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# Scheduling a New Course

SA – Schedule of Classes



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10. Lectures are entered as 01. Laboratory use the letter B, Tutorials use T before the section number (e.g. 01) Seminars use S. Enter the desired information into the **Class Section** field.
  - 11.

13. Click the **Look up Instruction Mode** button. By default Instruction Mode is set to P = In Person. Please ensure that instruction mode is correct. All definitions of instruction modes are listed on the scheduling website: [www.ucalgary.ca/calendar-scheduling](http://www.ucalgary.ca/calendar-scheduling) Scheduling > Scheduling Guidelines > Definition of Instruction Mode.

# Scheduling a New Course

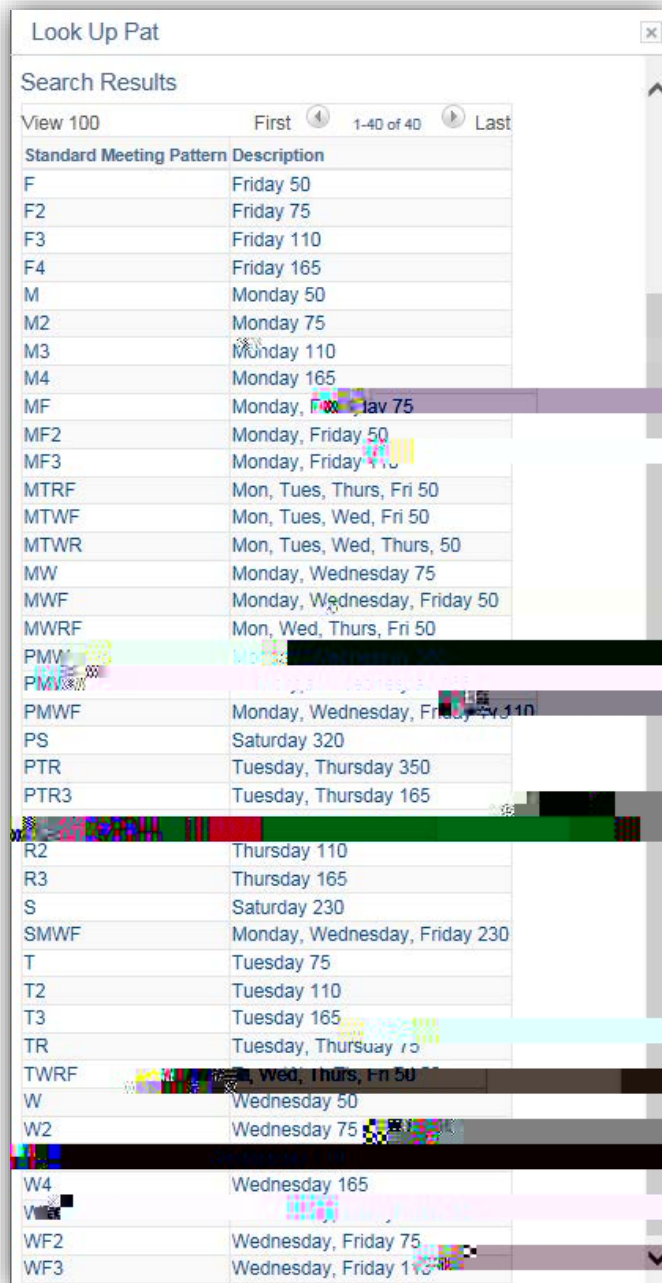
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- 16. An extensive list of Facility ID's or locations will display as well as a description of the Facility Type (Dept Spce or Lecture Theatre). Department Space is space that is owned by the department. Please only select department space that applies to your department or faculty. Lecture Theatre are additional options of facility types. Select the appropriate Facility ID or location.

