Schedule an Independent Study/Thesis/Internship

or other similar class

Action:

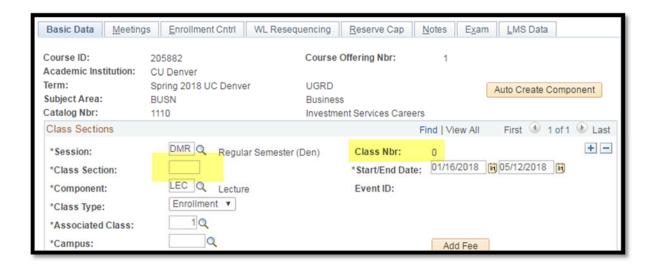
Schedule a unique class (either an advertised section, enrollment section, or both)

CU-SIS Location:

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

- 1. Look up the class
- 2. Identify if you need to add a row first before beginning.

If the class number is "0" and the section number is blank, a new row isn't required:



If the class number is present, you will need to add a new row before beginning:

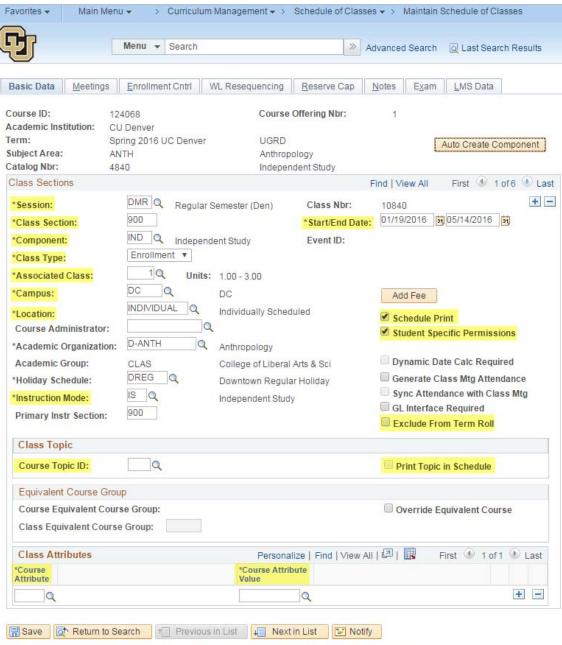


3. Schedule according to the procedure below.

Tabs Used:

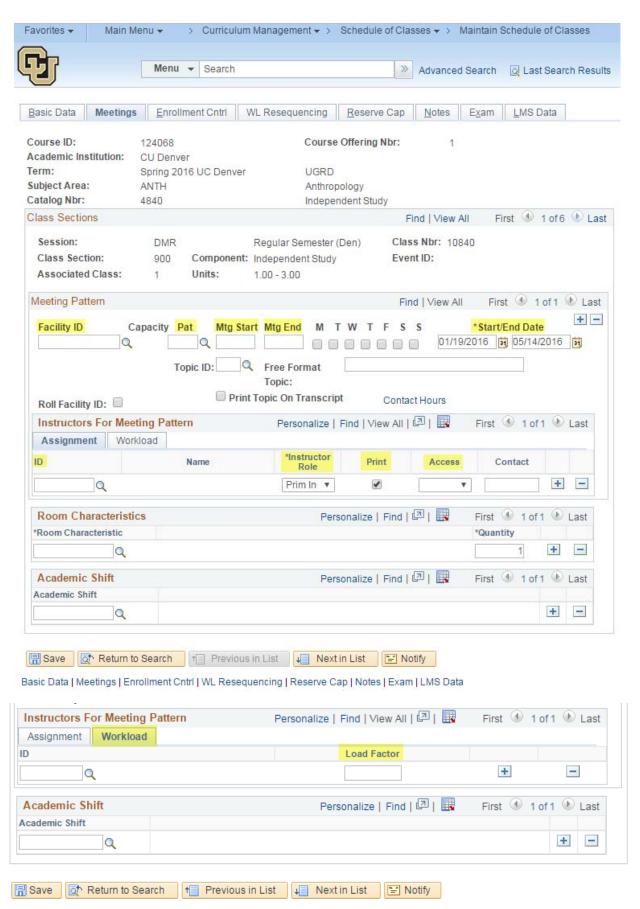


Fields Used:

