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**Login**

Visit [https://app.Coursedog.com/](https://app.Coursedog.com/)

OR [https://staging.Coursedog.com/](https://staging.Coursedog.com/)

Enter your UR email

Click **NEXT** and it should direct you to the University of Richmond SSO page (if it does not redirect you to use SSO, please reach out to the Registrar’s Office)

Enter your University of Richmond SSO credentials.

Click **Login**
Coursedog Home Screen Overview

When you login this the screen, you will see.*

*For Department Chairs and Program Coordinators, may see more than one tile. If so, click on the Scheduling icon and it will take you to the screen above.

At the top of the page, you will see Open Scheduling 1, Schedule Validation 1, Open Scheduling 2, and Schedule Validation 2. See Glossary additional information.

You will also see next to your Departmental Status which phase we are currently in.

You will see all the department(s)/program(s) that are assigned to you.
## Departmental Status (Spring 2024)

<table>
<thead>
<tr>
<th>Name</th>
<th>Schedulers</th>
<th>Courses</th>
<th>Sections</th>
<th>Conflicts</th>
<th>Validation</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>No Schedulers</td>
<td>14</td>
<td>22</td>
<td>0</td>
<td>In Progress</td>
<td>In Progress</td>
</tr>
<tr>
<td>Finance</td>
<td>John Earl and Shital Thekdi</td>
<td>8</td>
<td>28</td>
<td>0</td>
<td>In Progress</td>
<td>In Progress</td>
</tr>
<tr>
<td>First Year Seminar</td>
<td>Curriculum Tester</td>
<td>1</td>
<td>55</td>
<td>0</td>
<td>In Progress</td>
<td>In Progress</td>
</tr>
<tr>
<td>History</td>
<td>Pippa Holloway</td>
<td>18</td>
<td>31</td>
<td>0</td>
<td>In Progress</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

One the left side navigation, there is Home, Section Dashboard, Instructors, Preference Forms (currently not using), Requests, and Rooms

You can always get back to the left side navigation by clicking on the ellipses at the top left corner.

Section Dashboard

This will take you to the department/program(s) that is set as your primary.
Note: you can go back to the other departments/program assigned to you by clicking on the ellipses.

Click on Home

You will be brought back to the home page.

Terms

You can toggle between terms to view.

Click on term (e.g. Spring 2024)

Select the desired term.
Click on **VIEW THIS TERM**

*Always be sure you are updating sections in the current planning term.

**Adding a Course from Inventory**

You can add a course from course inventory by clicking on the blue “+ Course” button.

A new window populates

Search for course by typing the subject in the Select Course field
Click on **ADD COURSE**

The course now shows as an option to add sections.

If you need to delete a course, please contact the Registrar’s Office. How to delete a section is detailed [here](#).

**Requests**

On the left side navigation, click on **Requests**
See [Submitting an Exception Request](#) for more information

**Rooms**

Allows you to view the active rooms.
**Adding a Section**

Adding an additional section to what has already been rolled.

Click on the department of

The next screen will display all sections that rolled.
Click on the down arrow next to the course which will expand to show current sections associated with the course.

![HIST222 - HELLENISTIC GREECE/REPUBLIC ROME](image)

To add a new section, click on +SECTION

![+ SECTION](image)

This will open the Section Editor card

![Adding HIST222 - 02](image)

Section Number field automatically populates

CRN: has not been set. This will be set once Coursedog syncs with Banner.

Section Status: Should be Active

Session: Set: Session to either Day or Evening. Day is starting prior to 6pm and Evening is starting after 6pm.
Course Default Grade Mode: CoursesDog populates the default grade mode on the class. If you need to change it, please indicate in the Notes section (at the bottom of the section editor card). **This is a change from the previous scheduling cycle.**

Is this a Special Topic Course? “YES” will make the Section Name editable.

Section Name: becomes editable. Only change the name if this is a special topic course.

Instruction Mode: leave as Default

Part of Term: Always Full term for ABJ

Campus: Select your Home School

Show on BannerWeb?: Leave as “YES”.