Facility ID	Faculty	Room	Facility Name	Facility Type
AB 672	AB	672	AB 672	Dept Spce
AB 673	AB	673	AB 673	Dept Spce
AB 690	AB	690	AB 690	Dept Spce
AB 693	AB	693	AB 693	Dept Spce
AB 696	AB	696	AB 696	Dept Spce
AB 697	AB	697	AB 697	Dept Spce
AB 710	AD	710	AB 710	Dept Spce
AB 713	AB	713	AB 713	Dept Spce
AB 714	AB	714	AB 714	Dept Spce
AB 721	AB	721	AB 721	Dept Spce
AB 724	AB	724	AB 724	Dept Spce
AB 726	AB	726	AB 726	Dept Spce
AB 728	AB	728	AB 728	Dept Spce
AB 742	AB	742	AB 742	Dept Spce
AB 743	AB	743	AB 743	Dept Spce
AB 747	AB	747	AB 747	Dept Spce
AB 770	AB	770	AB 770	Dept Spce
AB 771	AB	771	AB 771	Dept Spce
AB 792	AR	792	AR 792	Dept Spce
ACH	ACH	(blank)	Alberta Children's Hospital Child Health	Laboratory
AD 047	AD	047	AD 047	Laboratory
AD 051	AD	051	AD 051	Laboratory
AD 051/053	AD	051/053	AD 051/053	Classroom
AD 140	AD			Lecture Theatre
AD 142	AD			Lecture Theatre
AD 247	AD			Lecture Theatre
AD 248	AD			Lecture Theatre
ATP				Lecture Theatre
ATRIUM C	HS	ATRIUM C	HSC ATRIUM C	Lecture Theatre
ATRIUM E	HS	ATRIUM E	HSC ATRIUM E	Lecture Theatre

17. The meeting pattern must be selected. These are which days the course is held. Click the **Look up Pat** button. A list of meeting patterns will display. Select the appropriate meeting pattern e.g. Monday, Wednesday, Friday 50 minute meeting (class). Class patterns that begin with P or S are for Spring/Summer patterns.



The screenshot shows a window titled "Look Up Pat" with a search results table. The table has two columns: "Standard Meeting Pattern" and "Description". The results are as follows:

Standard Meeting Pattern	Description
F	Friday 50
F2	Friday 75
F3	Friday 110
F4	Friday 165
M	Monday 50
M2	Monday 75
M3	Monday 110
M4	Monday 165
MF	Monday, Friday 75
MF2	Monday, Friday 50
MF3	Monday, Friday 110
MTRF	Mon, Tues, Thurs, Fri 50
MTWF	Mon, Tues, Wed, Fri 50
MTWR	Mon, Tues, Wed, Thurs, 50
MW	Monday, Wednesday 75
MWF	Monday, Wednesday, Friday 50
MWRF	Mon, Wed, Thurs, Fri 50
PMW	Monday, Wednesday, Friday 75
PMWF	Monday, Wednesday, Friday 110
PMWF	Monday, Wednesday, Friday 165
PS	Saturday 320
PTR	Tuesday, Thursday 350
PTR3	Tuesday, Thursday 165
R2	Thursday 110
R3	Thursday 165
S	Saturday 230
SMWF	Monday, Wednesday, Friday 230
T	Tuesday 75
T2	Tuesday 110
T3	Tuesday 165
TR	Tuesday, Thursday 75
TWRF	Tues, Wed, Thurs, Fri 50
W	Wednesday 50
W2	Wednesday 75
W4	Wednesday 165
WF2	Wednesday, Friday 75
WF3	Wednesday, Friday 110

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18. Enter the time that the class will begin (e.g.8:00am) into the **Mtg Start** field. Click in the **Mtg End** field. The meeting end time will auto complete (e.g. 8:50am). The end time cannot be changed. Ensure that the Start/End Date is the same term as the Basic Data Tab (e.g. Fall 2016).
  
19. Add the instructor for the Meeting Pattern. Click the **Look up ID** button.
  
20. To search for an instructor, you may enter either the Empl ID, Last Name or First Name and press **Enter** or **Look Up**.