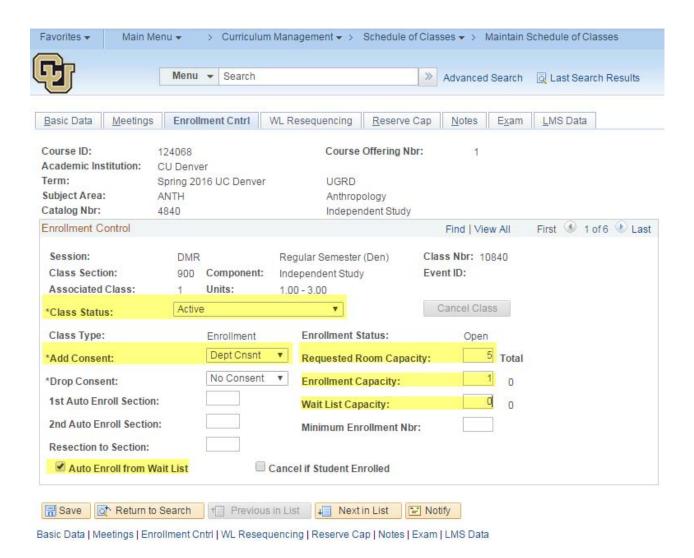


Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

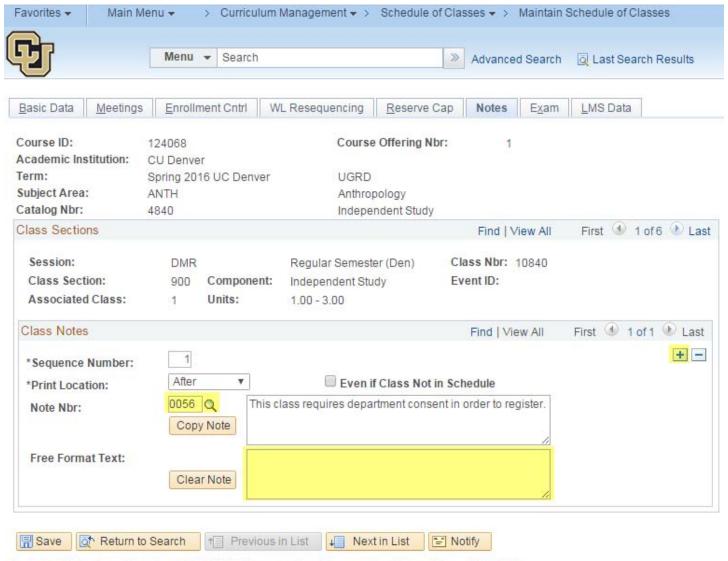
FIELD	How to complete this field
	Choose the correct session using the Session Code Calendar, available on
	the Curriculum Management Website. DMV/DCV should only be used if
	your dates do not match any of the other session code dates and are the
	only session codes we are allowed to edit dates for. DCV requires a meeting
SESSION	pattern. If selecting an intensive session, edit the dates.
	Advertised Section: 900/950
	Enrollment Section: 901/951 or higher
	Enter a section number that hasn't already been used for another section
	of this class this term. Section numbers must align with the Section Number
	Conventions listed on the CM website and must align with the campus and
CLASS SECTION	instruction mode.
	Enter the appropriate component (components are created and
	maintained in Course Inventory located at Curriculum Management>Course
	Catalog>Course Catalog. If you don't see the component you need when
COMPONENT	scheduling a class, contact the Curriculum Manager).
	Choose ENROLL unless scheduling a linked lecture+lab or similar set-up.
CLASS TYPE	NON-ENROLL is used for the lab/recitation when linked.
	Every section needs a unique number, unless it is a linked lecture+lab or
	similar set-up. Linked classes must share the same number.
	*You will need to pay attention to this field because the system will always
	default to "1". "1" is fine to use if there is only one section of a class for a
	given term. For courses with more than one section, increase the number
ASSOCIATED CLASS	by 1 for each additional section.
	DC (Main Campus) or EXSTD (Extended Studies). This largely has to do with
CAMPUS	where the tuition goes. Most undergrad courses will be DC.
	Use INDIVIDUAL unless there is a set meeting pattern
	If there is a set meeting pattern:
	DC if meeting in person at the Main Campus or if online.
	DC for Extended Studies if meeting in person at the Main Campus or online,
	or choose the appropriate location from the table (available on the
LOCATION	Curriculum Management Website).
	IS (Independent Study) unless there is a set meeting pattern
	Make sure section number matches instruction mode. Section Number
INSTRUCTION MODE	Conventions are listed on the CM website. If in doubt, ask.
	Will auto-populate with the correct dates when selecting the SESSION. Do
START/END DATE	not change these dates unless using DMV or DCV session code.
	Check the box to allow the class to appear in Class Search for easy
	enrollment. Leave unchecked if you don't want it visible (hidden sections,
SCHEDULE PRINT	thesis, dissertations, independent study).
	Check this box to enable student-specific permissions to be used (you will
STUDENT-SPECIFIC PERMISSIONS	be unable to issue permission numbers if this box is blank).
	For schools/colleges/units that participate in term roll, check this box to
	prevent the section from rolling (being copied) to next year's term
	(example, Spring 2016 copies to Spring 2017, Summer 2016 copies to
EXCLUDE TERM ROLL	Summer 2017, Fall 2016 copies to Fall 2017)
	Only for "topics" courses or First-year seminars. Select existing topic or
COURSE TOPIC ID	submit a Class Section Form to create a new topic.
	This box defaults to checked. A blank box prevents the topic from appearing in
PRINT TOPIC IN SCHEDULE	class search/student's class schedule.
CLASS ATTRIBUTE	Add appropriate attributes as necessary (CU Succeed, Combined Section, etc.)
CEUDO VI IMBOTE	And appropriate attributes as necessary (co succeed, combined section, etc.)



