SCHEDULE OF CLASSES

• This new format will be effective Fall Semester, 2012.

• Spring and Summer Quarters, 2012 will use current format.
WHAT’S NEW FOR FALL SEMESTER, 2012

- Course and class numbers will contain 4 numbers, rather than 3. Laboratory classes will end in L. Combined lecture and laboratory classes will end in C. (Ex. ENGL1001, BIOL1021L, NSTN2002C).

- The offering college number will not be part of the course and class number (Ex. HIST1001 section 001).

- Selection of classes by campus (or college), and noting the campus on the schedule of classes, will be important to find classes at the desired location.

- Classes meeting on Thursday will be indicated by R, rather than H.
WHAT’S NEW FOR FALL SEMESTER, 2012

- Clickable fields display windows with more detailed information.
- Selection options for finding classes have been enhanced (distance learning, general education, attributes).
- Course and class prerequisites are easy to locate and clearly described.
- Links to class locations, building maps, and faculty email are available.
Schedule of Classes

1. Term – select the term from the drop down box.
   - Ex. “Fall Semester 2012-13”

1a. Session – select flex or mini-session if applicable.
   - Ex. “Fall Semester 2012-13 – Flex Term”
   - Summer mini-sessions are to be found here as well.

2. Campus Location – selecting “All” will return classes on all campuses. To narrow your search select one or more campus locations.
   - Ex. “UC Blue Ash” will return only those classes taught on the UC Blue Ash campus.
• 3. Distance Learning Only – classes offered completely on-line will be returned if this box is checked.
  – NOTE: Checking this box removes the campus location option.

• 4. Offering College - selecting “All” will return classes from all colleges. To narrow your search select one or more offering colleges.
  – Ex. “College of Nursing” will return only those classes offered by the College of Nursing.
5. Discipline – select a discipline from the drop down box to return classes in that discipline.
   - Ex. “ENGL-English” will return all classes taught within the English discipline.
   - Note: selecting an Offering College first will narrow the drop down menu of disciplines to those taught within that college.
   - Note: selecting a Campus Location first will narrow the drop down menu to those taught at that campus.

6. Attributes – selecting one or more attribute(s) will return classes that have at least “that” attribute.
   - Ex. “H - Honors Course” will return classes taught with the Honors Attribute.
   - Note: Leaving the menu to default “All” will return all classes whether they have an attribute or not.
Schedule of Classes

7. Credit Level – select credit level, graduate or undergraduate to return classes in that level.
   - Note: Leaving the menu to default “All” will return all class levels, including dual level classes.

8. Meeting Day – selecting one or more days will return classes that meet on at least “that” day.
   - Ex. “Monday” will return classes taught at least on Monday.
     - Note: Classes taught Monday, Wednesday and Friday will also be returned.
   - Note: Leaving the menu to default “All” will return all class days and TBA classes.
### Schedule of Classes

#### 8a. Meeting Time

- Selecting “Daytime” will return classes taught before 6:00 pm.
- Selecting “Evenings (6:00 p or later) will return classes taught during this time period.
- Selecting “Earliest Starting Time” will display an Earliest Starting Time drop down menu to select. This will return classes that are no earlier than the time selected.
  - Note: Classes with additional meeting times will also be displayed with the above selections.
- Note: Leaving the menu to default “All” will return all meeting times and TBA classes.
• 9. General Education - select one or more General Education category (s) from the drop down box to return classes that have at least “that” category.
  – Ex. “BC:CM - Effective Communication” will return all classes taught with at least “that” General Education category.

• 10. Class Format - selecting one or more class format(s) will return classes that have at least “that” class format.
  – Ex. “WB - World Wide Web” will return classes taught in at least this format, but may also have a classroom meeting.
  – Note: Leaving the menu to default “All” will return all classes.
  – Note: Use the Distance Learning only option to select classes offered completely on-line.

