

Scheduling Training Document

Scheduling New Classes

The scheduling features in PeopleSoft (Campus Solutions > Curriculum Management > Schedule of Classes) includes the following six components. Access to these components is dependent on an individual user's security.

1. **Maintain Schedule of Classes:** Displays only the classes that have already been scheduled for a term. Instead of having to search through the list of all available courses in the course catalog, you can use the schedule of classes to view just those classes that have already had at least one class scheduled in a term.
2. **Schedule New Course:** Enables you to view all active courses from the course catalog that can be scheduled.
3. **Schedule Class Meetings:** Displays individual class sections that have been scheduled. You can use this link if you want to modify only the meeting pattern and enrollment control for scheduled sections. **This is the selection you should choose if you intend to modify a combined section.**
4. **Adjust Class Associations:** Displays the class associations, Class Components and Class Requisites for scheduled classes. You can use this link if you want to just modify and adjust these components.
5. **Update Sections of a Class:** This link will give you a horizontal list view of all the sections scheduled for a course. You can use this link to modify Class Status data and Class Enrollment Limits. It is a quick overview of all sections scheduled for a course.
6. **Update Sections of a Class:** Displays a snapshot summary of section information for a class. You can use this area to view and make changes to individual class sections so that when you save any changes to a section the system performs the save process faster.

READ THIS BEFORE YOU SCHEDULE A CLASS:

No changes should be made to session, class section numbers or meeting pattern (days, time, or session) after the class is made available to students. At this point, a snapshot process is run that pushes course data from PeopleSoft into Canvas to create the Canvas course shells. If the section number is changed after this process is run, Canvas will not be able to put enrolled students into the correct course shell. **If you absolutely need to change the session, class section number or meeting pattern after the class is made available to students, you must cancel the class and re-encode it.**

NOTE: Please refer to the Calendar Planning spreadsheet in the Academic Operations SharePoint site to find the specific dates when classes will be made available to students.






Things to determine before you schedule a class:

1. Determine sections, components, topics, attributes, and course administrator information on the **Basic Data** page.
2. Determine class meeting times, days, facilities, instructors, and room characteristics on the **Meetings** page. Key faculty information is entered on this page including Empl Rec, Assignment Type, Load value, and Pay Code (if required).

3. Define class status, capacity, auto enroll, and minimum enrollment numbers on the **Enrollment Ctrl** page
4. Determine class notes to class sections on the **Notes** page.
5. If you are manually scheduling exams for class sections, enter exam information on the **Exam** page. (currently not used)

Step	Action
1.	Begin by navigating to the Schedule New Course page. Click the Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course link.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course


    

Schedule New Course


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria


Academic Institution: = ▼ 

Term: = ▼


Subject Area: = ▼ 


Catalog Nbr: begins with ▼

Academic Career: = ▼


Campus: begins with ▼ 

Description: begins with ▼

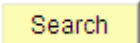
Course ID: begins with ▼ 

Course Offering Nbr: = ▼ 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
2.	When you open the Schedule New Course search page, the system displays the search criteria fields. It will populate any user default values you have set up. If you do not have user defaults set up enter the appropriate information to find the class you are wanting to schedule.

Step	Action
3.	Enter " FSCJ1 " into the Academic Institution field. FSCJ1 is the only Academic Institution ID for FSCJ.
4.	Enter into the Term field the term you are scheduling the new class. Ex: "2188" . If you do not know the code for the desired term, you can use the look up button located to the right of the term field box.
5.	Enter into the Subject Area field the subject for the class you are scheduling. Ex: "ECO" . If you do not know the code for the desired subject area, you can use the look up button located to the right of the term field box.
6.	Enter into the Catalog Nbr field the catalog number for the class you are scheduling. Ex: "1931" . If you do not know the code for the Catalog Number, you can move on to step 7. This will display all available catalog numbers associated with the subject area.
7.	<p>Click the Search button.</p>  <p>If you entered enough data to pull up a specific course the basic data page for that course will populate after you click the search button. If PeopleSoft finds multiple courses that could match your search it will return a list of courses. You can click on the course you are wanting to schedule in the list and it will take you to the basic data page.</p>
8.	<p>The Basic Data tab is used to define specific class offerings. Each row on this tab corresponds to a specific scheduled class. The information on the Basic Data tab includes:</p> <ul style="list-style-type: none"> • Defining sections • Identify components • Set permission requirements • Associate classes • Enter Course Administrator • Designate any class attributes • Set Campus and Location for the class • For college credit you will always select the ACAD holiday schedule • Initial entry of Instruction Mode should be made here • Designate a class topic