FIELD	How to complete this field
	Enter proprietary rooming info here. Refer to the Rooming Schedule before
	adding anything here. Approximately a month prior to registration opening,
	all rooming must be requested through the Rooming Coordinator (including
FACILITY ID	proprietary rooms).
	BLANK unless meeting in person or hybrid.
	What day(s) does the class meet?
	Ex. MWF
	Use pre-set pattern from magnifying glass whenever possible, otherwise
MEETING PATTERN	manually select the days by checking the boxes.
	What time of day does class start/end? For classes that do not have the
	same meeting pattern each week, you will need to add a row by clicking the
	plus (+) sign and create each pattern as separate rows
	*DMV/DCV session- Dates need to match/fall within the date range on the
START/END DATE	Basic Data tab.
	Enter instructor/TA's 9-digit ID or find them by name by clicking the
INSTRUCTOR/TA	magnifying glass
	Select the appropriate role.
	Primary Instructor – Only 1 primary is allowed per section.
	Secondary Instructor
INSTRUCTOR/TA ROLE	TA
	Select the appropriate choice to show or hide the instructor/TA when
PRINT INSTRUCTOR IN CLASS SCHEDULE	students search for this class/enroll
	Select the appropriate grade access
	Primary Instructor – Post
	Secondary Instructor – Grade
GRADE ACCESS	TA – Grade or blank
	One instructor= 100%
	Two or more instructors= appropriate percentage for each equaling 100%
	total
INSTRUCTOR WORKLOAD %	TA's= 0%

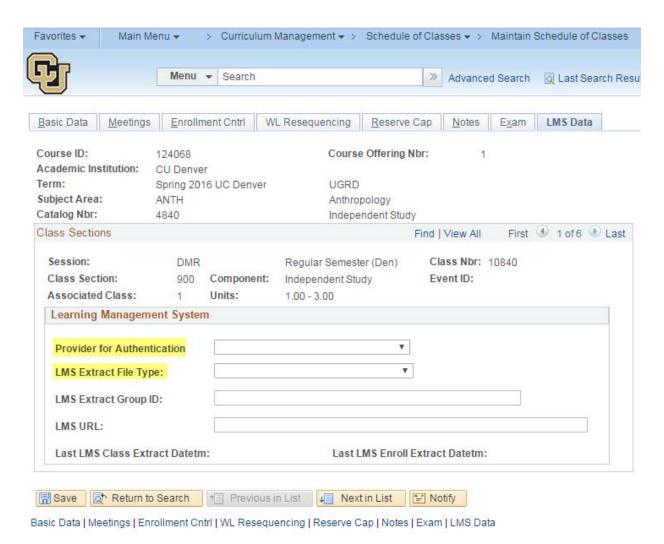


FIELD	How to complete this field
CLASS STATUS	Active
	Advertised Section: Department Consent (prevents students from registering without permission) Enrollment Section: Department Consent (prevents students from
ADD CONSENT	registering without permission)
ROOM CAPACITY	Enter appropriate room capacity based upon projected enrollment capacity
	Advertised Section: 1 (best practice)
ENROLLMENT CAPACITY	Enrollment Section: Should always match the room capacity
WAITLIST CAPACITY	Enter a number if you would like a waitlist
	Defaults to checked. If this box in blank, students will not roll in from the
AUTO ENROLL FROM WAIT LIST	wait list



Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

FIELD	How to complete this field
NOTE NBR	Select/enter a pre-built note number
FREE FORMAT TEXT	Enter additional information about this section
Add a row if more than one note is needed. Cannot have both a Note Nbr and a Free Format Text on the same row.	



FIELD	How to complete this field
	Advertised Section: BLANK
PROVIDER FOR AUTHENTICATION	Enrollment Section: To turn Canvas access on, choose CANVAS
	Advertised Section: BLANK
LMS EXTRACT FILE TYPE	Enrollment Section: To turn Canvas access on, choose XML V1.1 (Canvas)

FYI's:

- 1) <u>Variable credit classes:</u> If you have a variable credit class that you need to set at a fixed amount of units, please submit a Class Section Form immediately before students enroll. If students enroll before the credits are fixed, the section has to be cancelled and the students have to re-enroll. Examples of variable credit classes: Special Topics, Master's Thesis/Reports, Independent Study, etc.
- 2) Combined Sections: If you need to make any meeting pattern or instructor changes to combined sections, you must use "Schedule Class Meetings" (Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings).
- 3) Never reactivate a cancelled class. Instead, leave it cancelled and if necessary create a new, unique section in addition to the cancelled class.
- 4) Never delete classes (never use the minus sign in "Class Sections" on the Basic Data tab).
- 5) Enrollment capacity cannot exceed the capacity of the room.