

Add a Course That Was Not Rolled to the New Term

Each Term active 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 has changed or you have to add more sections to a course.

If a course was not offered or was not active 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.

Navigation:

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 v

Find an Existing Value

Academic Institution: [=] USBNY 🔍
Term: [=] 1088 🔍
Subject Area: [=] CHE 🔍
Catalog Nbr: [begins with] 134
Academic Organization: [begins with] 🔍
Academic Career: [=] 🔍
Campus: [begins with] 🔍
Description: [begins with] 🔍
Course ID: [begins with] 🔍
Course Offering Nbr: [=] 🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Nbr**

Click **Search**

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data Textbook

Course ID: 201020 Course Offering Nbr: 3
 Academic Institution: SUNY at Stony Brook
 Term: Fall 2011 Undergrad
 Subject Area: WRT Writing
 Catalog Nbr: 102 Intermed Writing Workshop A

Auto Create Component

Class Sections Find | View All First 1 of 83 Last

*Session: A Full Fall Semester Session Class Nbr: 80254
 *Class Section: 01 *Start/End Date: 08/29/2011 12/21/2011
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: WEST WEST
 *Location: WESTCAMPUS West Campus
 Course Administrator:
 *Academic Organization: WRITINGPGM Writing Program
 Academic Group: CAS College of Arts and Sciences
 *Holiday Schedule: SEM Academic Holidays
 *Instruction Mode: P In Person
 Primary Instr Section: 01

Add Fee

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

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

Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List

1. Click the **Basic Data** tab and add the following **bold** information:


Session:


Make sure that you have the correct **Session code** selected. The Session code is used to further break down the Term. It is needed to accommodate the Summer Session and HSC Mods (i.e., A = Full Fall Semester Session, B = Full Spring Semester Session, Mod 4, Mod 5-7 U, etc.).

Class Section

Each section is assigned a code as follows:

LECTURE 01, 02, 03, etc.
RECITATION R01, R02, R03, etc.
LABORATORY L01, L02, L03, etc.
SEMINAR S01, S02, S03, etc.
TUTORIAL T01, T02, T03, etc.
SUPERVISED V01, V02, V03, etc.
CLINICAL C01, C02, C03, etc.
ONLINE 30, 31, 32, 33, etc.
MANHATTAN 60, 61, 62, 63, etc.

Class Number:	Each section of a course is automatically assigned a Class Number <u>after you save</u> .
Start/End Date:	These dates default from the Academic Calendar.
Component	Some courses have more than one component (lecture, recitation, seminar, tutorial, etc.). Valid components for this course have already been set up in the Course Catalog. Click  to choose the component for this section.
Class Type	Select Enrollment or Non-Enrollment . For auto-enroll courses with more than one component, the component that the student must enroll in should be set to Enrollment , and the component that the student gets automatically enrolled in should be set to Non-enrollment . For example, for courses with a Lecture and Lab, the Lab may be the Enrollment component and the Lecture may be the Non-Enrollment component.
Associated Class	The main purpose of this field is to associate multi-component courses. For single component courses, the Associated Class number is the same as the Section number without the zero (i.e., Lecture 01 is Associated Class 1). For multiple component courses , all of the Lectures are assigned Associated Class 9999 , and the other components (Recitations and Labs) are assigned the same as the Section number without the zero as stated above (i.e., Lab 01 is Associated Class 1).