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID: 115302 **Course Offering Nbr:** 1
Academic Institution: FSCJ1
Term: Spring 2018 **Credit:** [Auto Create Component](#)
Subject Area: NUR Nursing,Generic Undergrad
Catalog Nbr: 1025C NUR ILLNESS LSPN II

Class Sections Find | View All First 1 of 1 Last

***Session:** **Class Nbr:** 0
***Class Section:**
***Component:** LEC Lecture ***Start/End Date:**
***Class Type:** Enrollment
***Associated Class:** 1 [Associated Class Attributes](#)
***Campus:** COLL 01 [Add Fee](#)
***Location:** DOWNTOWN Downtown Campus Schedule Print
Course Administrator: Student Specific Permissions
***Academic Organization:** 12301 Health Occupations - Voc Dynamic Date Calc Required
Academic Group: 02 Postsecondary Vocational Generate Class Mtg Attendance
***Holiday Schedule:** Sync Attendance with Class Mtg
***Instruction Mode:** P Non-Enrollment Section GL Interface Required
Primary Instr Section:

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: 10473 Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

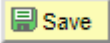
*Course Attribute	*Course Attribute Value	<input type="button" value="+"/>	<input type="button" value="-"/>
DISC <input type="button" value="Q"/> Discipline ID	2300 <input type="button" value="Q"/> Health	<input type="button" value="+"/>	<input type="button" value="-"/>
	PROF <input type="button" value="Q"/> Associate Professional Courses	<input type="button" value="+"/>	<input type="button" value="-"/>

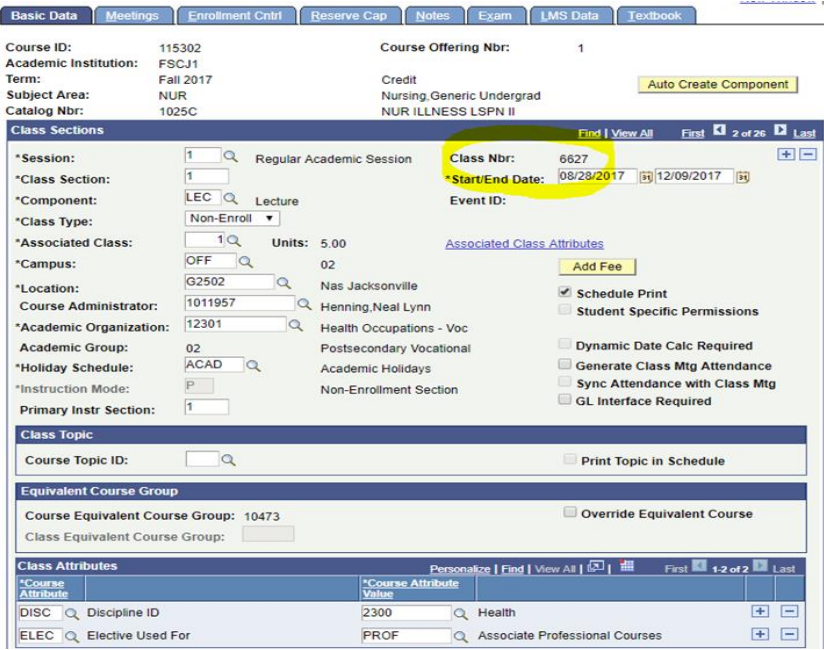
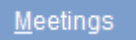
[..fscj.edu/.../ESTABLISH_COURSES.CLASS_DATA_NEW.G...](#)

