


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/rolled over into the new term (Fall to Fall; Spring to Spring). This means that schedulers are 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 job aid 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 sis.berkeley.edu/training.

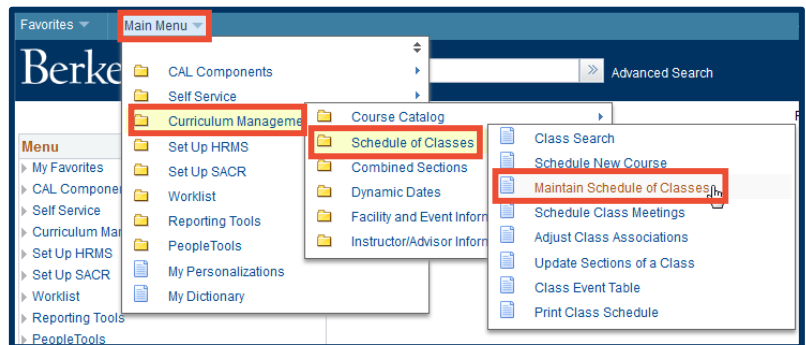
At any point in this process, work can be saved by clicking  on the bottom left of the screen. For a brief moment, a “Saved” notification will appear in the upper right when saving is complete.

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. Select **Search**.

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

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

- On the **Basic Data** page select 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 select the **Save** button on the bottom, left for the system to assign a **Class Nbr** to the new section.

- 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

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 *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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 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

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**.

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

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.

Exception: 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.”

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

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: [Search]
 *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.

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 *Start/End Date (08/24/2016 to 12/09/2016).

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 must 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.

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 'Topic ID' field is empty.

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.

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.

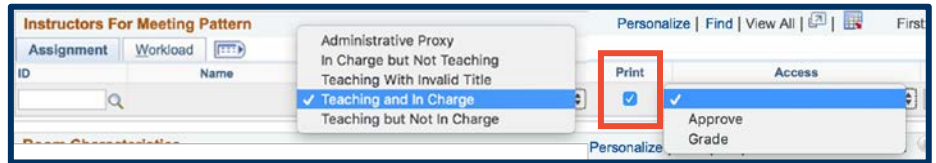
Instructors and GSI's will automatically be added to this list once they have completed the HR hiring process. You can save the class section without an instructor and return later to add them.

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

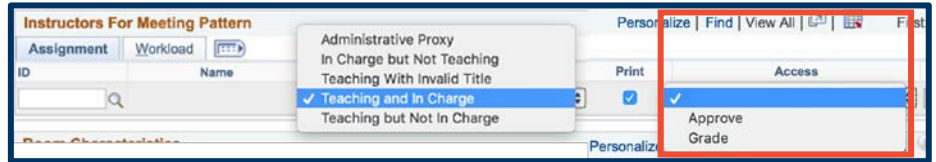
The screenshot shows the 'Instructors For Meeting Pattern' form. The dropdown menu for the instructor role is highlighted with a red box, showing the same options as in the previous screenshot, with 'Teaching and In Charge' selected.

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.

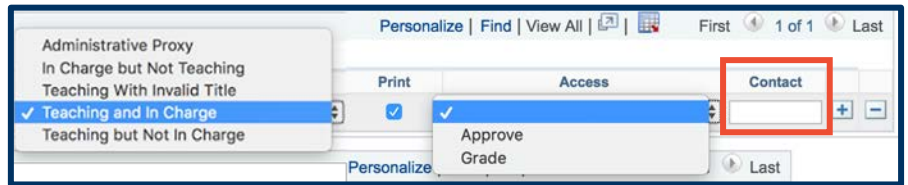


19. Choose the Instructor's **Access** level for grading and approving grades.

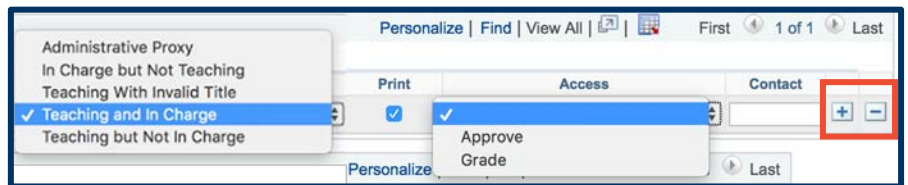


- a. This field can be left blank for non-graded sections
- b. **Approve** – Instructor level approval for grading (Approve is also Grade)
- c. **Grade** – For those who can grade but are not at the approval level for grading

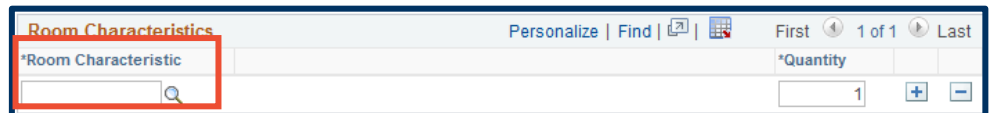
20. In the **Contact** field, enter the number of **minutes** the instructor is teaching, if it differs from the meeting pattern.



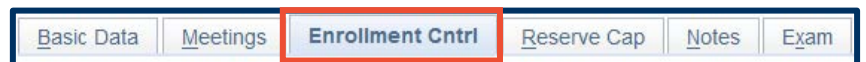
21. The **+** and **-** buttons allow you to add additional instructors or delete unneeded Instructors.



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.

The screenshot shows the 'Enrollment Control' form for Class Nbr: 12662, Class Section: 001, and Component: Lecture. The 'Requested Room Capacity' field is highlighted in a red box and contains the value 157. Other fields include 'Enrollment Capacity' (120), 'Wait List Capacity' (120), and 'Enrollment Status' (Open). There are also checkboxes for 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled'.

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.

This screenshot is identical to the previous one, but the 'Enrollment Capacity' field is highlighted in a red box and contains the value 120. The 'Requested Room Capacity' remains 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.

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

The screenshot shows the 'Reserve Capacity' table. The 'Reserve Cap' column is highlighted in a red box. The table lists two 'Math Major Reserve Capacity' entries with 'Cap Enrl' values of 40 and 0. The 'Enrollment Total' is shown as 0.

*Start Date	*Requirement Group	Cap Enrl
08/27/2015	000006 Math Major Reserve Capacity	40
09/03/2015	000006 Math Major Reserve Capacity	0

27. Select the **Notes** tab.

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



Class Notes Find | View All First 1 of 1 Last

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

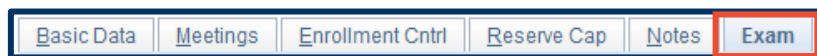
*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

28. Select the **Exam** tab to request extra seat spacing for the final exam (if necessary).

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. Select **Save**.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

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