Campus	Defaults to the campus where the course is held (West, HSC, Southampton, Manhattan, SUTRA (SPD)).
Location	Select West Campus, Southampton Campus, Off Campus, International Academic Program, or Online.
Course Administrator	Not used.
Academic Organization:	Defaults to the department offering the course. Do not change.
Academic Group	Defaults to the department's College or School.
Holiday Schedule	Defaults to Academic Holidays or HSC Academic Holidays.
Instructor Mode	Defaults to "In Person." If this is an online class select "World Wide Web."
Primary Instr Section	Defaults to the Section number.
Schedule Print:	Indicates whether the class should be printed in the Class Schedule and MS Review report and appear in SOLAR.
Student Specific Permissions	When this option is checked, the department has the ability to issue permission for students to enroll in the class if it's full or if they don't meet certain pre-requisites.
Course Topic ID	<p>If this is a course with different topics, select the topic for this section by clicking  .</p> <p>Setting up the Topic here will allow the Topic Title to print in the Class Schedule and on student transcripts. You can have multiple topics for different sections of a single course in one semester. This is especially useful for graduate courses. If the topic you want isn't listed, contact the appropriate Dean's Office and ask them to add the topic title to the Course Catalog so you can schedule it.</p>
Course Equivalent Course Group	Displays the course equivalents.
Course Attribute	Select the value only if applicable to your classes; otherwise, leave blank (i.e., Study Abroad/Exchange Courses, Contract Course, SPD, PEP, etc.).

2. Click the **Meetings** tab.

This is where you assign the room, meeting days/times, and instructors for the class.

IMPORTANT! If this is a course that is combined with other courses, you cannot update the **Meetings** page here. You must go to the **Schedule Class Meetings** page (*Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings*). The courses must be “linked” by the Registrar’s Office first.

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

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 number** or name, or **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 codes 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 Start Time that you selected.

Note: Tutorial, Clinical, Supervised teaching, and distance-learning sections are entered with 1:00am to 2:00am, **which must be changed to 1:00am to 1:00am**.

Combined Sections

Combined sections have to be set up in advance by the Registrar's Office, but should be scheduled even if the Registrar's Office will be combining at a later date. You will see the Combined Sections link on this page once the Registrar's office has linked the courses. Click it to see the Combined Section Detail.

IMPORTANT: Be sure to correspond with the co-offering department to coordinate scheduling as only one department can schedule the combined course.

New course combinations must be approved by the Dean's office first.

Remember...after the combined sections have been linked by the Registrar's office, the fields on this page will be grayed out. You must go to the "Schedule Class Meetings" page to update the information on this page.

If you have questions about combined sections, contact the Registrar's Office.

ID

Enter the instructor's Stony Brook ID.



If you do not know the ID number, click the **LOOKUP** button and search for the instructor by **First name** and **Last name**.

Note: If the field turns red or the instructor is not in the list, you must check the **Instructor Advisor table**.

- Your dept must be in the list of approved courses for the Instructor

- New instructors must be active, Effective in PeopleSoft at least one day before the start of the Term



To add another instructor for this class click the **Add a New Row** button.

Instructor Role

Select instructor(s) roles.

The data that is entered here is used for determination of instructional workload in CASA and other institutional reporting. For the most accurate university reports, please adhere to the revised rules below.

<p>Primary Instructor</p>	<p>Assign to the instructor fully responsible for the course based on the course instruction or contact minutes. Most often the Primary Instructor is a faculty member; however, a graduate student can be the Primary Instructor if the graduate student is solely responsible for the scheduled course.</p> <p>For multi-component courses, assign the instructor as Primary Instructor on the lecture and <i>supervisor</i> on the additional sections (e.g., lab, recitation). This can allow the lecture Primary Instructor grading access for the additional sections.</p> <p>For multi-component courses, do NOT assign the instructor a role of Primary Instructor on both the lecture and additional sections (e.g., lab, recitation) unless that same instructor is fully responsible for those sections.</p> <p>In the instances where teaching responsibility is shared between more than one instructor, indicate a maximum of ONE Primary Instructor based on the course contact minutes (i.e., instruction). Additional instructors should be assigned the role of Secondary Instructor.</p>
<p>Secondary Instructor</p>	<p>In the instances where teaching responsibility is shared between more than one instructor, indicate ONE Primary Instructor based on the course contact minutes and one or more Secondary Instructors.</p> <p>Note that the abbreviation "sec instr" is not intended to stand for "section instructor," and should not be applied as such.</p>
<p>Administrator</p>	<p>This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). This role is useful when a course instructor has arranged for a department administrator (usually the ATC or similar) to administer the course (submit grades, manage rosters, etc.). In these cases, the primary instructor remains on the course, and a course administrator is assigned a role of "admin" plus the appropriate level of grading access.</p>
<p>Supervisor</p>	<p>This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). Use this for a course with multi-components (e.g., lecture/lab + recitation). The instructor (usually Faculty) should be assigned to the lecture as <i>primary instructor</i> and as the <i>supervisor</i> for each of the labs and/or recitations.</p>
<p>TA Reader/Grader</p>	<p>Assign this role for Graduate students who read/grade papers but don't actually meet with students. For CASA reporting purposes, do not add hours for these.</p>