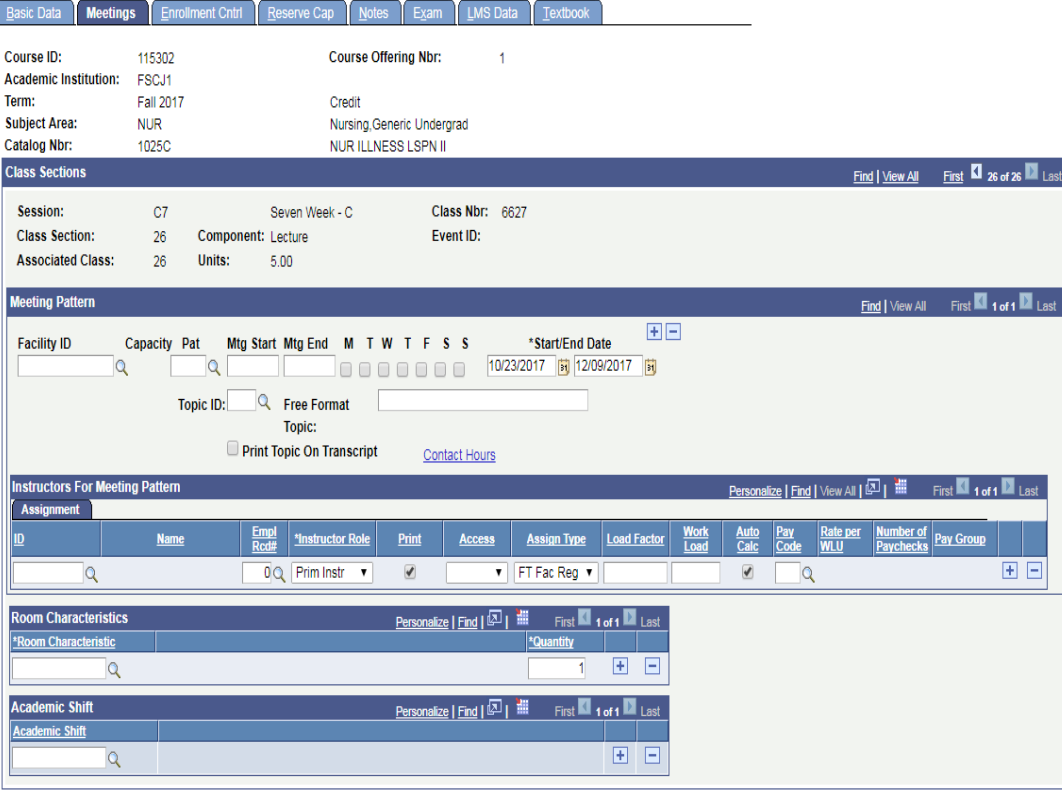
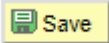
Step	Action																		
9.	Select the Session for the class section of this course offering. The session will automatically populate the start and end dates for the section. If you do not know your session code, you may use the looking glass to the right to find all available sessions.																		
10.	<p>The Class Section field represents a unique alphanumeric designator for a class section. For example: Class NUR2243C has a lecture, lab, and clinical. The 1 in the example below represents it is one section (with multiple class numbers) for the term. Select a section number based on the offering of the class and component.</p> <table border="1"> <thead> <tr> <th>Enrollment limit</th> <th>Section Number</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>1</td> <td>Lecture section</td> </tr> <tr> <td>8</td> <td>1LA</td> <td>1st lab section</td> </tr> <tr> <td>8</td> <td>1CA</td> <td>1st clinical section</td> </tr> <tr> <td>8</td> <td>1LB</td> <td>2nd lab section</td> </tr> <tr> <td>8</td> <td>1CB</td> <td>2nd clinical section</td> </tr> </tbody> </table>	Enrollment limit	Section Number	Description	24	1	Lecture section	8	1LA	1 st lab section	8	1CA	1 st clinical section	8	1LB	2 nd lab section	8	1CB	2 nd clinical section
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Step	Action
11.	<p>The Component field represents courses that have more than one course component. For example: NUR2243C has a lecture, lab and clinical component that make up one class offering. If the course you are scheduling has multiple components, each component must be scheduled and will have its own unique class number.</p> <p>The first section will auto populate the first component to schedule. Move on to schedule the remainder of the class section. Move through all steps to complete the first component.</p>
12.	<p>The system populates the Class Type field by default according to the Components tab on the course catalog. When a course has multiple components, the system designates the component that is the graded component as the Enrollment class type. The graded and enrollment section is notated on only one component on the course offering, all other components are Non-Enroll.</p> <p>The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's auto-enrollment component.</p>
13.	<p>By using associated class numbers, you link class sections that constitute a single course offering. For example, you can gather a certain number of lecture, lab, and discussion sections into one associated class number to indicate that the three components are related to one class offering. If you are scheduling a new section, the system populates the Associated Class field with 1 by default. You must enter an association number greater than the last number assigned for the new class offering.</p>
14.	<p>The system populates the Campus field by default. A campus must be specified before you select a location. Input the campus that the course is going to be taught at in this field Ex. "North". Please see Campus Paradigm below for more information.</p>
15.	<p>Select the location. Location Ex. "North" values are linked to campuses on the Campus Table page. For Cecil, you must select "H0800" - Cecil South or "H0801" - Cecil North. For Online, you must select "A7300" or "G7300".</p>

