


## How to Set Up Non-15 Week Classes

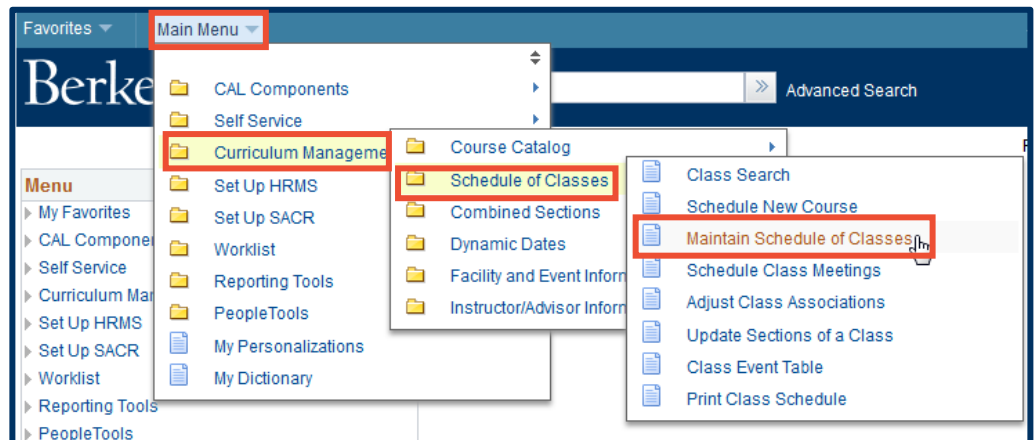
This guide is intended only for scheduling non-15 week classes (Fall or Spring) in department owned rooms. General Assignment (GA) classrooms cannot be requested for sections that do not last the full length of the term.

For Fall and Spring classes, only one session option is available with the instruction dates for the given term. This document describes how to edit a class section that will meet for only a portion of the full term.

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.**



- 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.
- 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](#)

- On the **Basic Data** page, if needed, use the arrows to navigate to the class section you wish to edit.

**NOTE: Order is important!** Do not change the **Start/End Date** on this page yet. Follow the order of instructions listed below.

**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  Dynamic Date Calc Required

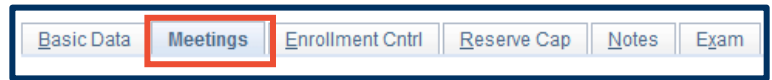
Academic Group: CLS College of Letters and Science  Generate Class Mtg Attendance

\*Holiday Schedule: UCB01 🔍 UCB Non-Instructional Days  Sync Attendance with Class Mtg

\*Instruction Mode: P 🔍 In-Person  GL Interface Required

Primary Instr Section: 001

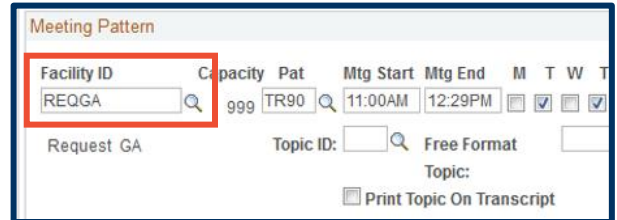
5. Select the **Meetings** tab.



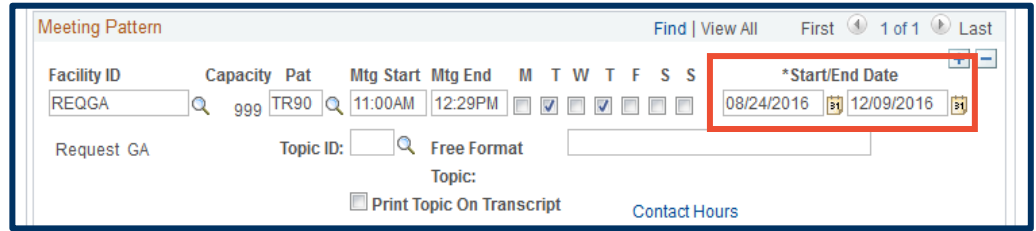
6. GA classrooms cannot be requested if the section does not last the full length of the term.

**NOTE:** If **REQGA** had previously been entered in the **Facility ID** field, replace it with a department owned room.

If the specific department owned room is not yet known, remove **REQGA** and leave the **Facility ID** blank.

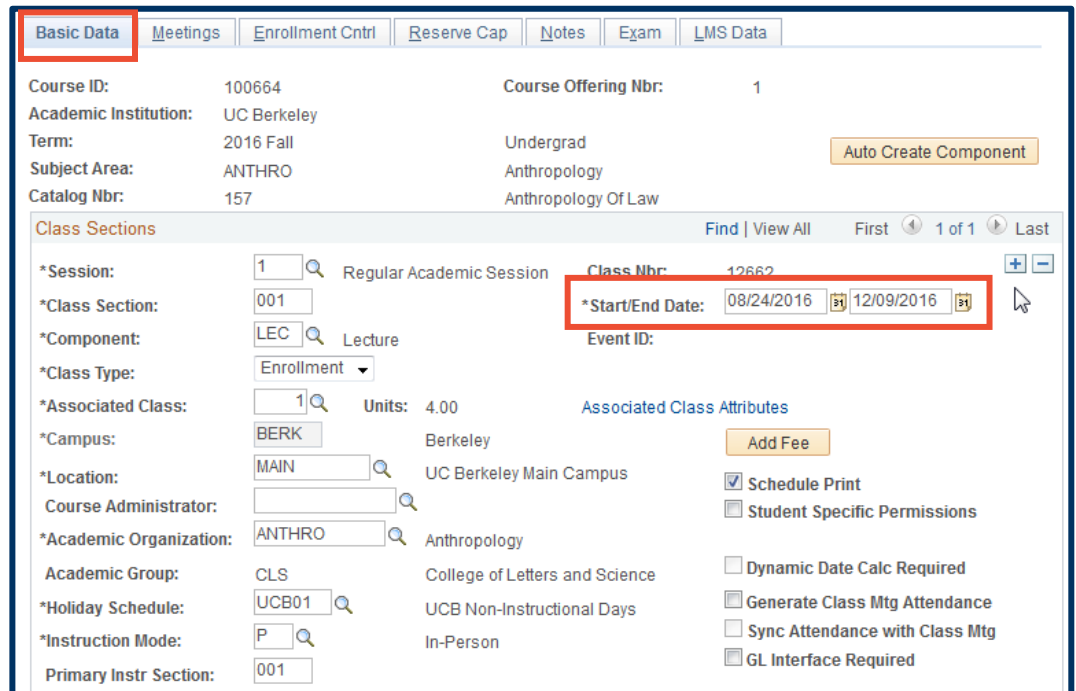


7. Change the **Start/End Date** to reflect the start and end dates of the class section.



8. Now, return to the **Basic Data** tab and change the **Start/End Date** there.

The **Start/End Date** fields will need to be edited for every section of the non-15 week class.



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**Support:**

For questions or assistance, please contact SIS Production Support:

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

For additional SIS resources, please visit:

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