Print

If you want the instructor to appear in the Class Schedule and in SOLAR Class Search for this class, check the Print option. *Supervisors, Administrators, and Reader/Graders should never be printed in the Class Schedule.*

Access

Select the instructor's level of access to rosters and submitting grades in SOLAR. **Only one person per class can have Approve access** (usually the Primary Instructor, Secondary Instructor or Supervisor). TA's, Administrators and Reader/Graders should NOT have Approve access.

Access	View Roster	Input Grades	Submit Grades
Approve	Yes	Yes	Yes
Grade	Yes	Yes	No
None	Yes	No	No

Contact

In general, departments do not have to enter contact minutes. Contact minutes are calculated from section start and end times and entered automatically for CASA reporting.

1. Click the **Enrollment Cntrl** tab.

This is where you indicate the class status as well as the room, enrollment, and waitlist capacities.

Only Active classes will “roll over” from the previous. Previously inactive classes will need to be added a new

The screenshot shows a web application interface for managing class enrollment. At the top, there are several tabs: Basic Data, Meetings, Enrollment Cntrl (highlighted with a red box), Reserve Cap, Notes, LMS Data, and Textbook. Below the tabs, course information is displayed: Course ID: 201020, Academic Institution: SUNY at Stony Brook, Term: Fall 2011, Subject Area: WRT, and Catalog Nbr: 102. The Enrollment Control section is expanded, showing details for Session A, Class Section 01, Component Lecture, and Class Nbr 80254. The *Class Status is set to Active. Enrollment Status is Open. Requested Room Capacity is 22, Enrollment Capacity is 20, and Wait List Capacity is 0. There are checkboxes for Auto Enroll from Wait List (checked) and Cancel if Student Enrolled (unchecked). At the bottom, there are buttons for Save, Return to Search, Previous in List, and Next in List.

Class Status

Select **ACTIVE**.

If you want to tentatively schedule a class that you are pretty sure you'll be offering, change the Class Status to **TENTATIVE SECTION**.

Add Consent

Department or **Instructor** indicates that the student needs department or instructor permission to register for this class. **No Consent** indicates that the student can register without permission. If this is incorrect, contact the Registrar's Office.

Drop Consent

Not used.

1st Auto Enroll Section

These fields are used to associate multi-component sections for auto-enroll. If this is the Lab or Recitation component, enter the section number of the auto-enroll Lecture. You can also use the **Update Sections of a Class** page to do this (Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class).

Auto-Enroll from Waitlist

This option will be checked for courses that allow wait listing. Students who elect to be placed on the waitlist will automatically be enrolled as seats become available. You will be able to view the list of students on the waitlist. You will also be able to get an “unmet demand” report of students who tried to register, could not get in, and chose NOT to be put on the waitlist.

Requested Room Capacity

Don’t change this.

Enrollment Capacity

Enter the maximum number of students allowed to register for this class.

For multi-component classes with auto-enroll, make sure that the enrollment capacity for the Lecture equals the total enrollment capacity of all of the associated sections (Recitations or Labs).

For combined courses, this number should equal the total number of students allowed to enroll in both classes combined.