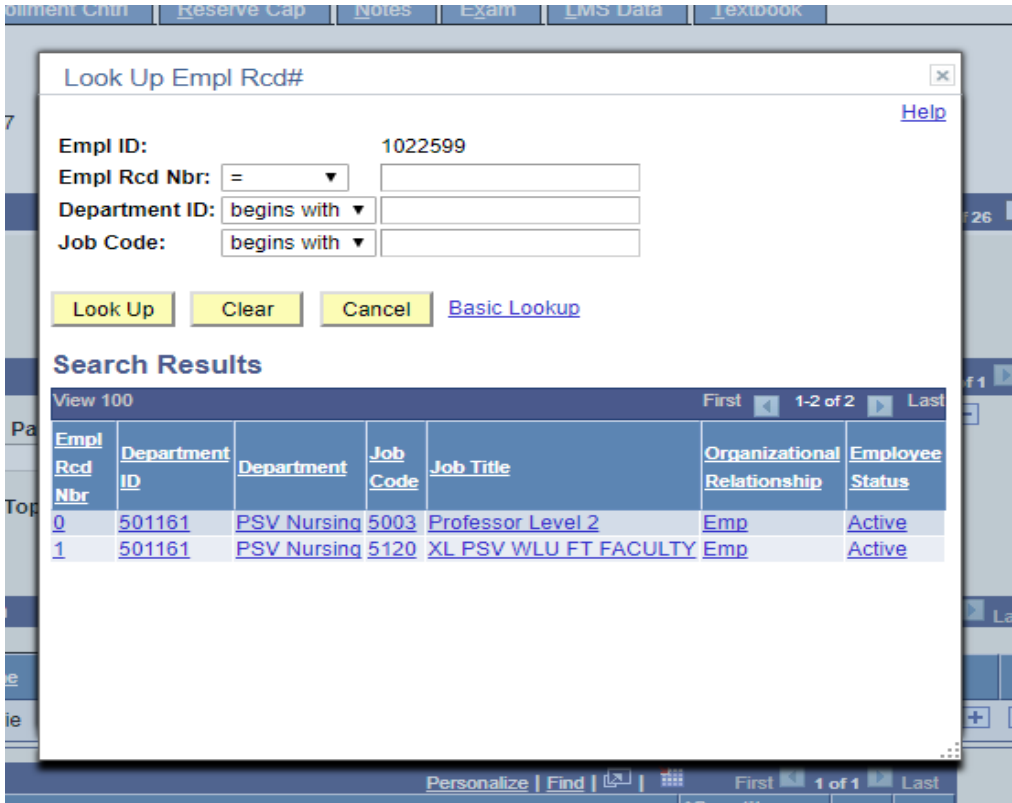
<p>Campus Paradigm</p>	<p>Please follow the Campus paradigm outlined below:</p> <ol style="list-style-type: none"> 1. Online classes (this is not a change from the way classes were being scheduled prior to Spring) <ol style="list-style-type: none"> a. Campus = ONL (online) b. Location = A7300 for Stem support classes (which will be reported as attached to Downtown Campus) or G7300 for all other online classes (which will be reported as attached to Deerwood) c. Facility ID = ONLINE 2. On-site classes (this is not a change from the way classes were being scheduled prior to Spring) <ol style="list-style-type: none"> a. Campus = campus code specific to where the class is being taught. b. Location = specific location code relative to the campus where the class is being taught c. Facility ID = the exact building and room where the class is being taught 3. Off-site classes (this is a change) <ol style="list-style-type: none"> a. Campus = campus code specific to where the class is being tied administratively. b. Location = OFF-SITE c. Facility ID = actual place it is being taught, like Andrew Jackson High School, Baptist Memorial, Aetna, etc. 4. Military bases (this is a change) <ol style="list-style-type: none"> a. Campus = campus code specific to where the class is being tied administratively. Effective immediately follow the paradim below: <ol style="list-style-type: none"> i. FL Air NG – North ii. Kings Bay – North iii. Mayport – South iv. NAS Jax - Kent b. Location = BASE c. Facility ID = actual place it is being taught, but only from the list of Facility IDs that denote military bases (NAS Jax, Kings Bay, etc.).
<p>16.</p>	<p>Select the Course Administrator for the course you are scheduling. If you have the Emplid you would enter it in the box. If you do not have the Emplid you may use the looking glass on the right of the box to locate the intended administrator by name.</p>
<p>17.</p>	<p>The system populates the academic organization by default from the Course Catalog. The academic organization refers to the organization that offers the class. Please Do Not modify this value.</p>
<p>18.</p>	<p>The system populates the holiday schedule by default from the Course Catalog page. The ACAD holiday calendar includes all non-class meeting days for the term. Unless specifically directed you will leave this to the default ACAD.</p>