**Note:** If the instructor does not appear it could be possible they were not entered correctly. Ensure that the instructor is correctly setup in the Instructor/Advisor Table. *For FOIP reasons the names are scrambled.*



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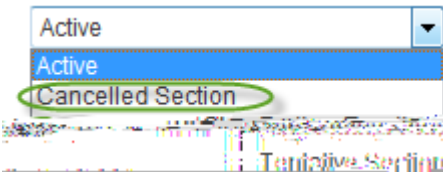
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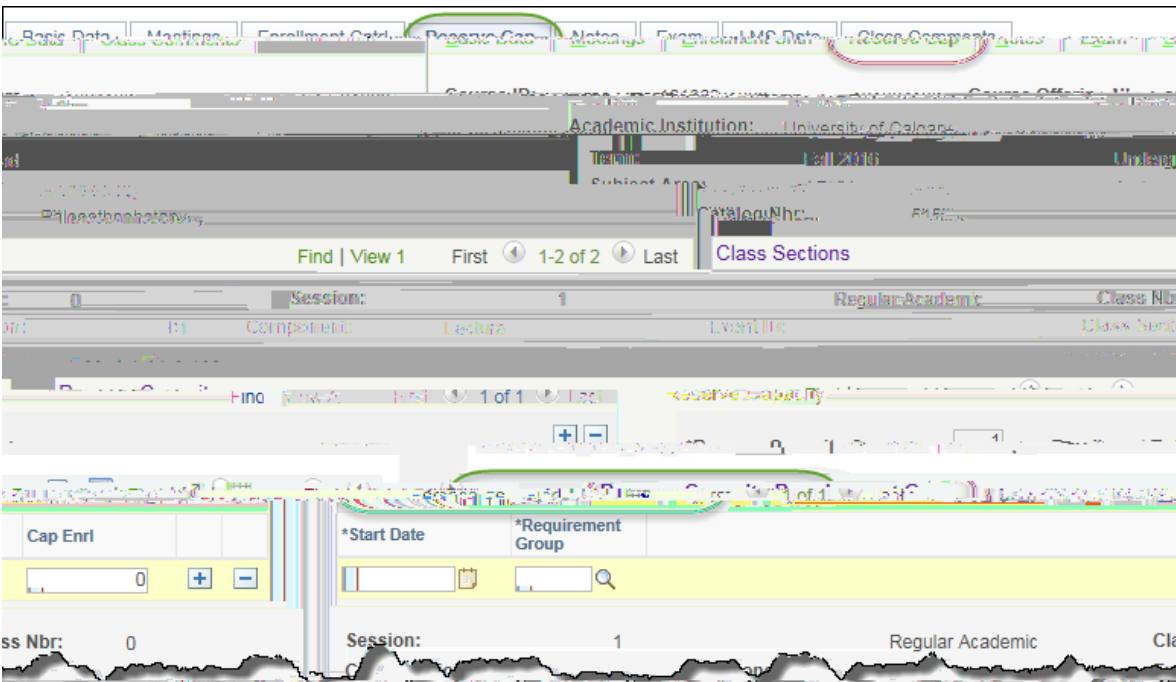
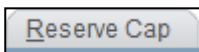
26. Once Fall/Winter registration has begun, and if a class has to be cancelled, the status must be changed to Cancelled Section. For details on Cancelling a Class, please consult the online learning and job aid for specific details. When changing status make sure the status is changed for all associated classes (lab/tutorials). The Scheduling office must be notified if any class is cancelled with a rationale as to why the section was cancelled.



Click the **Class Status** list. Select the appropriate status.



27. Click the **Reserve Cap** tab. Reserve Capacities are used to reserve seats for different groups of students for certain periods of time. This is a view only page that allows you to look at Reserve Capacities that have been requested by departments requested via the scheduling website under "Restrictions".



28. Click the **Notes** tab.

Notes refer to the data that is displayed in Schedule of Classes and Self Service. These can include pre-defined notes or free-format text for students use and will **NOT** be checked by the Scheduling Office.