---

COURSEDOG SCHEDULER TRAINING DOCUMENT

Course Default Grade Mode: CoursesDog populates the default grade mode on the class. If you need to change it, please indicate in the Notes section (at the bottom of the section editor card). **This is a change from the previous scheduling cycle.**

Is this a Special Topic Course? “YES” will make the Section Name editable.

Section Name: becomes editable. Only change the name if this is a special topic course.

Instruction Mode: leave as Default

Part of Term: Always Full term for ABJ

Campus: Select your Home School

Show on BannerWeb?: Leave as “YES”.

---

COURSEDOG SCHEDULER TRAINING DOCUMENT

Course Default Grade Mode: CoursesDog populates the default grade mode on the class. If you need to change it, please indicate in the Notes section (at the bottom of the section editor card). **This is a change from the previous scheduling cycle.**

Is this a Special Topic Course? “YES” will make the Section Name editable.

Section Name: becomes editable. Only change the name if this is a special topic course.

Instruction Mode: leave as Default

Part of Term: Always Full term for ABJ

Campus: Select your Home School

Show on BannerWeb?: Leave as “YES”.

---

COURSEDOG SCHEDULER TRAINING DOCUMENT

Course Default Grade Mode: CoursesDog populates the default grade mode on the class. If you need to change it, please indicate in the Notes section (at the bottom of the section editor card). **This is a change from the previous scheduling cycle.**

Is this a Special Topic Course? “YES” will make the Section Name editable.

Section Name: becomes editable. Only change the name if this is a special topic course.

Instruction Mode: leave as Default

Part of Term: Always Full term for ABJ

Campus: Select your Home School

Show on BannerWeb?: Leave as “YES”.
Will you need a custom start/end date?: Leave as “NO”, unless you need to change to a custom date.

If “YES” is selected, then fields will display to enter dates.

Schedule Type: If there is more than one Schedule Type on the class, refer to Schedule Type to determine which option is the best.
Meeting Times

Will this section have set meeting times? required

[YES] [NO]

If you select "No", do not enter data for the "Meeting Patterns & Rooms" section or the "Instructors" section. Instead, enter the instructor's name in the drop-down box that will appear below.

Meeting Patterns & Rooms

Click on the **MEETING PATTERN** to select from preset meeting pattern options.

<table>
<thead>
<tr>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MEETING PATTERN</td>
<td>📦</td>
<td>SET DETAILS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• You can improve search results, by filtering on the following:
  o Filter By Days
  o Filters by Times
  o *Please note we are not using Filter by Attribute option.
Click on the desired meeting pattern day and time. It will populate the Section Editor card.

If you want to delete the meeting pattern, hover over the meeting pattern and you will see the greyed circle with the line through it.
Bring your mouse over the greyed circle with the line through it and it will turn red. This will allow you to delete.

Instructors

Click on +INSTRUCTOR

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)
Select the desired instructor

You will see a warning message informing you that you must set the instructor roles and details.

Click on **SET INSTRUCTOR ROLES & DETAILS**

Click on instructor’s name in the new window
Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.

Click on the meeting pattern

Click SAVE

*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details. Always leave “Ignore Double Bookings” selected for “NO”.*
Relationships

- **Relationships Notes**
  Below you may see sections that have been Cross-listed or Linked with this section. If you need to adjust, add, or remove a Cross-listed or Linked section, please specify that within the "Notes" section at the bottom.

<br/>

**Credit Hours/Units**

Only make a change if the course is variable credit. If the course is not variable credit and "YES" is chosen, then an error message will populate requiring the question to be changed to "NO".

See [Variable Credit](#) for more information.

- **Credit Hours/Units**
  Does this section use variable credits?
  
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

  Credit Hours (minimum, or fixed)  Credit Hours Operator  Credit Hours (maximum)
  1  __  __

**Enrollment Settings**

Enter enrollment capacity (numerical value)
If this section will require a wait list? select “YES”.

If “YES” is selected, then provide the date when the wait list will go on.

Room Preferences

Optimize Rooms should always be “YES”.

You can choose to select a Preferred Building or Preferred Room or leave blank or select “No” if no preference will be selected.