• 11. Keyword – This is a free text field that will search for keyword(s) within the class title and/or course description.
Schedule of Classes

- The image to the left is an example of the schedule of classes display when selecting English as the discipline. (No other options were selected.)

- Use “Reset All” to begin a new search.
Schedule of Classes

• Column Headers:
  • There are a minimum of two lines of data per class. The layout of that data is defined by the column headers in red and black.

• 1. Course # - is comprised of the discipline and number.
  – Click on the specific course number to display a window listing open seats by section number.

• 2. Credits – the number of credit hours for a course is found under this header and in parentheses.
  – Click on the header for the credit level legend.
### Schedule of Classes

#### Column Headers:

3. **Course Title** – The abbreviated title of the course.
   - This is also the title printed on the transcript.
   - Click on the course title of the specific course number to bring up a window listing the following information:
     - Full Title
     - General Education Requirements
     - Course Description
     - Text Notes

### Table Example

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credits</th>
<th>Course Title</th>
<th>Section</th>
<th>Call Number</th>
<th>Attributes</th>
<th>Campus</th>
<th>Inst</th>
<th>Days</th>
<th>Time</th>
<th>Format</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0097</td>
<td>3</td>
<td>Intro to English Lit</td>
<td>002</td>
<td>600115</td>
<td></td>
<td>UCBA</td>
<td>LE</td>
<td>MWF</td>
<td>9:05a</td>
<td>CI</td>
<td>TBA WB</td>
<td>Crossman A</td>
</tr>
<tr>
<td>ENGL 0097</td>
<td>3</td>
<td>Intro to English Lit</td>
<td>004</td>
<td>600116</td>
<td></td>
<td>UCBA</td>
<td>LE</td>
<td>MWF</td>
<td>10:10a</td>
<td>CI</td>
<td>TBA WB</td>
<td>Crossman A</td>
</tr>
<tr>
<td>ENGL 0097</td>
<td>3</td>
<td>Intro to English Lit</td>
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<td>600117</td>
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<td>UCBA</td>
<td>LE</td>
<td>MWF</td>
<td>11:15a</td>
<td>CI</td>
<td>TBA WB</td>
<td>Crossman A</td>
</tr>
</tbody>
</table>
4. Section – The three digit number specific to a class section of a course.
   Click on the specific section number to bring up a window listing the following information.
   - Offering College
   - Current Enrollment
   - Seats Available
   - Text Notes

5. Call Number - The six digit number that students use to register for a specific class section.

6. Attributes – describe other features of a class section
   Click on the header for the attribute legend.
Schedule of Classes

7. Campus - Where the class section is being taught.
   - Click on the header for the campus legend.
   - Click on Maps within the window to access campus maps.

8. Inst (Instructional Unit) – describes how the class is taught.
   - Click on the header for the Instructional Unit legend.

9. Days – The days of the week that the class meets.
   - Click on header for the days legend.

10. Time – The time of day that the class meets.
• 11. Format – The method of delivery for the class.
  – Click on header for the format legend.

• 12. Location – The building and room for the class.
  – Click on the building and room for the address of the building.

• 13. Instructor – The faculty of record for the class.
  – Click on the instructor name to send an email to the instructor’s UC email account.
Schedule of Classes

- **ICONS**

- 1. Course prerequisite – will be indicated by the yellow caution sign and apply to all class sections.
  - Click on the icon for detailed prerequisite information.

- 2. Class prerequisite – will be indicated by the blue caution sign and apply to that specific class section.
  - Click on the icon for detailed prerequisite information.
Schedule of Classes

- ICONS (cont)

- 3. Book - click on the book icon to link to UC Bookstore for textbook information for that specific class section.
Schedule of Classes

- **ICONS (cont)**
- 4. S – Syllabus – click on the S icon to access the syllabus for this class from Blackboard. (Example of icon not displayed).

- **Other information**
- 1. Alternate title – if a class section has an alternate title it will be displayed here.
- 2. Calendar dates – the month and day will be listed beneath the time of a class section if it does not meet the full term.