Scheduling a Class:

Access the Schedule New Course page:
Navigation: Main Menu>Curriculum Management>Schedule of Classes > Schedule New Course

- In the Find an Existing Value Tab, ensure that the Academic Institution field reflects, “TUFTS.”
- In the Term field, enter the appropriate Term Code (CYYT format). See Page 2 for more information about populating the Term Code.
- In the Subject Area field, enter the Subject Area Code for the Course for which you are scheduling the class offering. Use the search feature as necessary.
- In the Catalog Nbr field, enter the Catalog Number for the Course for which you are scheduling the class offering.
- In the Academic Career Field drop-down menu, select from the Academic Career associated with the course.
- Click on the Search Button. The Basic Data page will appear.

Define Sections; Set Permission Requirements; Designate any Class Attributes:

- If the Basic Data page has multiple rows, review all rows to ensure that you are not entering duplicate data.
- Click on the Auto Create Component button. This will automatically create one section for each of the components selected to auto-create on the Course Catalog-Components page.
  - If there are multiple class sections for a singular component type, manually define the remaining class sections.
- Enter data as follows:
  - Session – Defaults to “Regular Academic Session.” Make changes as necessary.
  - Class Section - enter the appropriate Class Section Number.
    - Tufts uses a two-digit section numbering system; the first section will be 01, the second 02, etc. Review any previously created sections to make sure you enter the correct section number.
  - Component - Automatically populates based on the graded component entered in the Catalog Data page.
  - Class Type - enter data as follows:
    - For the primary section at enrollment time, select “Enrollment.”
    - For secondary enrollment option(s) and for section(s) used in Auto-Enrollment, select “Non-Enrollment.”
  - Associated Class – When scheduling a new section, the Associate Class field defaults to “1.” Enter the appropriate Associated Class value. Use the search feature as applicable. Associated class numbers allow you to link class sections that constitute a single course offering.
  - Campus - Prepopulates based on information entered in the Course Catalog - Offerings page. Prepopulated data cannot be changed. If the field does not prepopulate, manually enter the appropriate Campus.
  - Location - May prepopulate. Update/enter data as necessary.
  - Academic Organization – Prepopulates based on information entered in the Course Catalog - Offerings page. Do not make changes.
  - Holiday Schedule - Prepopulates based on information entered in the Course Catalog - Offerings page.
  - Instruction Mode – Prepopulates with “P” for In Person. Make changes as necessary.
  - Start/End Date – These fields prepopulate with the Start and End Dates for the Session. Update as necessary.
  - Course Topic ID - Course Topics are special study topics within a particular course and will only be used for ASEU Special Topics courses. To select a Course Topic ID, use the search feature.
  - Class Attribute – As applicable, use the search feature to enter the appropriate Course Attribute code. To enter more than one course attribute, click on the plus sign to the right to create a new row.
- Click on the Meetings Tab at the top of the page.

Define Class Meeting Patterns and Facilities; Link Instructors to Classes; Specify Room Characteristics:

Note that the fields in the Meeting Pattern Box do not need to be completed at this time. If this information is unavailable, the meeting times will appear as “TBD” and the Instructor will appear as “Staff.”

- Enter data as follows:
  - Facility ID – Enter the room in which the class will take place. Use the search feature as necessary.
  - Pat – As applicable, enter the desired meeting pattern. Use the search feature as necessary.
  - Mtg Start – Enter the time the class is scheduled to begin.
- Press the Tab Key. The Mtg End field may automatically populate, based on the normal class duration defined for the selected meeting pattern. Update/enter data as necessary.
As applicable, manually select the checkbox for the day(s) of the week on which the class will meet.
If the class will have more than one meeting pattern (ex: Mondays from 8:00am-9:00am and Wednesdays from 10:00am-11:00am), click on the plus sign to the right to add a new row. Note that each meeting pattern may have a different instructor if desired.
In the **Instructors for Meeting Pattern Box**, you can enter the ID for the **Instructor** assigned to the class. To add more than one instructor, click on the plus sign to the right to add additional rows.
For each instructor, select the appropriate access type from the **Access** drop-down menu.
As applicable, use the **Room Characteristic** field to select any room characteristics required for the class. Use the search feature as necessary. To add more than one room characteristic, click on the plus sign to the right to add additional rows.
Click on the **Enrollment Cntrl Tab** at the top of the Page.

**Set Enrollment Limits and Capacity Requirements; Identify Sections for Student Auto Enrollment:**
Complete the Enrollment Cntrl page as follows:
- **Add Consent/Drop Consent** – These fields prepopulate. Review and make changes as necessary. These fields are used to indicate the type of consent, if any, required to add or drop the class.
- **1st Auto Enroll Section/2nd Auto Enroll Section** - The **Auto Enroll Section** Fields allow you to indicate if you want a student to be automatically enrolled in a particular class section once they enroll in this section. For example, suppose the current section is a lecture. If you enter the lab component’s section number here, then, when a student enrolls in the lecture component, they are also automatically enrolled in the lab component.
- **Enrollment Capacity** – This field may prepopulate. Update/enter the Enrollment capacity as necessary. Note that the Enrollment Capacity must be greater than 0 for the class to be open and available for enrollment.

**Reserve Cap; Notes; Exam:**
Click on the **Reserve Cap Tab** at the top of the page.
**Use the Reserve Cap page to assign Reserve Capacities for Class Sections.** Reserve capacities are enrollment **Requirement Groups** that set aside a certain number of seats in a class section for students who meet certain criteria such as academic level, cumulative GPA, or number of units earned.
Click on the **Notes Tab** at the top of the page.
**Use the Notes page to attach existing class notes or free-form text notes to class sections.** Class notes are printed in the **Schedule of Classes** to provide students with information on the class.
Click on the **Exam Tab** at the top of the page.
**Use the Exam page to manually schedule exam times for the class sections.** There is also a batch exam scheduling process.

**Save:**
When you are ready to finalize the class, click the **Save Button**.
iSIS will assign a unique **Class Nbr** and **Event ID** to the newly created class.
You have successfully scheduled a new class.

**Populating the iSIS Term Code:**
In iSIS the Term Code consists of four digits = CYYT (Century, Calendar Year, Term Value).

| Century (C) | 1 for 1900-1999  
2 for 2000-2099 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Calendar Year (YY)</td>
<td>For example, “12” would be entered for all terms that fall in the 2012 calendar year.</td>
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| Term Value (T) | 2 = Spring Term  
4 = Annual Term  
5 = Summer Term  
8 = Fall Term |