Scheduling a Class

Access the Schedule New Course Page

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

In the Find an Existing Value Tab, ensure that the Academic institution reflects, “TUFTS.”

In the Term field, enter the appropriate Term Code (CYYT format).

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.

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.

Proceed to Define Sections...

If there are multiple class sections for a singular component type, manually create the remaining class sections.

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**Define Sections; Set Permission Requirements**

- From Access Schedule New Course Page
  - The Session field defaults to “Regular Academic Session.” Make changes as necessary.
  - In the Class Section field, enter the appropriate Class Section Number. Review any previously created sections to make sure you enter the correct section number.
  - In the Class Section field, enter the appropriate Class Section Number. Review any previously created sections to make sure you enter the correct section number.
  - In the Class Type field, select the appropriate Class Type from the drop-down menu.

  - Tufts uses a two-digit section class section numbering system; the first section will be 01, the second 02, etc.
  - For the primary section at enrollment time, select “Enrollment.”
  - For secondary enrollment option(s)/section(s) used in Auto-Enrollment, select “Non-Enrollment.”

- In the associate Class field, enter the appropriate Associated Class value. Use the search feature as applicable.
  - The Instruction Mode field prepopulates with “P” for In Person. Make changes as necessary.
  - The Start/End Date fields prepopulate with the Start and End Dates for the Session. Update as necessary.

- Is this an ASEU Special Topics Course?
  - Yes
    - Enter a Course Topic ID in the Course Topic ID field. Use the search feature.
  - No

Associated class numbers allow you to link class sections that constitute a single course offering.

**Prepopulated Fields**

Note: The following fields automatically populate based on data entered at the Course Catalog level:
- **Component** – Automatically populates based on the graded component entered in the Catalog Data page.
- **Campus** - Prepopulated data cannot be changed. If it doesn’t prepopulate, manually enter
- **Location** – May prepopulate, update/enter data as necessary
- **Academic Organization** – Do not change.
- **Holiday Schedule** - Prepopulated data cannot be changed.
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Designate any Class Attributes; Define Class Meeting Patterns and Facilities; Link Instructors to Classes; Specify Room Characteristics:

From Define Sections...

As applicable, use the search feature to enter the appropriate Course Attribute code in the Course Attribute field.

Click on the Meetings Tab at the top of the page.

In the Facility ID field, enter the room in which the class will take place. Use the search feature as necessary.

As applicable, enter the desired meeting pattern in the Pat field. Use the search feature as necessary.

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.

In the Mtg Start field, enter the time the class is scheduled to begin.

To enter more than one course attribute, click on the plus sign to the right to create a new row.

As applicable, manually select the checkbox for the day(s) of the week on which the class will meet.

Do you wish to add an additional Meeting pattern?

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.

As applicable, use the Room Characteristic field to select any room characteristics required for the class. Use the search feature as necessary.

Proceed to Set Enrollment Limits...

Note: 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.”
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**Set Enrollment Limits and Capacity Requirements; Identify Sections for Student Auto Enrollment:**

**Registrars**

1. **From Designate Class Attributes...**
   - Click on the Enrollment Cntrl Tab at the top of the page. The Enrollment Cntrl page will open.
   - The Add Consent/ Drop Consent 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.

2. **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. To utilize Auto Enroll, enter the applicable component's section number here.

3. **The Enrollment Capacity field** may prepopulate. Update/ enter the Enrollment capacity as necessary.

   **Proceed to Reserve Cap...**

**Reserve Cap; Notes; Exam; Save:**

**Registrars**

1. **From Designate Class Attributes...**
   - Click on the Reserve Cap Tab at the top of the page. The Reserve Cap page can be used to assign Reserve Capacities for Class Sections.
   - Reserve capacities are enrollment Requirement Groups that set aside a number of seats in a class section for students who meet certain criteria.

2. **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.

3. **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.
   - 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.

**End of Processing.**