Scheduling Multiple Sections of a Course

This guide will cover:

- Creating multiple sections while scheduling a new course in Catalyst
- Note: In order to follow the steps in this work instruction you must have already scheduled one class section using the Schedule New Course work instruction.

Step One

If creating another section for the same course, go to the Basic Data tab.

Next click on the plus symbol (➕) on the top right corner under the Class Section header. Once selected this will add a new data row.

Step Two

On the basic data page, complete the following fields:

A. Session – Click the magnifying glass icon (🔍). Select the session to which the class sections of this course offering belongs.

B. Class Section – Enter the next section number value. For example looking at the screenshot on page 9, the section assigned is 002 because we have already assigned a section as 001 on the same course.

REMEMBER: Since you have already created the first class section and designated it as 001 then the value for this new section you are creating can’t be the same value. That is why in the screenshot (on the next page) has been assigned as section 002.

C. Course Component – Click the magnifying glass icon (🔍) and select the course component to assign to the class section.
D. **Class Type** – Keep as enrollment if this particular section is what students will enroll into when they register for classes. Choose non-enrollment if students will automatically be enrolled into the class by enrolling into another class section.

**IMPORTANT:** If the course component selected is different than the course component assigned in previously created section then you MUST choose non-enrollment. If you do then after you have created the class section refer to the Set up Auto Enrollment for Class Sections work instruction.

E. **Associated Class** – Leave the Associated Class value of 1. Associated Class numbers are used to group sections of classes for purposes of changing certain catalog information for those section or for adding class requisites.

F. **Campus & Location** – Select the campus where the course will be taken place. Then click in the location field box. The location will populate a value based on the campus you had selected.

G. **Student Specific Permissions** – Select the checkbox to allow student specific permissions.

This image below displays all the fields that have been completed.
**Step Three**

Now that you have completed the class sections portion of Basic Data, continue to finish the other fields for class topic, equivalent course group, and class attribute.

**Complete the following fields:**

- **Course Topic ID** – If the course has not been built with multiple topics, leave this box empty.

- **Course Equivalent Course Group** – If the course is linked to an equivalent course group on the Catalog Data page, the system displays that information in this field.

- **Class Attributes** – Information has populated from the Course Catalog. This information should not be edited unless UCTR attributes are to be added.

![Image of Basic Data fields](image)

**Step Four**

At the bottom of the Basic Data tab click **SAVE** then navigate to the **Meetings** page tab.

![Image of Meetings page](image)

**NOTE:** Notice the section number in the Class Section Overview is labeled as section 002. Any information we are editing is related to this section only.
Step Five

Enter the following information in these select fields:

A. **Facility ID** – Click the magnifying glass icon. Select the session to which the class sections of this course offering belongs.

B. **Pat (Meeting Pattern)** – Click . Select a recommended meeting pattern and enter the Mtg Start value. The appropriate Mtg End time and the days of the week will be populated for you.

C. **Instructor ID** – Assign the instructor for this course section. Click the magnifying glass icon and search for an instructor using their EMPL ID. Users will be able to search for Instructors by name when they have clicked the magnifying glass. Once they have selected the instructor, the EMPL ID will show in the field with the name of the instructor appearing on the right of the field box.

D. **Print** – Select to display the instructor’s name in the Schedule of Classes. The system populates this checkbox by default to the set on the Course Catalog – Offerings page.

E. **Access** – Click the drop-down menu and select Post. Post allows the Instructor to enter grades, approve the roster, and post the grades.
**Step Six**

Click **SAVE**.

**Step Seven**

Navigate to the **Enrollment Control** page tab.

![Image of Enrollment Control page]

**Step Eight**

Edit the following fields:

A. **Class Status** – The default status is set to “Active” as new class sections are ordered.

***See online help topics, *Stopping enrollment of a class section and Cancelling a Class Section* for information about additional statuses).***

B. **Enrollment Capacity** – A system default value of 30 will appear for University of Cincinnati classes, but the specific capacity sought for the class should be entered at the time the section is created. This may be altered as needed by the college/department.

The **Requested Room Capacity** field—must always match the value entered in the Enrollment Capacity field.
Step Nine

Once you have reviewed your data on all three tabs (Basic Data, Meetings, Enrollment Ctrl) and are satisfied with its accuracy, click SAVE.

You have now completed the steps for adding another section while scheduling a new course.