Waitlist Capacity

If this field is not grayed out, waitlisting is set up for this course. Students interested in getting into the class if a seat opens up can place themselves on the waitlist. (Note: If you’re screening for prerequisites for the course, only students who have satisfied the prerequisite will be able to add themselves to the waitlist.) Enter the number of students allowed to waitlist. This number should be approximately 30% of the enrollment capacity.

Minimum Enrollment Number

Not used.

Cancel if Student Enrolled

Not used.

Once students begin enrolling in classes, you can refer to this page to see the **Total** number of students enrolled and on the **Waitlist**. You will also find this information on the **Class Sections** page.

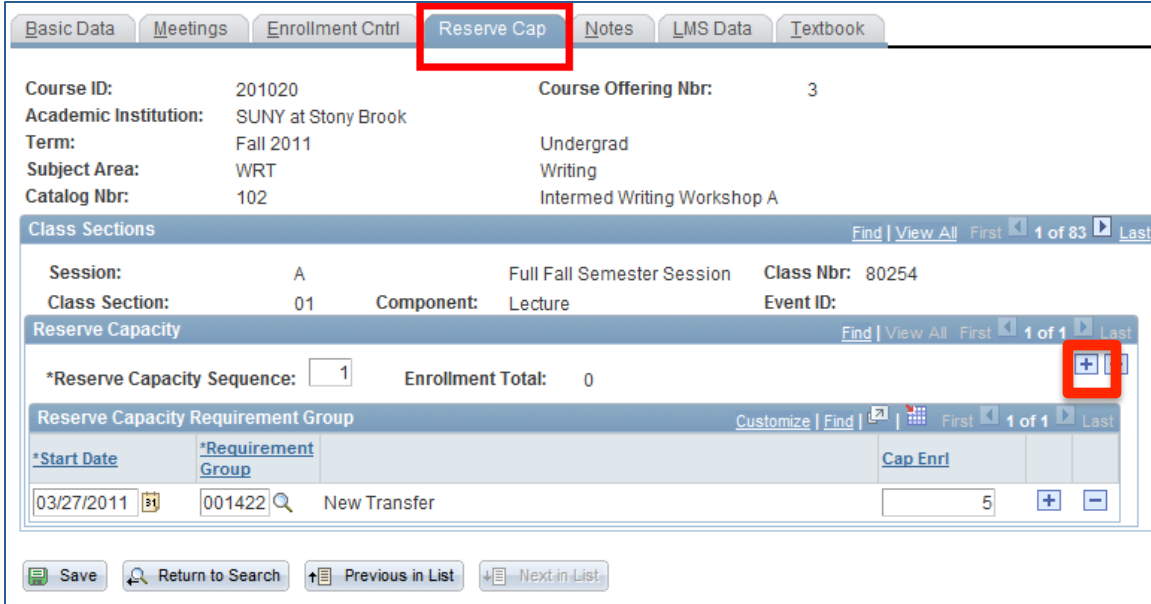
Enrollment Status:	Open	
Requested Room Capacity:	<input type="text" value="570"/>	Total 329 0
Enrollment Capacity:	<input type="text" value="488"/>	
Wait List Capacity:	<input type="text"/>	
Minimum Enrollment Nbr:	<input type="text"/>	

These show the enrollment numbers in the course and on the waitlist.

1. Click the **Reserve Cap** tab.

RESERVE CAPACITY allows you to reserve seats in the class for particular groups or classes of students. Typically you'll want to reserve seats for students in your major, or seniors, or seniors in your major.

2. Click  to add Reserve Capacity Sequence



Reserve Capacity Sequence

A Reserve Capacity Sequence number is assigned to each Requirement Group that you add for this class. Reserve Capacity Sequence # 1 has priority over Reserve Capacity Sequence # 2. If a student meets more than one requirement, he/she will be placed in the class based on the highest priority group.

Enrollment Total


This number tells you how many students are currently in each reserve capacity sequence.

Start Date

The Start Date will automatically be set for the beginning of advance registration for the Term. This date is very important! Only change it to activate or inactivate a reserve group on a specific date other than the beginning of advance registration.

