Scheduling/modifying a facility, meeting time & instructors for combined sections

This guide will cover:

- Scheduling class meetings and assigning instructors for Combined Section courses.

- Note: The instructions presented assume you have already completed the steps of combining sections (or joining classes) in Catalyst. If you have not, please reference the Combined Sections work instructions before continuing the following steps.

Step One

Using the Main Menu, navigate to the Schedule Class Meetings page in Catalyst using the following navigational path:

Main Menu > Campus Solutions > Curriculum Management> Schedule of Classes > Schedule Class Meetings.

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)

- **Class Section**: The section number of the class that is combined with another class.

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

Click [Search].

**NOTE:** If there is more than one matching value, a results table will populate underneath the search criteria. Select the correct course and section that you have combined with another course.
Step Four

On the meetings tab, enter the following information in these select fields. Remember the meeting pattern and instructor you assign will apply to all class sections that were combined.

See image on next page for visual reference.

A. **Facility ID**: Click on the magnifying glass and search for the facility using the search criteria fields that appear in the look up window. Notice that the room’s capacity shows under the Capacity field.

   Remember if Registrar’s office assigns your rooms you should skip the Facility ID field.

B. **Meeting Pattern**—Click on the magnifying glass for **PAT**. Select the meeting days for the course. If this class is meeting one day a week, skip this field and select the day of the week to the right of the MTG End field.

C. **MTG Start/End**—Enter the meeting start time and meeting end time. If you used a Meeting Pattern value, the system will automatically calculate the meeting end time when you click in the MTG End field.

D. **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.

   **IMPORTANT NOTE**: You can leave the Instructor ID field blank if you do not know the Instructor at the time. However, you must remember to go back into the system and assign the instructor to the class section once that information is known.

E. **Instructor Role**—Select the role that the assigned instructor will have in association with the class. **There must be at least be a Primary Instructor role assigned for the class section.**

F. **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.

G. **Access**—Click the drop-down menu and select **Post**. Post allows the Instructor to enter grades, approve the roster, and post the grades.
Step Five

Navigate to the Enrollment Control page tab.
Step Six

Notice that majority of the fields on the Enrollment Cntrl tab are grayed out. See below the options you have when editing enrollment control for ordered sections:

![Enrollment Control Table]

**Changing the Class Status:**
To change the Class Status, click on the drop down menu for Class Status and select your desired status.

- **Cancelled Section:** If cancelling the course, select Cancelled Section and then select the checkmark for Cancel if Student Enrolled. Then click Cancel Class.

**WARNING:** Once you select the cancel class button the class section and the sections combined will be permanently canceled.
**Instructor/Department Add Consent:**
To add instructor or department add consent, you must go to the Maintain Schedule of Classes page. For directions on how to edit ordered classes follow the Maintain Schedule of classes work instructions.

**Editing Request Room and Enrollment Capacity:**
To change the Requested Room and Enrollment Capacity, you must go to the Maintain Schedule of Classes page. One you have changed the capacities for each section, navigate to Combined Sections page, click view combine sections and locate your entry and change the overall capacity on the Combined Section table.

**Step Seven**

Once you have reviewed your data on the two tabs (Meetings & Enrollment Ctrl) and are satisfied with its accuracy, click **SAVE**.

**You have now completed the steps of scheduling a class meeting for combined sections**