19.	The system defaults the Instruction Mode to "P", leave this in P at this point unless this class is a face-to-face class with no meeting pattern. In that case only shift to "F" at this point.
20.	Select the Schedule Print check box if you want the class to show in the class search. If the class section you are scheduling is a component that is a non-enroll class type that the student will be auto-enrolled into, you should <u>uncheck</u> this box.
21.	In the class attributes field, the system will populate all attributes that are on the course in the course catalog. If the class you are scheduling requires any additional attributes, click the plus sign to add a new row. Enter the attribute code in the course attribute field. Then enter the appropriate value in the Course Attribute Value field.
22.	The system populates the start/end date of the class based on the session chosen above. Now <u>save</u> your class section at the bottom of the page 


Step	Action
23.	<p>Now that you have saved your section, your class number will auto populate.</p>  <p>** You should record this number on the scheduling Excel file</p>
24.	<p>Click the Meetings tab.</p> 

Step	Action
25.	<p>Use the Meetings page to define class meeting patterns and facilities, link instructors to classes, and specify room characteristics (for future use).</p> 
26.	<p>Enter the desired information into the Facility ID field, like "A306A1001H". If the meeting pattern you are scheduling is an online section you will choose a facility of ONLINE. If the facility is at an offsite location (clinical site, high school or correctional facility) you will choose the facility of that specific facility name. If the facility is NAS Jax, Mayport or Kings Bay, you will select those locations by name.</p>
27.	<p>In the Mtg Start field enter the start time for the class. The system populates an end time of one hour after the meeting start time. If the end time of the course is not one hour you can input the correct end time in the Mtg End field.</p>
28.	<p>Check the appropriate days of the week that the class is going to meet in the check box next to the corresponding day.</p> <p></p>

<p>29.</p>	<p>The start and end date for the first meeting pattern defaults from the session chosen on the basic data page.</p> <p>Now click the Contact Hours hyperlink for all enroll sections that were left in “P”.</p> <p>Do NOT click the Contact Hours hyperlink if the section meets any of the following:</p> <ul style="list-style-type: none"> • A non-enroll component Instruction Mode P entered on the Basic Data tab. • Facility ID, with no meeting pattern i.e Internships, Independent Studies, etc. (EXCEPT ONLINE) Instruction Mode F entered on the Basic Data tab. <p>If you have a special topics class (i.e. HUM2020), you may enter the topic in the “Free Format” field and select the box “Print Topic on Transcript”. This will allow the topic to populate on the student’s transcript.</p>
<p>30.</p>	<p>The Instructors for Meeting Pattern section is where you input the faculty or adjunct information.</p>
<p>31.</p>	<p>In the ID field, enter the EMPLID of the faculty or adjunct that is teaching the class. If you do not have the EMPLID you can click the looking glass to the right of the box. This will generate a pop-up box with a list of instructors that are credentialed to teach the course. Faculty names will auto populate.</p>

<p>32.</p>	<p>Click the Empl Rcd# box. The empl record must match what has been selected as the assignment type. If the instructor is a full-time faculty member, teaching during their off term, which is considered Extra Load, they should have an assignment type of "Extra Load" and the correct empl record should indicate "1". Fulltime college employees that also adjunct should have an assignment type of "Staff hrs" and the empl record should be different from their primary job role. Refer to the Initial Assignment Types document for more information.</p> 
<p>33.</p>	<p>The Instructor Role box indicates if the Instructor is the primary instructor or Secondary Instructor.</p>
<p>34.</p>	<p>The Print box is checked by default and should remain checked on all enrollment components. For multiple component classes you may uncheck this box on the non-enroll sections. You may also uncheck this box on multiple meeting patterns.</p>
<p>35.</p>	<p>Click the Access dropdown list. The options on this list are Post, Approve, and Grade. Grade will only allow the instructor to input grades. Approve will allow the instructor to input grades and approve the grade roster as final. Primary instructors should always have the ability to Approve their roster. Post is not an appropriate option for any instructor, <u>DO NOT</u> select this option.</p>

36.	<p>Click the Assignment Type dropdown list. The options on the list will indicate the instructors pay category for the class Ex. "FT Fac Reg", "Staff Hrs", "WLU ADJ", "TC ADJ", etc. Refer to Initial Assignment Type Doc.</p> <p>For a detailed explanation of assignment types and their uses, please review the "Assignment Types" training document.</p>
37.	<p>The Work Load box is auto populated from the course catalog. The work load units should be verified. If you have multiple instrcutors, be sure to split the workload appropriately.</p>