If Preferred Building is selected then the option to select a building becomes available. You can select up to three buildings.
If Preferred Room is selected then the option to select a room becomes available. You can select up to three rooms.

Other Settings:

If the course requires Departmental Approval, select the option from the drop-down and choose Departmental Approval.

Most courses will be gradable with the exception of the science lab section. See note.

Section Attributes: If the course has attributes, you will see them populated here. You can not make a change, but if you want to remove or add additional attributes, then you can make a note in the Notes section below.
Notes

Here you can enter notes that the Registrar office will need such as removing or adding attributes, tiered caps, cross-linked sections, linked sections, etc. If notes need to be added to Banner, please specify.

Click **ADD SECTION**

If any at point you need to exit the Section Editor card, click on CANCEL (at the bottom of the card)

Choosing **PROCEED & CLOSE**: this will not save any work that you have done

Choosing **GO BACK**: this will take you back into the Section Editor card.
Editing an Existing Section

Open Section Editor Card

There are some fields that are required and will require a response if the field is blank.

To edit a currently rolled section

Click on the down arrow next to the course which will expand to show current sections associated with the course.

 alunos

01

02

Ernest McGowen
Ernest McGowen

Tu and Th
Tu and Th

12:00 PM
1:15 PM
1:30 PM
2:45 PM

WSTN 304
WSTN 304

Click on the section to be edited.

 alunos

This section was successfully synced with the SIS on 6/22/2023 at 4:15 AM.

 alumnos

Section Number
CRN
01
10559

Section Status
Active
Session required

Course Default Grade Mode
Standard Grading Mode-Undergraduate Units

Adjustments can be made to:

• Session
Once the desired change has been made, click on SAVE SECTION.
**Deleting a Section**

You can delete sections that are not needed.

Open Section Editor Card

Click Delete Section (located at the bottom of Section Editor card)
Click “YES”

The section is removed from Coursedog and it will delete to Banner on the nightly sync.
Section with Non-Standard Meeting Times

*Non-Standard Meeting Times means; the scheduler will not be using the preset meeting patterns. This can be done on new sections or existing sections.

Open Section Editor template for the course and section

Enter and/or update the Section Editor Card, if applicable.

Scroll to Meeting Patterns & Rooms

Click on the clock with the line through it

Then click on +MEETING PATTERN. If a custom start and end date is needed, then go back to the top portion of the section editor and respond to the question.
COURSEDOG SCHEDULER TRAINING DOCUMENT

Select desired day(s) and enter start and end time

<table>
<thead>
<tr>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W R F S</td>
<td>08:00 AM</td>
<td>09:00 AM</td>
<td>Not ...</td>
<td>08/28/23</td>
<td>12/20/23</td>
</tr>
</tbody>
</table>

+ MEETING PATTERN  🔄  📅 SET DETAILS

---

Meeting Patterns & Rooms

<table>
<thead>
<tr>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W R F S</td>
<td>01:00 PM</td>
<td>02:45 PM</td>
<td>Not ...</td>
<td>08/28/23</td>
<td>12/20/23</td>
</tr>
</tbody>
</table>

+ MEETING PATTERN  🔄  📅 SET DETAILS

---

If this is an existing section and an instructor is already assigned, be sure to set the instructor roles & details.

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)
Section with Multiple Instructors

This can be done on new sections or existing sections.

Open Section Editor template for the course and section

Enter and/or update the Section Editor Card, if applicable.

Scroll down to Instructors

Click on +INSTRUCTOR

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)
Select the desired instructor

Click on +INSTRUCTOR to add another, repeat this step if needed.
You will see a warning message informing you that you must set the instructor roles and details.

Once all instructors have been added, click on **SET INSTRUCTOR ROLES & DETAILS**

Click on the instructor’s name in the new window
Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.

Assign the Primary Instructor Role. Only one instructor can be set as Primary. The other must Non-Primary.
Set the Instructor Meeting for the additional instructor, as well.

Click **SAVE**

*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details*

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)
Section with Multiple Instructors and Times

This can be done on new sections or existing sections.

