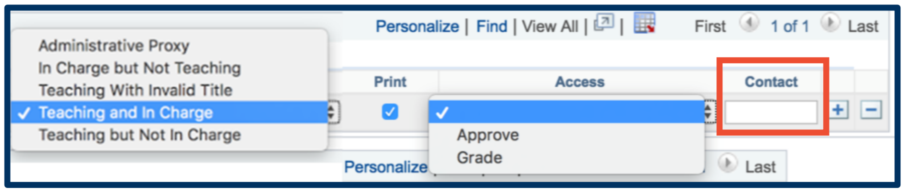


19. Choose the Instructor's **Access** level for grading and approving grades.

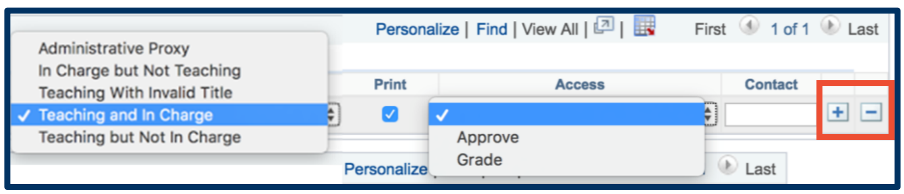


a. This field can be left blank for non-graded sections
b. **Approve** – Instructor level approval for grading (Approve is also Grade)
c. **Grade** – For those who can grade but are not at the approval level for grading

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.

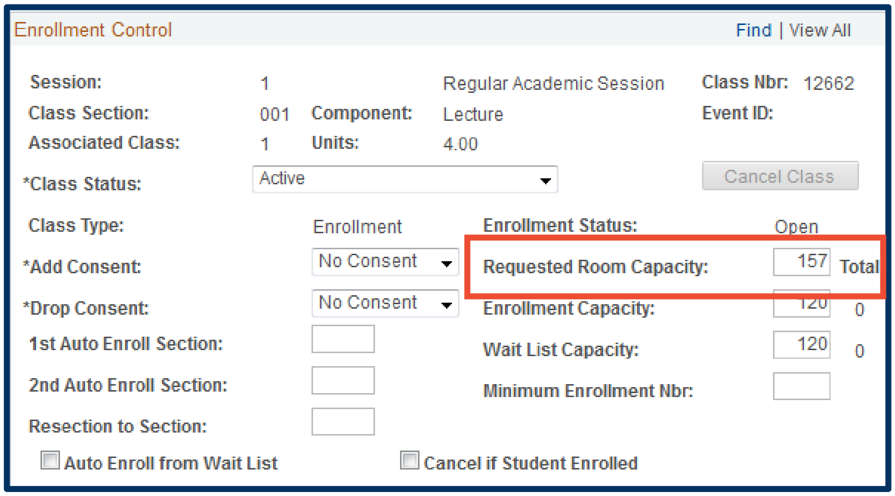


22. If requesting a GA classroom (**REQGA** entered as the **Facility ID**), enter a **Room Characteristic** ID, or use the look up table (🔍) to select any room features **required** for this class section. The [+] and [–] buttons allow you to add or delete characteristics.

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

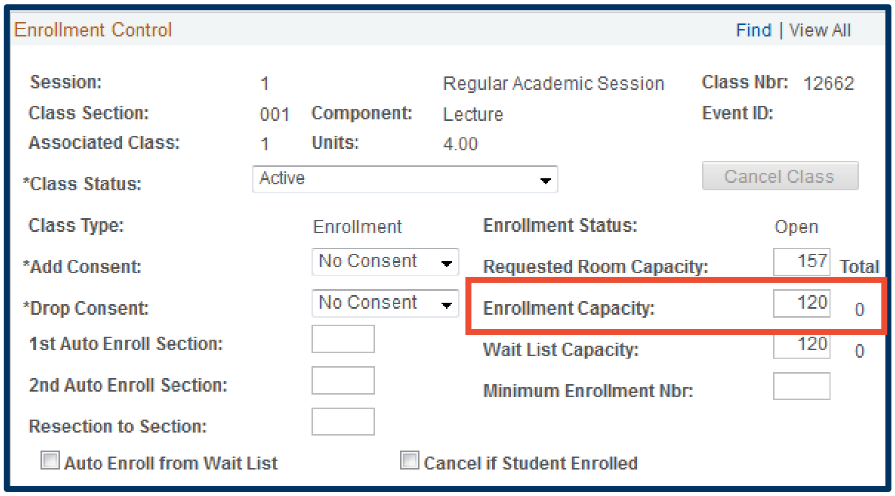
24. Enter the **Requested Room Capacity**.

