Scheduling a New In-Person Course

This guide will cover:

- Navigating to a component page and using search criteria to schedule an available course.

- Note: In this work instruction you will be entering information into the search criteria using Terms, Academic Structure and information gathered from the course catalog. See the work instruction, Locating Course Catalog, for instructions on how to utilize the Course Catalog.

**IMPORTANT:** While ordering classes, if you notice there are course components that need to be removed please follow the course component removal request process detailed in the Class Orders FAQs on the Catalyst website. **Do not order the class until you have been informed of the status of the course component removal request.**

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**Step One**

Using the Main Menu, navigate to the Schedule New Course in Catalyst using the following navigational path:

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Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
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**Step Two**

Complete the following fields in the Search Criteria:

- **Academic Institution:** Will always be UCINN

- **Term:** Term that the course will be available

- **Subject Area:** Should only be the subject abbreviation and not have the accompanied college number. (e.g. Instead of 15ENGL the field should read ENGL)

- **Catalog Nbr:** Course number

- **Academic Career:** Undergraduate, Graduate, Law, or Medicine

- **Course Offering Nbr:** College number of college offering course (e.g. 15 = McMicken College of Arts and Sciences)

**NOTE:** If you do not know the catalog number you will still be able to conduct the search.
Step Three

Click . A results table will populate underneath the search criteria. Select the correct course you want to schedule.

Step Four

Once a course has been selected, you will be directed to the Basic Page tab for that particular course.

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 section number value as 001 since this will be the first class section for this term.

NOTE: Each class section of a class by offering college (indicated by the course offering number) can have its own section number series. Start the classes in your offering college with section 001 and assign sequentially from that point on - 002, 003, 004 etc.
C. **Course Component** – Click the magnifying glass icon and select the course component to assign to the class section.

**NOTE:** If you see there are multiple course components then you must schedule a class section for each one. If you do not order class sections for each component then the student will not be able to register for the class.

**IMPORTANT REMINDER:** If you notice course components that need to be removed please follow the course component removal request process detailed in the Class Orders FAQs on the Catalyst website. **Do not order the class until you have been informed of the status of the course component removal request.**

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.

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.

**NOTE:** This schedule is incorporated into the student’s weekly schedule available through Student Self-Service. Separate calendars exist for the law and medicine careers (UCLAW and UCMED) for their class offerings.

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

**IMPORTANT:** Student Specific Permission is a type of permission where a student’s ID number is associated with specific course and class section. During self-service registration, a student would select the course and class section for which a student specific permission is assigned, and the system will automatically allow the student registration.
Step Five

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.
**REMEMBER:** Whatever Course Attributes have been assigned at the Course level will copy down to the Class record with only one exception – UCTR (UC Transcripted Attribute).

Certain courses may be authorized to be taught with a special emphasis. For such courses, the college offering the course may assign one to four of the following attribute code values to any class section of that course. Because the attribute values identify that the particular class section of this course offers one or more of the following values, these attributes must be identified as the class section is ordered:

- **HONORS** = Honors Course
- **INTERNSHIP** = Internship Course
- **INTRNTL** = International/Education Abroad
- **RESEARCH** = Research Course
- **SVC LRN** = Service Learning Course
- **TRANS** = Transformational Course

**Step Six**

Click **SAVE**.

**Step Seven**

Navigate to the **Meetings** page tab.
Step Eight

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.

If you are receiving either of the following messages, it means that the room has already been assigned to another course during that meeting time selected.

Message #1:

Class Section: 002 conflicts with Class Section: 001. (14620.28)
This class section cannot be scheduled. One of its meeting patterns conflicts with either another of its own or another class section's. To save without scheduling, leave Facility ID blank.

OK

Message #2:

Class Section: 003 conflicts with Campus Event ID: 000022107. (14620.27)
This class cannot be scheduled because its meeting pattern conflicts with an existing event. To save without scheduling, leave Facility ID blank.

OK

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. Instructor Role – Select the role that the assigned instructor will have in association with the class. There must be a Primary Instructor role assigned for each class section you create for a course.

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

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**Step Nine**

Click **SAVE**.

**Step Ten**

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

**Step Eleven**

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

***See online help topic, 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.

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**Step Twelve (Optional***

***Follow this step only if students will be required to receive department/instructor consent to enroll into the class.***

Click the drop down menu for Add Consent. Select either **Dept Consent** (Department Consent) or **Inst Consent** (Instructor Consent).

**Step Thirteen**

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 of scheduling a new class section for a course.