Open Section Editor template for the course and section

Enter and/or update the Section Editor Card, if applicable.

Meeting Patterns & Rooms

Click on the +MEETING PATTERN to select from preset meeting pattern options.
You can improve search results, by filtering on the following:
  o Filter By Days
  o Filters by Times
  o *Please note we are not using Filter by Attribute option.
Click on the desired meeting pattern day and time. It will populate the Section Editor card.

**Meeting Patterns & Rooms**

<table>
<thead>
<tr>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo and We</td>
<td>12:00 PM</td>
<td>1:15 PM</td>
<td>Not ...</td>
<td>08/28/23</td>
<td>12/20/23</td>
</tr>
</tbody>
</table>

Click on the **+MEETING PATTERN** again to add additional times.
Repeat if needed. Once all meetings days and times have been selected.

Instructors

Click on **INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)
Click on **INSTRUCTOR** to add additional instructors
Repeat, if needed

You will see a warning message informing you that you must set the instructor roles and details.

Click on **SET INSTRUCTOR ROLES & DETAILS**

Click on instructor’s name in the new window
Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting patterns that was previously selected and assign the appropriate pattern to each instructor.

Click on the meeting pattern, and do the same for the instructor.

Remember only one instructor can be set to Primary
Click **SAVE**

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)

*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details.*
Section with TBA Meeting Times

This can be done on new sections or existing sections.

Open Section Editor template for the course and section

Enter and/or update the appropriate above information on the Section Editor Card.

Scroll down to Meeting Patterns & Rooms

Click on the **+MEETING PATTERN** to select from preset meeting pattern options.

A new window will populate with a list of meeting patterns. Click on **SELECT TBA** (at the bottom of the pop-up window).
### Select Meeting Pattern

**Filter By Days**

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
</table>

**Filter By Times**

| --:-- | --:-- |

**Filter By Attributes**

Start typing...

**Clear Filters**

1. **Mo, We, and Fr from 8:00 AM to 8:50 AM**
   - **Attributes**
   - **Usage**: 0
   - **Preference Fit**: 100%

2. **Mo, We, and Fr from 9:00 AM to 9:50 AM**
   - **Attributes**
   - **Usage**: 0
   - **Preference Fit**: 100%

3. **Mo, We, and Fr from 10:30 AM to 11:20 AM**
   - **Attributes**
   - **Usage**: 0
   - **Preference Fit**: 100%

4. **Mo, We, and Fr from 12:00 PM to 12:50 PM**
   - **Attributes**
   - **Usage**: 0
   - **Preference Fit**: 100%

5. **Mo, We, and Fr from 1:30 PM to 2:20 PM**
   - **Attributes**
   - **Usage**: 0
   - **Preference Fit**: 100%

---

**USE CUSTOM TIMES**

**SELECT TBA**

**CANCEL**
Instructors

Click on **+INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)
Select the desired instructor.

You will see a warning message informing you that you must set the instructor roles and details.

Click on **SET INSTRUCTOR ROLES & DETAILS**

Click on instructor's name in the new window.

Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.

Click on the meeting pattern.
COURSEDOG SCHEDULER TRAINING DOCUMENT

Click **CLOSE**

Continue completing the Section Editor card with information related to credit (if variable credit), enrollment, and any additional notes.

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)
Variable Credit

This can be done on new sections or existing sections.

Open Section Editor template for the course and section

Enter and/or update the Section Editor Card, if applicable.

Scroll down to Credit Hours/Units

If the course does have variable credit (determined by either a “-“ (dash) or the words “OR” in the “Credit Hours Operator field, select “YES” to the question. This will display two additional editable fields. Enter the appropriate unit value both in the Credits and Variable Billing Hours.
Enter or update any additional fields

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)

*Please note, if the course is not variable credit, then there will not be a value in the Credit Hours (maximum) field. If you do respond “YES” to the question and the course is not variable credit, you will receive an error message.*

Change the option to “NO”.
Submitting an Exception Request

Schedulers can submit a request to change a section during the Schedule Validation phase.

Schedule Validation

Use this exception request when the Schedule Validation phase is in place and you need to make a change to a section.

