CLASS ORDERING AND MAINTENANCE

ORDERING A MINI-TERM SESSION CLASS

Class Ordering and Maintenance
Office of the Registrar
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MINI-TERM SESSIONS

- Spans of time within and shorter than a parent/full term during which a class is taught
- A specific letter is assigned to the Term ID
SUMMER

• Standard Summer mini-term sessions have firm session dates:

  • 13US.A  First mini-term session
  • 13US.B  Second mini-term session
  • 13US.C  Third mini-term session
  • 13US.D  First half-term session
  • 13US.E  Second half-term session

• Note the term – specific letters added to the parent/full term code.
FLEX CLASSES

• Flexibly scheduled “Flex” classes do not have firm session dates, but still fall within the parent/full term.

  — They can be scheduled during any term: Fall, Spring, Summer:

• 12FS.F  2012-13 Fall Semester Flex Term
• 13SS.F  2012-13 Spring Semester Flex Term
• 13US.F  2012-13 Summer Semester Flex Term

• Note the “.F” added to the parent/full term code.

• For Summer term, if a class does not meet within the parent/full term or the standard mini-term sessions, the class must be scheduled as a “Flex” class.
ORDERING A MINI-TERM SESSION CLASS

• To create a new class:

1. Go to the CLASS function by typing CLASS on the direct command line and pressing the enter key.
ORDERING A MINI-TERM SESSION CLASS

2. If a class is automatically displayed, enter a C (Clear) in the action field.

Press the enter key.

This will clear the screen of all the data from the previously displayed class.
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3. Enter an A(Add) in the action field.

4. Enter the standard mini-term session ID (eg. 13US.A) or flex session (eg. 13US.F)
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5. Enter the Course ID:, _____
   – The course will consist of the discipline (2-4 characters) and a 4-5 digit course number.

6. Section Number - The 3 digit section number will automatically be entered by the system in sequential order.

7. The class begin/end dates are automatically assigned by the standard dates for the term selected.
ORDERING A MINI TERM CLASS

- **7** Flex Classes
  - Enter Begin and End dates for the class
  - Class dates must fall within parent/full term

- Refer to the power point presentation “Creating a New Class” to continue to create a class section.