Step	Action
38.	<p>The Auto Calc box is checked by default. This should only be unchecked if manual work load calculation is required. Please remember you should not be assigning a total load value greater than the workload value for the class.</p>
39.	<p>The Pay Code box designates the pay rate value. Click the looking glass next to Pay Code to see available options.</p> <p>For a detailed explanation of Pay Codes and their uses, please review the "Assignment Types" training document.</p>
40.	<p>Now save your class section at the bottom of the page</p> <div data-bbox="354 1066 462 1113" style="border: 1px solid black; padding: 2px; display: inline-block;">  Save </div>

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Course ID: 100096 **Course Offering Nbr:** 1
Academic Institution: FSCJ1
Term: Fall 2017 **Credit:**
Subject Area: ACG **Accounting General**
Catalog Nbr: 2021 **FINANCIAL ACTG**

Enrollment Control Find | View All First **1** of 1 Last

Session: 1 Regular Academic Session **Class Nbr:** 1164
Class Section: 1 **Component:** Lecture **Event ID:** 000002606
Associated Class: 1 **Units:** 3.00

***Class Status:**

Class Type: Enrollment **Enrollment Status:** Open

***Add Consent:** **Requested Room Capacity:** **Total**

***Drop Consent:** **Enrollment Capacity:** 1

1st Auto Enroll Section: **Wait List Capacity:** 0

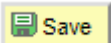
2nd Auto Enroll Section: **Minimum Enrollment Nbr:**


Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Step	Action
41.	Use the Enrollment Cntrl page to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.
42.	<p>The class status populates to Active by default. Available class statuses are: Stop Further Enrollment, Cancelled Section, or Tentative Section.</p> <p>When you select Stop Further Enrollment, Cancelled Section, or Tentative Section, the system sets enrollment status to “closed”. Classes with class statuses of Stop Further Enrollment, Cancelled Section, or Tentative Section do not appear in class search.</p>
43.	<p>Values for the Add Consent and Drop Consent fields default from the Catalog Data page as "No Consent". If you select Instructor Consent or Department Consent is required the student will not be able to register without assistance.</p> <p>If registration for a class is being held for a specific population of students you would select the Dept. Consent. This would require students to receive an override at the time of registration in order to register for the class.</p>
44.	The requested room capacity field indicates the number of seats that the room will hold. This information is used when we use 25 Live to schedule rooms.

Step	Action																																				
45.	<p>The Enrollment capacity field indicates the maximum number of students that can enroll in the class. This is a required field for the enrollment status to change to open. If the enrollment status stays closed, students will not be able to register for the class.</p> <p>Enrollment capacity must not be larger than the room it is scheduled in.</p>																																				
46.	<p>The 1st Auto Enroll Section and 2nd Auto Enroll Section fields should be populated on the class with the class type of Enrollment. The auto enroll sections should be the non-enrollment section numbers that are associated with the same class offering.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Enroll Cap</th> <th>Sect #</th> <th>Class Type</th> <th>Description</th> <th>1st Auto Enr</th> <th>2nd Auto Enr</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>1</td> <td>Non-enroll</td> <td>Lecture section</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>1LA</td> <td>Non-enroll</td> <td>1st lab section</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>1CA</td> <td>Enrollment</td> <td>1st clinical section</td> <td>1LA</td> <td>1</td> </tr> <tr> <td>8</td> <td>1LB</td> <td>Non-enroll</td> <td>2nd lab section</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>1CB</td> <td>Enrollment</td> <td>2nd clinical section</td> <td>2LA</td> <td>1</td> </tr> </tbody> </table>	Enroll Cap	Sect #	Class Type	Description	1 st Auto Enr	2 nd Auto Enr	24	1	Non-enroll	Lecture section			8	1LA	Non-enroll	1 st lab section			8	1CA	Enrollment	1 st clinical section	1LA	1	8	1LB	Non-enroll	2 nd lab section			8	1CB	Enrollment	2 nd clinical section	2LA	1
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47.	<p>If there is a minimum number of students that are needed to enroll in order to not cancel the class you can input this number in the Minimum Enrollment Number field.</p>																																				
48.	<p>The Wait List Capacity is not currently being used by FSCJ (as of Fall 2018). Until noted otherwise, leave this selection blank.</p>																																				
49.	<p>The system populates the start/end date of the class based on the session chosen above. Now save your class section at the bottom of the page</p> 																																				
50.	<p>The Reserve Cap page is not currently being used by FSCJ. (as of Fall 2018)</p>																																				