This can be performed to add a new section, edit an existing section, or add a course from the curriculum inventory.

Editing an existing section

Click on Request on the left side navigation page

Click on +CREATE REQUEST (at top of page)

A new window will populate

Select option by clicking on the drop down arrow
Choose *Section Change* and click *CREATE REQUEST*

This will open a new window

Click on the drop-down arrow in the Type of Change field

Select Edit Section
Select a course (begin typing in the search field)

Select the section
Enter a reason for the request.

**DO NOT CLICK SUBMIT REQUEST YET**

Scroll down to the section that needs to be updated.

For this example, we are changing the instructor. Any other change can occur as if you were Editing an Existing Section.
Process your edit in the appropriate field.

At the top of Section Change, you will see the changes that are being requested.

<table>
<thead>
<tr>
<th>Changes requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors</td>
</tr>
<tr>
<td>+ Kyle Redican</td>
</tr>
<tr>
<td>Instructor Roles</td>
</tr>
<tr>
<td>+ Kyle Redican: Primary (Percent: 100) (Meetings: 1)</td>
</tr>
<tr>
<td>- Stephanie Spera: Primary (Percent: 100) (Meetings: 1)</td>
</tr>
</tbody>
</table>

Once complete, now you can click on SUBMIT REQUEST

The request will go to the Registrar’s Office to approve or deny.

You can review the status of your request

Click on Requests on the left side navigation
Click on *Created By Me*

You will see all of your initiated requests and status.
Once the request is approved, the section will update in Coursedog.

*Adding a New Section*

Click on Request on the left side navigation page
Click on **CREATE REQUEST** (at top of page)

A new window will populate

Select option by clicking on the drop down arrow

Choose **Section Change** and click **CREATE REQUEST**
This will open a new window
Click on the drop-down arrow in the Type of Change field

Select Add Section
Select a course (begin typing in the search field)

**DO NOT CLICK SUBMIT REQUEST YET**

Enter a reason for the request.
COURSEDOG SCHEDULER TRAINING DOCUMENT

Complete rest of the section information as if you were adding a new section.

Once complete, now you can click on SUBMIT REQUEST

The request will go to the Registrar's Office to approve or deny.

You can review the status of your request

Click on Requests on the left side navigation

Click on Created By Me

You will see all of your initiated requests and status.
Once the request is approved, the section will update in Coursedog.

Adding a Section from Course Inventory

Click on Request on the left side navigation page

Click on **CREATE REQUEST** (at top of page)

A new window will populate

Select option by clicking on the drop down arrow
Choose *Section Change* and click *CREATE REQUEST*

This will open a new window

Click on the drop-down arrow in the Type of Change field

Select *Add Section from Course Inventory*

Select a course (begin typing in the search field)
If the course is already exists within scheduling, there will be a warning message. STOP. Choose Start Over or reselect the appropriate course.
Enter a reason for the request.

**DO NOT CLICK SUBMIT REQUEST YET**

Complete rest of the section information as if you were adding a new section.

Once complete, now you can click on **SUBMIT REQUEST**
The request will go to the Registrar's Office to approve or deny.

You can review the status of your request by clicking on Requests on the left side navigation.

Click on *Created By Me*

You will see all of your initiated requests and status.

Once the request is approved, the section will update in Coursedog.
Glossary

Section Editor Card: the scheduler will enter section information as it relates to date, time, credit, special topic title, enrollment, waitlist, tiered caps,

Phase: is a combination of role and field permissions that can be associated with terms as your scheduling cycle changes.

Open Scheduling 1: when the schedule is open for the department scheduler to edit/add sections via the section editor card.

Schedule Validation 1: the schedule is being reviewed by the Registrar office. Department schedulers cannot readily make changes to the section editor card but can submit a request to make a change.

Open Scheduling 2: the schedule will open again for the department scheduler to edit/add sections via the section editor card.

Schedule Validation 2: The schedule is being reviewed by the Registrar office. Department schedulers cannot readily make changes to the section editor card but can submit a request to make a change.