Requirement Group

Requirement Groups have been set up in PeopleSoft and are identified by a Requirement Group number. Think of this as the requirements needed in order to fill this group of seats.

Click  to see list of Requirement Groups. You can search the list by entering an **Academic Group** or **Subject Area**.

Examples of Requirement Groups:

- U1** = Freshmen
- U2** = Sophomores

U3 = Juniors

U4 = Seniors

AFS MAJOR/MINOR will allow you to reserve seats for students majoring or minoring in Africana Studies.

AFS MAJOR will allow you to reserve seats only for students majoring in Africana Studies.

AFS MINOR will allow you reserve seats only for students minoring in Africana Studies.


AFS U4 MAJOR will allow you reserve seats only seniors majoring in Africana Studies

Cap Enrl


Enter the number of seats you want to reserve for this group of students.

You can have more than one Requirement Group for a class:


3. *To add a Requirement Group:*

- Click in the **Reserve Capacity Sequence** field and click  to the right of this field.
- A new sequence number will be assigned to each group that you add in order of priority.
- Select the **Requirement Group** and **Cap Enrl**.

4. *To delete a group:*

- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click  to the right of the **Reserve Capacity Sequence** field.

5. *If you want to make a certain group "Inactive" after a certain date:*

- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click in the **Start Date** field
- Click  to the right of the **Start Date** field
- Enter the date that you want this group to be inactivated in the **Start Date** field
- Select the same **Requirement Group**
- Enter **"0"** for the **Cap Enrl**

Click the **Notes** tab.

The class Notes page includes special information about the class that may or may not be printed in the Class Schedule (i.e., information about exams, waitlists, reserve groups, combined courses, auto-enroll sections, etc.). Department Schedulers cannot add/change Notes. They must contact the Registrar's Office.

Basic Data Meetings Enrollment Cntrl **Notes** LMS Data Textbook

Course ID: 201020 Course Offering Nbr: 3
Academic Institution: SUNY at Stony Brook
Term: Fall 2011 Undergrad
Subject Area: WRT Writing
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections Find | V

Session: A Full Fall Semester Session Class Nbr: 80254
Class Section: 01 Component: Lecture Event ID:

Class Notes Find | V

*Sequence Number: 1
*Print Location: After Even if Class Not in Schedule
Note Nbr:
Free Format Text: Students who do not attend 1st week will be deregistered; no add/swap after 1st week; waitlisted students must attend 1st week to be eligible for

Click the **LMS** tab.

The LMS fields must be completed in order for the classes to be available in Blackboard.

Click the drop down list for **LMS Extract File Type** and choose **XML V1.1(req to authenticate)**.

The **LMS Extract Group ID** will automatically be completed when you tab out of the LMS Extract File Type field.

The screenshot shows the 'LMS Data' tab selected. The 'LMS Extract File Type' dropdown is set to 'XML V1.1 (req to authenticate)'. The 'LMS Extract Group ID' field contains 'USBNY-WRT-102-SEC01'. The 'LMS URL' field is empty. The 'Last LMS Class Extract Datetm' and 'Last LMS Enroll Extract Datetm' are both '12/09/2010 5:12:06AM'. The 'Save' button is visible at the bottom.

Course ID:	201020	Course Offering Nbr:	3
Academic Institution:	SUNY at Stony Brook		
Term:	Fall 2011	Undergrad	
Subject Area:	WRT	Writing	
Catalog Nbr:	102	Intermed Writing Workshop A	

Class Sections Find | View All First 1 of 83

Session:	A	Full Fall Semester Session	Class Nbr:	80254
Class Section:	01	Component: Lecture	Event ID:	

Learning Management System

Provider for Authentication

LMS Extract File Type: XML V1.1 (req to authenticate)

LMS Extract Group ID: USBNY-WRT-102-SEC01

LMS URL:

Last LMS Class Extract Datetm: 12/09/2010 5:12:06AM Last LMS Enroll Extract Datetm: 12/09/2010 5:12:06AM

Save Return to Search Previous in List Next in List

Click the **Textbook** tab.