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



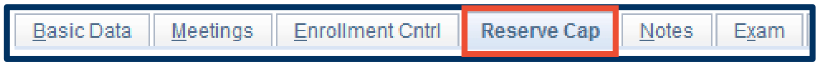
25. Enter the **Enrollment Capacity**.

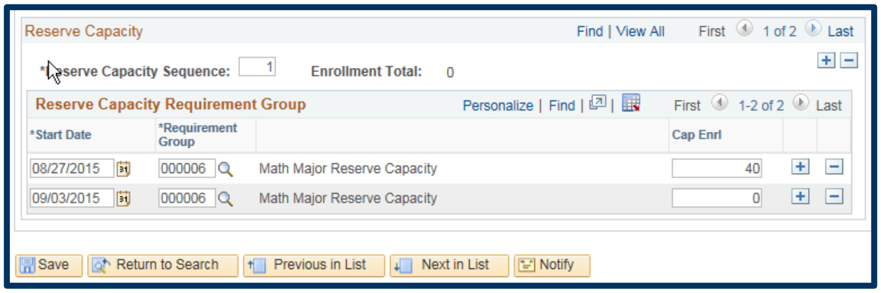
NOTE: The **Enrollment Capacity** must be equal to or less than the **Requested Room Capacity**, even if the facility is a department room. Room capacities can be seen to the right of the **Facility ID** on the **Meetings** tab once the **Facility ID** has been entered.



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

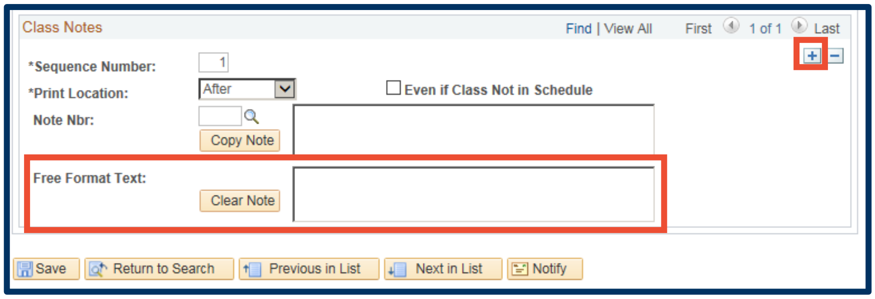
Reserve capacities are used to limit enrollment in the section or to set aside a number of seats in the class for a select group or groups of students. (See the [Scheduling and Maintaining Classes](#) job aid (p.11) for more details.)





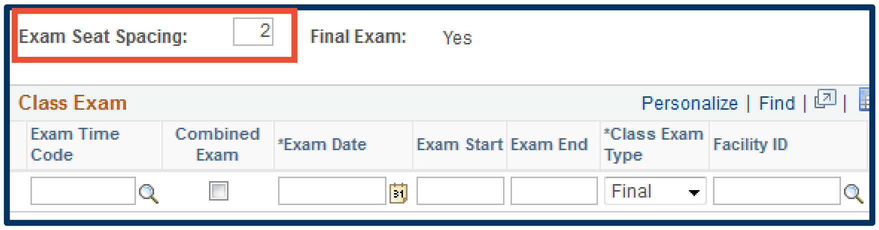
27. Select the **Notes** tab.

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



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.



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