Schedule Info for Schedule of Class Data Entry

September 2010 – UPDATED INFO 10/31/14

Timeline for Class Schedule Entry

- Schedule entry by departments should be complete a minimum of one month PRIOR to pre-registration for that term.

University Calendar Committee

Committee will make recommendations to Executive Cabinet for potentially two future academic calendar years.

⭐ Pre-registration begins

Training Sessions for departments

Copy past Spring to future Spring

Copy past Summer & current Fall to future terms

| Aug current year | Sept | Oct | Nov | Dec | Jan future year | Feb | Mar | Apr | May | Jun | July | Aug |

BEGIN

FUTURE YEAR Summer & Fall schedule available for departments to adjust time, day and room locations. (COPIED FROM CURRENT YEAR LIKE TERMS)

Registrar's Office will schedule all remaining UNASSIGNED classes and rooms for **FUTURE YEAR SUMMER & FALL**. Departments must submit request for changes via Change of Schedule form.

BEGIN

Spring Future term schedule available for departments to adjust time, day and room locations. (COPIED FROM PREVOUS SPRING TERM)

Registrar's Office will schedule all remaining UNASSIGNED classes and rooms for **Spring Future Term**. Departments must submit request for changes via Change of Schedule form.

Key Fields for Reporting

Term:	Fall 2010-2011	Undergrad
Subject Area:	AEC	Construction
Catalog Nbr:	270	Statics&Strengths

Class Sections

*Session:	1	Regular Academic Session
*Class Section:	H001	*Start/E
*Component:	LEC 🔍	Lecture	Event I
*Class Type:	Enrollment ▼	
*Associated Class:	2	
*Campus:	HBG 🔍	Hattiesbrg
*Location:	HBG 🔍	Hattiesburg
Course Administrator:	🔍	
*Academic Organization:	CONSTRUCT 🔍	School of Construction
Academic Group:	SCT	College of Science & Tech
*Holiday Schedule:	STAF 🔍	Faculty and Staff Holiday
*Instruction Mode:	CF 🔍	Lecture / Face-to-F
Primary Instr Section:	H001	

Class Topic

Course Topic ID:	🔍	

- Session

- Campus
- Location

- Instruction mode

Session Facts

- Session codes
  - Determine begin/end dates
  - Determine contact minutes
  - Add/drop deadlines
  - Tuition (mini sessions)
  - CE1 – use specific dates the sections meet throughout the term
  - CE2 – use specific dates in the first half (same as 8w1/5w1)
  - CE3 – use specific dates in the second half (same as 8w2/5w2)

Campus & Location Options

Face-to-face courses – no online component

Campus	HB/USMGC
Location	HB/GP/GPT/Keesler/GCRL/Stennis etc.
Inst. Mode	CF, DF, etc.
Facility ID	Will be a bldg and room by location info

Courses with < 50% Online component

Campus	HB/USMGC
Location	HB/GP/GPT/Keesler/GCRL/Stennis etc.
Inst. Mode	C5 – web supplement
Facility ID	Will be a bldg and room by location info

SEE UPDATE

Courses with 50 – 99 % Online component

Campus	HB/USMGC
Location	Online
Inst. Mode	C9 - hybrid
Facility ID	Hybrid HB/USMGC – campus based on where students may meet at some point

Courses that are 100 % Online

Campus	Online
Location	Online
Inst. Mode	CO – fully online
Facility ID	Online HB/USMGC or CHAT HB/USMGC based on instructor's campus

UPDATE – no longer use <50% online

NOTE: Section codes for online courses should match the instructor's home campus.

UPDATE 8/1/12: C5 is no longer used for web supplement. Use CF, DF, etc. as appropriate.

Instruction Modes

METHODS OF INSTRUCTION ➕ **DELIVERY METHOD**

- C – Lecture
- E – Seminar
- F – Field
- L – Lab
- D – Dissertation
- I – Individual Study
- P – Practicum
- T – Thesis
- S – Studio
- etc. – see list

- F – Face-to-face
- 9 – Hybrid (50-99% online)
- O – Online (fully online)
- I – Interactive (IVN)
- etc. – see list

Section Codes

- Use H… for Hattiesburg or Meridian
- Use G… for Gulf Park, Gulfport, Stennis
- GCRL uses HBG or Gulfport depending on subject
- No X, R, M, etc.
- Use numeric numbers only
- Try to use consecutively (H001, H002, H003, etc.)

Change of Schedule Form

- Submit for cancellations regardless of enrollment
- Please submit **typed** change of schedule forms
- Gulf Park changes go to Gulf Park for processing

Gotchas

- Class Associations
  - Must be unique for each course & section
  - Can't be changed after section has enrollment

- Class (Course) Attributes
  - Do not remove NSLC code if shown – needed for enrollment verifications

- Non-Standard Meeting Patterns – avoid!
  - Impacts student schedules
  - Impacts space utilization
  - Unverified contact minutes
  - Unknown exam time

Gotchas, continued…

- Online HBG vs. Online USMGC
- Hybrids and events
- Online HBG/USMGC vs. CHAT HBG/USMGC
- MSVCC – restricted enrollment
- Graduate courses require instructors with 'faculty' level; dissertation courses require instructors with 'professor' level – both graduate statuses must be approved by Graduate Council.

Gotchas, continued...

- 'Arranged' listed as facility for sections that do NOT need a room
- WI & SC as class topics – all sections for appropriate courses
- Do not use 'Sec Inst' as instructor
- Load factor MUST equal 100%
- Instructors must be assigned by 10th class day
- Email Debbie Leland the emplid for new instructors to be added to table

Registrar's Office Resources

- Training opportunities for data entry

- Online tutorials

- Open/Closed Class Report via SOAR

- Registrar's Office website via Schedule Guide
  - Classroom Scheduling Policies approved 9/8/14
  - Standard Meeting patterns - UPDATED