29. Note Nbr contains pre-defined notes or

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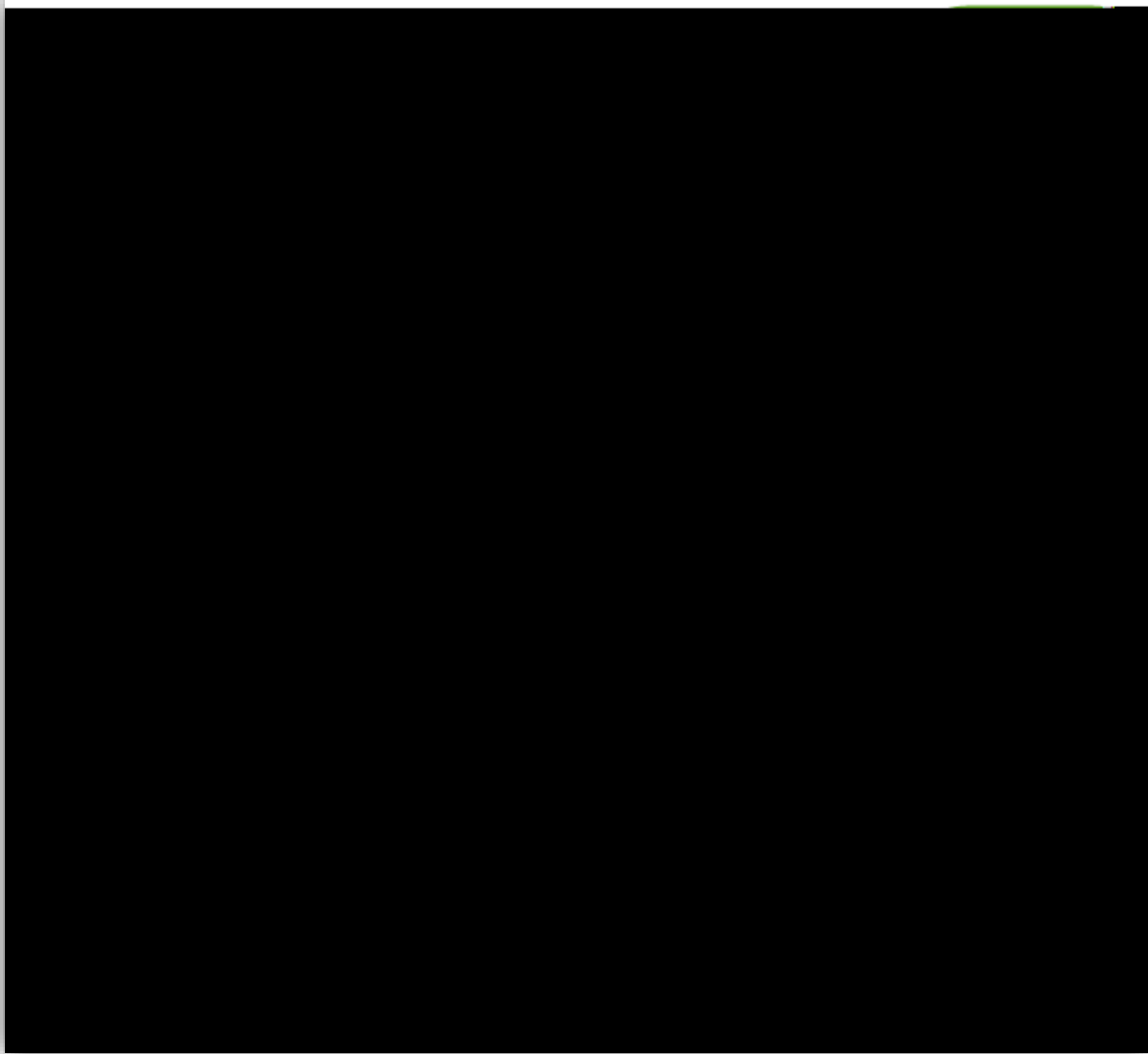
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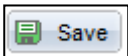


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30. Click the [Exam](#) tab.



32. When you have completed setting up the new course and, if necessary, all components press the Save button. Click the **Save** button.



**End of Procedure.**

