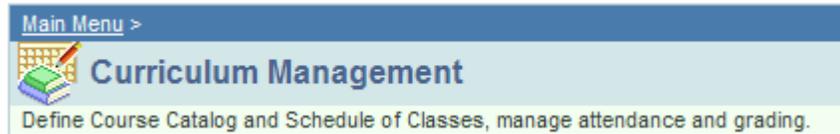


quick tips

CLASS SCHEDULE NAVIGATION



Every class section offered in any given semester has a large number of characteristics that together uniquely define one class from another. Many of these characteristics are copied directly from the course catalog information, or they are copied from the same class offering in a previous term. The Schedule Information Sheet (SIS) helps organize and track class specific information from term to term and academic year to academic year.

The scheduling features in the PeopleSoft application include the following components:

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Maintain Schedule of Classes**

- **Maintain Schedule of Classes** component displays only those courses that have already been scheduled for a term. Also displays all existing class numbers for the course.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule New Course**

- **Schedule New Course** component displays all courses available to schedule and should be used when adding a section for a course not yet scheduled in a term.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**

- **Schedule Class Meetings** component displays individual class sections that have been scheduled. Meeting pattern changes for combined classes only can be made in this page.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Update Sections of a Class**

- **Update Sections of a Class** component displays a snapshot summary of section information for a class. Use this component to view individual class sections and auto-enroll set-up.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Adjust Class Associations**

- **Adjust Class Associations** component displays the class unit value and course contact hours. Unit value changes for variable unit classes only can be corrected in this page.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Class Event Table**

- **Class Event Table** component displays individual scheduled meetings for a class.

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Combined Sections Table**

- **Combined Sections Table** component displays the combined ID. Create a combined ID when combining 2 or more classes by clicking on .

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Identify Combined Sections**

- **Identify Combined Sections** component displays the classes that are combined and their combined enrollment. To add combined classes enter the class numbers. If deleting combined classes click on . **Note:** before deleting combined classes, go to *Schedule Class Meetings* and remove instructor payroll information and facility ID from the classes.