Requests: Allows the department scheduler to submit a change to edit a section, add a section, or delete a section. The request will go through a workflow to the Registrar office to be approved, denied, or returned back to the sender for additional information.

Non-Standard Meeting Times: The scheduler will not be using the preset meeting patterns. This can be done on new sections or existing sections.
### Explanation of Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Value(s)</th>
<th>Required</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Number</td>
<td>Numerical section number</td>
<td>No</td>
<td>Automatically populates and cannot be altered by Department Scheduler</td>
</tr>
<tr>
<td>CRN</td>
<td>Numerical value</td>
<td>No</td>
<td>Rolled section: there is a prepopulated CRN New Section: The CRN will populate once the section syncs with Banner.</td>
</tr>
<tr>
<td>Section Status</td>
<td>Active, Inactive, or Cancelled</td>
<td>No</td>
<td>Active: Inactive: Cancelled:</td>
</tr>
<tr>
<td>Session</td>
<td>Day or Evening</td>
<td>No</td>
<td>Day session begins prior to 6pm Evening session begins after 6pm</td>
</tr>
<tr>
<td>Grade Mode</td>
<td>Standard, Pass/Fail, or Audit</td>
<td>Yes</td>
<td>Will always be set the default. If you would like to change it, add a note at the end of the Section editor card.</td>
</tr>
<tr>
<td>Is this a special topic course?</td>
<td>“YES” or “NO”</td>
<td>No</td>
<td>The answer is usually “NO”. Only select “YES” if the course will be a special topic (e.g. internships, directed study, or independent study).</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>Default, Hybrid, Online</td>
<td>No</td>
<td>Default: Unless changing the section to Online or Hybrid, leave as &quot;Default&quot;</td>
</tr>
<tr>
<td>Section Name</td>
<td>Free text field</td>
<td>No</td>
<td>Enter Special Topic name.</td>
</tr>
<tr>
<td>Part of Term</td>
<td>MBA/MSM Full Term Clac Extended Reg Term Law Full Term</td>
<td>Yes</td>
<td>ABJ should always choose Full Term</td>
</tr>
<tr>
<td>School of Continuing Studies</td>
<td>Wellness Extended Reg Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show on BannerWeb?</td>
<td>&quot;YES&quot; or &quot;NO&quot;</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Will you need a custom start/end date?</td>
<td>&quot;YES&quot; or &quot;NO&quot;</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Schedule Type Notes</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Schedule Type</td>
<td>See <a href="#">Schedule Type</a> for list.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Meeting Patterns &amp; Rooms</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Instructors</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Relationships Notes</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
with this section. If you need to adjust, add, or remove a Cross-listed or Linked section, please specify that within the “Notes” section at the bottom.

<table>
<thead>
<tr>
<th>Relationships</th>
<th>n/a</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this section use variable credits?</td>
<td>“YES” or “NO”</td>
<td>No</td>
</tr>
<tr>
<td>Only select “YES” if the course is variable credit. If you select “YES” and the course is not variable credit, an error message will populate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td>Free text field, numerical value</td>
<td>No</td>
</tr>
<tr>
<td>Only enter into this field if this course is variable credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable Billing Hours</td>
<td>Free text field, numerical value</td>
<td>No</td>
</tr>
<tr>
<td>Only enter into this field if this course is variable credit. This should match the credit value.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Settings</td>
<td>Free text field, numerical value</td>
<td>Yes</td>
</tr>
<tr>
<td>Enter the enrollment capacity for the section.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does this section need a waitlist</td>
<td>“YES” or “NO”</td>
<td>Yes</td>
</tr>
<tr>
<td>If “YES” is selected then a new field will open. If you are using tiered caps, we cannot put the waitlist on until the tiered caps have been completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, what specific date should the wait list be added to the section?</td>
<td>Free text field, numerical value</td>
<td>Yes</td>
</tr>
<tr>
<td>Enter when the date when the wait list should be turned on.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optimize Rooms</td>
<td>“YES” or “NO”</td>
<td>Yes</td>
</tr>
<tr>
<td>Always select “Yes”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would you like to select a Preferred Building or a Preferred Room?</td>
<td>Yes, Preferred Building, Yes, Preferred Room, No</td>
<td>No</td>
</tr>
<tr>
<td>Selecting either Yes, Preferred Building or Yes, Preferred Room will populate a new field to enter the preferred building or room. This will allow the Room Optimizer to assist with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Option</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Preferred Buildings</td>
<td>No</td>
<td>Ability to select multiples buildings from the drop down list.</td>
</tr>
<tr>
<td>Preferred Room</td>
<td>No</td>
<td>Ability to select multiples buildings from the drop down list.</td>
</tr>
<tr>
<td>If departmental approval is required for this section, please make the appropriate selection below:</td>
<td>Departmental Approval</td>
<td>Select Departmental Approval, if needed.</td>
</tr>
<tr>
<td>Does this section need to be Gradable?</td>
<td>“YES” or “NO”</td>
<td>This should always be “YES” except for lab portions of a science course.</td>
</tr>
<tr>
<td>Section Attribute</td>
<td>No</td>
<td>Not editable. Will auto-populate any attributes on the course.</td>
</tr>
<tr>
<td>Section Notes</td>
<td>Free text field</td>
<td>Enter any additional notes that the registrar office will need.</td>
</tr>
</tbody>
</table>
Schedule Types

