

## Update Room/Days/Time in PeopleSoft Scheduling Classes

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 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

**Maintain Schedule of Classes**  
Enter any information you have and click Search. Leave fields blank for a list of

**Find an Existing Value**

Academic Institution: = USBNY

Term: = 1084

Subject Area: = EGL

Catalog Nbr: begins with 191

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**

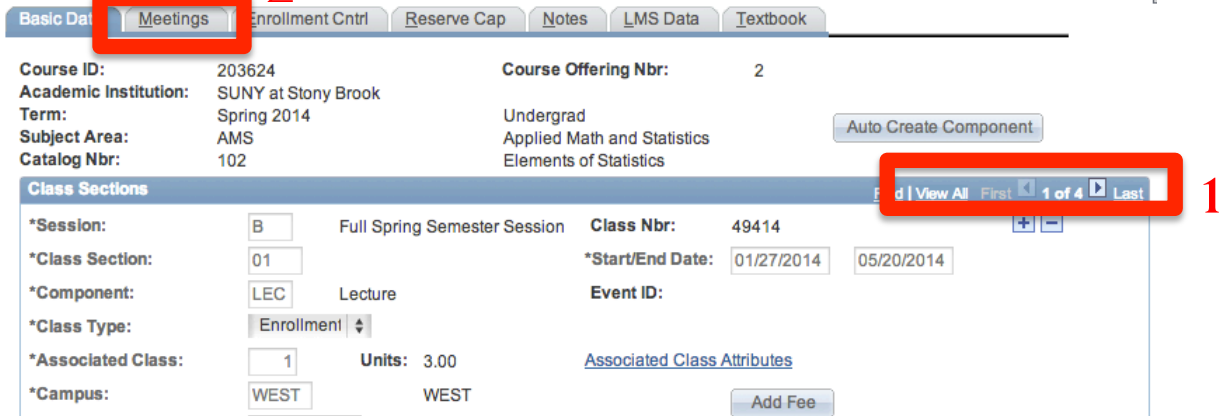
If a course was not offered in the Term that was “rolled over,” it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component:

**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.

2



**Class Sections** Find | View All | First | 1 of 4 | Last

\*Session: B Full Spring Semester Session Class Nbr: 49414

\*Class Section: 01 \*Start/End Date: 01/27/2014 05/20/2014

\*Component: LEC Lecture Event ID:

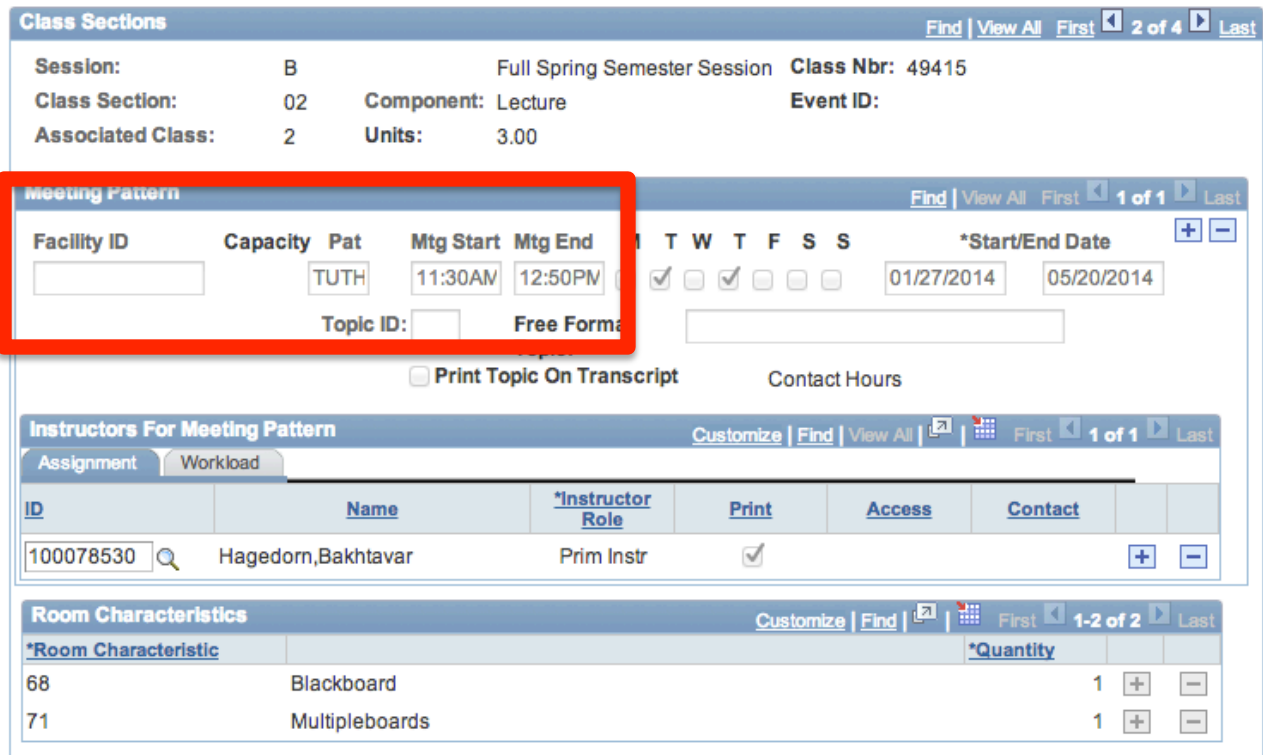
\*Class Type: Enrollment

\*Associated Class: 1 Units: 3.00 Associated Class Attributes

\*Campus: WEST WEST Add Fee

**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.



**Class Sections** Find | View All | First | 2 of 4 | Last

Session: B Full Spring Semester Session Class Nbr: 49415

Class Section: 02 Component: Lecture Event ID:

Associated Class: 2 Units: 3.00

**Meeting Pattern** Find | View All | First | 1 of 1 | Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	T	W	T	F	S	S	*Start/End Date
		TUTH	11:30AM	12:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/27/2014 05/20/2014

Topic ID: Free Form

Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Customize | Find | View All | First | 1 of 1 | Last

Assignment Workload


ID	Name	*Instructor Role	Print	Access	Contact
100078530	Hagedorn, Bakhtavar	Prim Instr	<input checked="" type="checkbox"/>		

**Room Characteristics** Customize | Find | First | 1-2 of 2 | Last

*Room Characteristic	*Quantity
68 Blackboard	1
71 Multipleboards	1

## 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  button and search for it by entering the **Building number, 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 code that begins with “**RE**” only. These are 55-minute meeting time blocks.

For **Tutorial** sections – use “**APPT.**”

For sections for which **hours are to be arranged**, select **HTBA**.

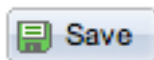
## Mtg Start

Enter the time that the class starts (remember to include **AM** and **PM** appropriately)

## Mtg End

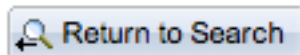
The class end time will default from the day of the week pattern and Mtg Start that you selected.

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



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.