Update Room/Days/Time in PeopleSoft Scheduling Classes

Each Term classes are "rolled over" from the previous year in PeopleSoft (Fall 2014 will be rolled into Fall 2015). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been "rolled over" from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps the instructor for a class has changed, the class is being held in a different room, or more sections of a course were added.

Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Nbr**

Click **Search**

If a course was not offered in the Term that was "rolled over," it will not be in the new Term. This course will have to be added as a "New Course" for this Term. This is done in the **Schedule New Course** component:

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

Update Room, Days, Time

1. To navigate to the section of the course you want to update, click [◀] and/or [▶].

2. Click the **Meetings** tab. This is where you assign the room, meeting days/time, and instructors for the class.

IMPORTANT! If this course is combined with other courses (*it is if you see* Combined Section *above the instructor area in the meetings tab),* you cannot update the information here. You must make changes on the **Schedule Class Meetings** page (Curriculum Management > Schedule of Classes > Schedule Class Meetings*). Combined courses must be "linked" by the Registrar's Office first.*

The completion of accurate information on the Meetings page is essential for reporting Workload Analysis information to SUNY. Instructors should be assigned right away. Other information on this page is opened for editing after the enrollment snapshot.

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Facility ID	You can only select a room that is controlled by your Department or a large room that's been assigned to you for the class. Otherwise, leave this field blank and the room will be assigned by the Registrar's Office.
	If you don't know the Facility ID number, click the **LOOKUP** button and search for it by entering the **Building numbe**r and **Room number**. Be careful, this list contains every closet, stairwell, and bathroom in the building!
Pat	Select the day of the week pattern (MWF, TUTH, etc.). The meeting end time will default from the pattern that you pick.
	For **Recitation** sections – use the meeting pattern code that begins with "**RE**" only. These are 55-minute meeting time blocks.
	For **Tutorial** sections – use "**APPT**."
	For sections where **hours are to be arranged** – select "**HTBA**."
Mtg Start	Enter the time that the class starts (remember to include **AM** and **PM** appropriately)
Mtg End	The class end time will default from the day of the week pattern and Mtg Start that you selected.
	Note: Tutorial, Clinical, Supervised teaching, and distance-learning sections are entered with the default 1:00 a.m. to 1:00 a.m.
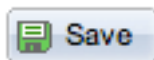
You should **save** after each section that you update.

To update another section, click the **Next Row** button next to Class Section.
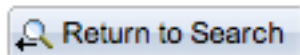
To remain in this component and search for another course, click the **Return to Search** button.