Here are some key points regarding schedule types:

- For each section, there should only be one schedule type selected.
- In most instances the schedule type will be “L” for lecture.
- “L” is the schedule type for special topics courses, however, if more than one special topics course is listed, where the topics differ from each other, the schedule types need to be different. This is done by adding a number after the “L”. Example:

The schedule type for HS 397-01: ST: HEALTH ECONOMICS is “L”, the schedule type for HS 397-02: ST: CLIMATE CHANGE & HEALTH is “L2”, the schedule type for HS 397-03: ST: HEALTH SECTOR ANALYSIS is “L3”, etc...

Each section has a different schedule type because the topics are different for each section. If the topics were the same, they could have the same schedule type.

- Some courses have labs that are combined with their lectures (an example of this would be biology classes or even the language classes because of the drills). The schedule type for these courses is “LC”
- In the case of the biology intro courses where the topics may vary, the schedule types need to be different. This is done by adding a number after the “LC”. Example:

The schedule type for BIOL 120-01: MCB: TOXIC COMMUNITIES W/ LAB is “LC” the schedule type for BIOL 120-02: MCB: EMERG INFECT DISEASE W/ LAB is “LC2”, the schedule type for BIOL 120-03: MCB: HUMAN GENETICS W/ LAB is “LC3”.

Each section has a different schedule type because the topics are different for each section. If the topics were the same, they could have the same schedule type.

Here is a complete list of schedule types:

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Lecture</td>
<td>L, L1, L2, L3, L4, and so on as needed</td>
</tr>
<tr>
<td>Lecture with Drill/Lab</td>
<td>LC, LC1, LC2, and so on as needed</td>
</tr>
<tr>
<td>Combined</td>
<td></td>
</tr>
<tr>
<td>Linked lab/drill</td>
<td>LL, LL1, LL2, and so on as needed</td>
</tr>
<tr>
<td>Independent Study</td>
<td>Remains as just I, I1, I2, I3, and so on</td>
</tr>
<tr>
<td>Thesis</td>
<td>IT for Individual Thesis</td>
</tr>
<tr>
<td>Seminar</td>
<td>Will just be listed as lecture (L, L1...)</td>
</tr>
<tr>
<td>Research</td>
<td>IR for Individual Research</td>
</tr>
<tr>
<td>Internship</td>
<td>IP for Individual Internship</td>
</tr>
<tr>
<td>Required Activity</td>
<td>Will just be listed as the type of course it is</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Art Studio</td>
<td>LA for Art Studio lecture</td>
</tr>
<tr>
<td>Performance</td>
<td>IO for Individual Performance</td>
</tr>
<tr>
<td>Ensemble</td>
<td>LE for Ensemble Lecture</td>
</tr>
<tr>
<td>Applied Music</td>
<td>M</td>
</tr>
</tbody>
</table>