51.	<p>Use the Notes page to assign pre-defined class notes or add free-form notes to class sections.</p> <p>Class notes are printed in the Schedule of Classes to provide students with information on the class. If free-form notes are used, please ensure proper spelling, grammar, and punctuation are used.</p> <p>If you have more than 1 note, use the “+” to add an additional line for another note, you will not be allowed to have a pre-defined note and free-form note on the same line.</p>
52.	<p>The system populates the start/end date of the class based on the session chosen above. Now save your class section at the bottom of the page.</p> <div data-bbox="337 604 451 655" style="border: 1px solid black; padding: 2px; display: inline-block;">  Save </div>

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | **Notes** | Exam | LMS Data | Textbook | GL Interface

Course ID: 108787 Course Offering Nbr: 1
 Academic Institution: FSCJ1
 Term: Fall 2016 Credit
 Subject Area: ECO Economics
 Catalog Nbr: 1931 SP TPCS ECON FIN LIT

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 0
 Class Section: TEST Component: Lecture Event ID:
 Associated Class: 1

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: + -

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

Step	Action
53.	Use the Exam page to manually schedule exam times for the class sections. Currently you will not need to enter final exams. Please skip to step 60.

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Course ID: 108787 **Course Offering Nbr:** 1
Academic Institution: FSCJ1
Term: Fall 2016 **Credit:**
Subject Area: ECO **Economics**
Catalog Nbr: 1931 **SP TPCS ECON FIN LIT**

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session **Class Nbr:** 0
Class Section: TEST **Component:** Lecture **Event ID:**
Associated Class: 1
Exam Seat Spacing: **Final Exam:**

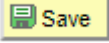
Class Exam Personalize | Find | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final	<input type="text"/>		

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Step	Action
54.	If you indicate that a final exam will occur on the Course Catalog - Components page, the system populates the Exam Seat Spacing field by default from that page. It indicates the number of seats between students during the final exam and is for informational purposes only. You can override this number.
55.	If this exam can share a facility with another exam select the Combined Exam check box. If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.
56.	In the Exam Start field enter the day of the exam. Input in the Exam Start and Exam End field the start and end time for the exam.
57.	In the Facility ID field enter the facility number for the room where the exam will be given.

Step	Action
58.	The system populates the start/end date of the class based on the session chosen above. Now save your class section at the bottom of the page 
59.	The LMS Data page is not currently being used by FSCJ. (as of Fall 2018)

60.	On the Textbook page, FSCJ is implementing an interface with Follett Books to mirror existing functionality to the Textbook tab. (not available as of Fall 2018)
61.	If this is a non-enroll section be sure to select No textbooks assigned to class .

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
Textbook

Course ID: 113658 Course Offering Nbr: 1
 Academic Institution: FSCJ
 Term: Spring 2018 Credit
 Subject Area: MAT Mathematics
 Catalog Nbr: 1033 INTERMEDIATE ALGEBRA

Class Sections
Find | View All
First 1 of 100 Last

Session:	1	Regular Academic Session	Class Nbr: 1033
Class Section:	1	Component: Lecture	Event ID: 000006345
Associated Class:	1	Units: 4.00	

Textbook Assignment

Textbook Assignment Status Pending Textbook entry complete
 No textbooks assigned to class Copy Textbooks

Course Materials
Details
Notes
Personalize | Find
First 1 of 1 Last

Seq No	*Course Material Type	*Course Material Status	Title	ISBN	Author	
1	▼	▼				+ -

Special Instructions

Save
Return to Search
Previous in List
Next in List
Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#)

62.

To add additional section components of the same class or to schedule another offering of the course, return to the **Basic Data** and hit the plus sign to pull up a new class offering.

[New Window](#) | |

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#)

Course ID: 115302 **Course Offering Nbr:** 1
Academic Institution: FSCJ1
Term: Fall 2017 **Credit:** [Auto Create Component](#)
Subject Area: NUR Nursing, Generic Undergrad
Catalog Nbr: 1025C NUR ILLNESS LSPN II

Class Sections Find | View All | First 26 of 26 Last

*Session: C7 Seven Week - C **Class Nbr:** 6627 + -
 *Class Section: 26 *Start/End Date: 10/23/2017 12/09/2017
 *Component: LEC Lecture **Event ID:** 000006274
 *Class Type: Enrollment
 *Associated Class: 26 Units: 5.00 [Associated Class Attributes](#)
 *Campus: OFF 02 [Add Fee](#)
 *Location: G2502 Nas Jacksonville Schedule Print
Course Administrator: 1011957 Henning, Neal Lynn Student Specific Permissions
 *Academic Organization: 12301 Health Occupations - Voc
 Academic Group: 02 Postsecondary Vocational Dynamic Date Calc Required
 *Holiday Schedule: ACAD Academic Holidays Generate Class Mtg Attendance
 *Instruction Mode: HB Hybrid Sync Attendance with Class Mtg
 GL Interface Required
Primary Instr Section: 1

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: 10473 Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value		
DISC Discipline ID	2300 Health	+ -	
ELEC Elective Used For	PROF Associate Professional Courses	+ -	

If this is a single component course, start again with step 8.