Instructors are required to submit all of the required and suggested course materials to the **Provost Liaison**, who then enters the information on this page.

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

Course ID: 201020 Course Offering Nbr: 3
Academic Institution: SUNY at Stony Brook
Term: Fall 2011 Undergrad
Subject Area: WRT Writing
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections Find | View A

Session: A Full Fall Semester Session Class Nbr: 80254
Class Section: 01 Component: Lecture Event ID:

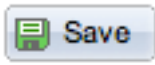
Textbook Assignment

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

Course Materials Details Notes Customize | Find | [Print] [Grid]

Seq No	Course Material Type	Course Material Status	Title	ISBN	Author
1					

Special Instructions



Once you have entered all of the information for this new course section click the Save button.



To add another section for this course go back to the **Basic Data** page and click the **Add a New Row** button. Complete all of the information for the next section. Remember to save after completing each section.

If this is a multi-component course with auto-enroll, when you are finished scheduling each section, go to the **Update Sections of a Class** page to complete the auto-enroll section information (see instructions on following pages).

To check to see if Pre-requisite screening is turned on or off for each section of this course, go to the **Adjust Class Associations** page (Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations).

Manage Auto-Enroll Sections, Enrollment and Waitlist Capacity

Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class

You can easily view information for all of the sections of a course on one page. Please note that only 8 rows are displayed at a time on this page. To see all of the rows on one page, you must click [View All](#).

You will complete your scheduling for the **auto-enroll** courses here.

In the Assoc column for all of the Lecture sections, make sure that you have entered **9999**.

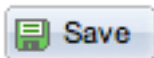
In the **Auto Enrl 1** column for the Lab/Recitation sections, enter the section number of the Lecture that students will auto-enroll into when they register for each.

Update Sections of a Class

Course ID: 200679 Course Offering Nbr: 2
 Academic Institution: SUNY at Stony Brook
 Term: Fall 2011 Undergrad
 Subject Area: CHE Chemistry
 Catalog Nbr: 131 General Chemistry IB

[Customize](#) | [Find](#) | [View All](#)

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Ac
Fall	01	82055	Lecture	Open	N	A	9999				N
Fall	02	82077	Lecture	Open	N	A	9999				N
Fall	03	90609	Lecture	Closed	N	S	9999				N
Fall	04	91262	Lecture	Closed	N	S	9999				N
Fall	R01	81901	Recitation	Open	E	A	1	01			N
Fall	R02	81902	Recitation	Open	E	A	2	01			N
Fall	R03	81903	Recitation	Open	E	A	3	01			N
Fall	R04	81904	Recitation	Open	E	A	4	01			N



Click the **SAVE** button to save the information that you entered.

Click the **Class Enrollment Limits** tab.

Use this page to edit **Enrollment Capacity** and **Waitlist Capacity** for existing classes.

Once students begin enrolling in classes, use this page to view **Enrollment and Waitlist Totals**.


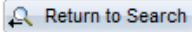
Update Sections of a Class

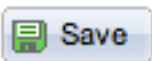
Course ID: 200679 Course Offering Nbr: 2
Academic Institution: SUNY at Stony Brook
Term: Fall 2011 Undergrad
Subject Area: CHE Chemistry
Catalog Nbr: 131 General Chemistry IB

Class Sections Customize | Filter | View All

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot
Fall	01	82055	Lecture	570		160	
Fall	02	82077	Lecture	570		160	
Fall	03	90609	Lecture	0			
Fall	04	91262	Lecture	0			
Fall	R01	81901	Recitation	38		10	
Fall	R02	81902	Recitation	38		10	
Fall	R03	81903	Recitation	38		10	
Fall	R04	81904	Recitation	38		10	



Click the **SAVE** button to save the information that you entered.