Applying Dynamic Dating

This guide will cover:

- Applying Dynamic Dating to a flexibly scheduled class.

Step One

Navigate to the following breadcrumb:

Step Two

Complete the following fields in the Search Criteria:

- Academic Institution
- Term
- Subject Area
- Catalog Nbr
- Academic Career
- Course ID

Step Three

- Click [Search]. Select the correct course you want to schedule.

Step Four

Edit the following fields in the Basic Data tab:

- **Session**: Click on the magnifying glass and select F (Flex Session).

- **Start/End Date**: Override the Start/End Date values to represent the first and last date of the flexibly scheduled class.

- **Class Section** – Enter the section number you wish to assign to the first class section for this term. It must be a three digit value.

- **Component** – Assign the type of class for this section. Click on the magnifying glass for available values.
• **Class Type** – Is this section an **Enrollment** course or **Non-Enrollment**. By setting as enrollment, students will have to enroll in the class to be added to the class roster. If non-enrollment, make sure you set up auto-enrollment so students can be added to the course automatically. (See work instruction, Auto-Enrollment).

• **Associated Class** – Leave the Associated Class value of 1. By using associated class numbers, you link class sections that constitute a single course offering.

• **Campus and Location** – Select the Campus where this class will take place. The location field will populate once you click outside of the box.

• **Holiday Schedule** – The **Holiday Schedule** of UCIN should be recorded for all undergraduate and graduate career courses.

![Image](image.png)

**Step Five**

Click on the **Meeting** tab and enter information in these select fields:

![Image](image2.png)

• **Facility ID** – Click the magnifying glass icon and search for the assigned facility.
• **Pat (Meeting Pattern)** – Click and select your meeting pattern. Remember you can also select the days manually as well.

• **Mtg Start/ Mtg End**: Enter the class start and end time.

• **Instructor ID** – Assign the instructor if you know whom it will be at this point in time. If not, add the instructor later. (Refer Maintaining Scheduled Classes work instructions)

• **Access** – Click the drop-down menu and enter the grade roster access for each instructor assigned.

**Step Six**

Click on the **Enrollment Control** tab and enter the following information in these select fields:

- **Class Status** – Set to **Active** as a new class section is being ordered.

- **Enrollment Capacity** – Set capacity to # of students that will be allowed in this course.

- **Requested Room Capacity** – This value should match the value set in Enrollment Capacity.

**Step Seven**

Click **Save**. Once you save, a warning message will display reminding the user to assign the dynamic date rule to this class session.

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**Message**

Warning – A dynamic date rule has not been assigned for class section 009. (14620,94)

Classes have been scheduled in a dynamic date session, but there is no dynamic date rule specified in the Course Catalog. If a rule is not added to the class, the session-defined dates will apply to the enrollment transactions. For OEE classes, an OEE dynamic date rule must be added to the class before enrollment will be allowed.
Step Nine

Navigate to the following breadcrumb:

![Breadcrumbs](image)

Step Ten

In the search criteria enter the following fields related to the course you have just scheduled.

- Academic Institution
- Term
- Subject Area
- Catalog Nbr
- Academic Career
- Course ID
- Course Offering Nbr

Step Eleven

Under the **Dynamic Class Date Rule** field, click the magnifying glass and select the appropriate Dynamic Class Date Rule.

![Dynamic Class Date Rule](image)

**List of Dynamic Dating Rules:**

- **1DAY**: This rule gets applied to any flex session class that meeting only one day.
- **FLEX**: This rule gets applied to any flex session class that meets more than one day.
- **SUMFLEX**: This rule gets applied to any summer term flex class that meets more than one day.
Step Twelve

Click on the button, **Calculate Dynamic Dates**, to assign the rule. The page will refresh to display the appropriate date assigned.

![Dynamic Class Data](image)

Step Thirteen

Click **Save**.

You have now completed the steps for assigning a dynamic dating rule to a scheduled flex session class.