For multiple component courses, continue to step 63.

63.

If the course has multiple components select the looking glass next to component and choose the correct component to schedule.

[New Window](#) | |

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook

Course ID: 115302 Course Offering Nbr: 1
 Academic Institution: FSCJ1
 Term: Fall 2017 Credit
 Subject Area: NUR Nursing, Generic Undergrad **Auto Create Component**
 Catalog Nbr: 1025C NUR ILLNESS LSPN II

Class Sections Find | View All First 26 of 26 Last

*Session: C7 Seven Week - C Class Nbr: 6627
 *Class Section: 26 *Start/End Date: 10/23/2017 12/09/2017
 *Component: LEC Lecture Event ID: 000006274
 *Class Type: Enrollment
 *Associated Class: 26 Units: 5.00 [Associated Class Attributes](#)
 *Campus: OFF 02 **Add Fee**
 *Location: G2502 Nas Jacksonville Schedule Print
 Course Administrator: 1011957 Henning, Neal Lynn Student Specific Permissions
 *Academic Organization: 12301 Health Occupations - Voc Dynamic Date Calc Required
 Academic Group: 02 Postsecondary Vocational Generate Class Mtg Attendance
 *Holiday Schedule: ACAD Academic Holidays Sync Attendance with Class Mtg
 *Instruction Mode: HB Hybrid GL Interface Required
 Primary Instr Section: 1

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: 10473 Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Personalize | Find | View All First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value		
DISC Discipline ID	2300 Health	<input type="checkbox"/>	<input type="checkbox"/>
ELEC Elective Used For	PROF Associate Professional Courses	<input type="checkbox"/>	<input type="checkbox"/>

Start again with step 8.

64.

If you are done scheduling the course and need to schedule a different course, hit the “Return to Search” button at the bottom of the page.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	
Course ID:	115302	Course Offering Nbr:	1					
Academic Institution:	FSCJ1	Credit						Auto Create Component
Term:	Fall 2017	Subject Area:	NUR	Nursing,Generic Undergrad				
Catalog Nbr:	1025C	Catalog Nbr:	1025C	NUR ILLNESS LSPN II				
Class Sections Find View All First 26 of 26 Last								
*Session:	C7	Seven Week - C	Class Nbr:	6627				<input type="button" value="+"/> <input type="button" value="-"/>
*Class Section:	26		*Start/End Date:	10/23/2017	12/09/2017			
*Component:	LEC	Lecture	Event ID:	000006274				
*Class Type:	Enrollment							
*Associated Class:	26	Units: 5.00	Associated Class Attributes					
*Campus:	OFF	02	Add Fee					
*Location:	G2502	Nas Jacksonville	<input checked="" type="checkbox"/> Schedule Print					
Course Administrator:	1011957	Henning,Neal Lynn	<input type="checkbox"/> Student Specific Permissions					
*Academic Organization:	12301	Health Occupations - Voc	<input type="checkbox"/> Dynamic Date Calc Required					
Academic Group:	02	Postsecondary Vocational	<input type="checkbox"/> Generate Class Mtg Attendance					
*Holiday Schedule:	ACAD	Academic Holidays	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg					
*Instruction Mode:	DL	Distance Learning Online	<input type="checkbox"/> GL Interface Required					
Primary Instr Section:	1							
Class Topic								
Course Topic ID:							<input type="checkbox"/> Print Topic in Schedule	
Equivalent Course Group								
Course Equivalent Course Group:	10473						<input type="checkbox"/> Override Equivalent Course	
Class Equivalent Course Group:								
Class Attributes Personalize Find View All First 1-2 of 2 Last								
*Course Attribute		*Course Attribute Value						
DISC	Discipline ID	2300	Health	<input type="button" value="+"/>	<input type="button" value="-"/>			
ELEC	Elective Used For	PROF	Associate Professional Courses	<input type="button" value="+"/>	<input type="button" value="-"/>			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>								

This will take you back to step 3.