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**Schedule of Classes**

**Summary**

Since the Fall of 2011, classes roll from like term to like term. After the roll you may add any new courses to your schedule, and if necessary, revise classes that are already scheduled. This document reviews basic fundamentals for scheduling classes from the course catalog in ConnectCarolina.

**Performance Outcome**

At the conclusion of this workshop, you will be able to:

- Define Course Schedule Maintenance
- Schedule a single section class
- Schedule a course with multiple sections
- Update/revise a previously scheduled class
- Schedule a multi-component class
- Understand the combined sections process
- Define various fields used for scheduling classes
Course Schedule Maintenance
The Scheduling section of the Registrar’s office is responsible for the organization and maintenance of the Schedule of Classes for each term.

During a time period we refer to as Course Schedule Maintenance, we open both the Connect Carolina and Ad Astra systems to allow departmental schedulers access to enter courses for a particular term and to choose or request classrooms.

**Tentative** time schedules for Course Schedule Maintenance are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall term</th>
<th>Spring term</th>
<th>Summer term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Schedule</td>
<td>November</td>
<td>April</td>
<td>October</td>
</tr>
<tr>
<td>Maintenance opens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Schedule</td>
<td>January</td>
<td>August</td>
<td>November</td>
</tr>
<tr>
<td>Maintenance closes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extended Course Schedule Maintenance

**Extended Course Schedule Maintenance** is the time period after room assignments have been finished by the Scheduling Department. It begins when the courses are posted on the web for the students to view (a date given on the Registrar’s calendar section of the Registrar’s website-http://registrar.unc.edu). It ends when the Permanent Record of Courses is printed for the term in question.

Departmental schedulers’ access during this time period is limited. You may enter reserve capacities, instructors, enter notes and change enrollment.

**Warning:** if you do change enrollment, please make sure the new enrollment number still fits the size of the classroom assigned.

During Extended Course Schedule Maintenance, other changes that are needed should be sent to the Scheduling Office. We prefer you send most changes on the log sheets (Departmental Change Request Form (Log sheet)) we have posted on the Registrar’s website (http://registrar.unc.edu/Classrooms/ClassroomSchedulingInformation/index.htm#forms).
Signing in to Connect Carolina
In order to work on your schedule of classes, you must sign in to Connect Carolina.

1. Go to the ConnectCarolina portal.  [http://connectcarolina.unc.edu/](http://connectcarolina.unc.edu/)

2. Click on the Login to ConnectCarolina button.

3. Enter your username and password.

4. Navigate to the Schedule of Classes.
   Go to SIA Menu > Curriculum Management > Schedule of Classes

Adding a Course to Connect Carolina

Schedule a New Course
The Schedule New Course component enables you to view all courses from the course catalog that can be scheduled.
How to schedule a new course for the specified term.

1. Go to Curriculum Management > Schedule of Classes > Schedule New Course

2. Click on Schedule a New Course

3. Fill in the Form to Create the New Course
   a. Term
      Terms need to have 4 digits (2=2000-the century, 11=the year and 2 at the end means the spring term).
      Example: The Spring 2011 term is written as 2112. (9 = Fall)(5=Summer)
   b. Subject Area
   c. Catalog Nbr:
      Catalog number is the course number.

4. Click on the Search button.

5. The new course will be displayed. It is not entered in the term until you give it a section number and save. (Please see image on next page)
In Connect Carolina, each course you enter will have several tabs at the top of the page. We will begin on the Basic Data tab.
Modify a New Course

Basic Data Tab
To create or modify a course start with the Basic Data tab. The Basic Data tab can be used to define sections and multiple components.

Enter a Section Number
Enter the section number for the course in the Class Section field.

- Enter the number using the traditional 3 number code. Thus section one will be written as 001.
- See Appendix A for section numbering guide.

Schedule Print Box
Check the Schedule Print check box.

- In Connect Carolina, the schedule print box will be checked by default for most courses.

- This allows students to see the course online and allows it to be printed in the Semester Section book and the Permanent Record of Classes.

If you don’t want students to see the course in the Semester Section book, uncheck this box.

Lecture, Lab or Recitation
Determine if the course is a lecture, lab or recitation.

- The default value is LEC.
To change it, click the lookup icon to obtain access to the different choices. Click on your choice and it will be automatically entered and will return you to the basic tab page.

If you select lab or recitation and it is to be non-credit bearing, you will use the next drop down box to choose non-enroll. If your choice is not there, contact the Scheduling Office.

**Save the Course**

Save the course.

Go to the bottom of the page and select the **Save** button.

**The Meeting Tab**

The meeting tab contains information about room, days, meeting times and also instructor information.

**Set the Meeting Times (Meeting Pattern)**

UNC-CH has standard meeting times (*duration of class*). These meeting times are set up to make the best use of our general purpose classrooms.

Use of these standard times is preferred by the Registrar’s Office.
Schedule of Classes

1. In the **Meeting Pattern** block, click the Lookup icon next to **Pat** to choose a standard meeting times.

   **Note:** Manually enter the meeting time if the meeting time is not listed.
   **Note:** To schedule a TBA class leave the pattern fields blank.

2. Enter the **Meeting Start Time**.

3. Enter 9:00a in the first box and select tab or enter. ConnectCarolina will complete the meeting pattern for you.

   If you do not use a standard meeting time, you must click the day individual boxes manually and enter the time in each box.

   The system will default the 2
   nd box to an hour time block so you will have to change it. See **Appendix B** for standard time blocks endorsed by the Registrar.

   To add a second meeting pattern, use the **+** button.

   **Assign the Instructor for the Class**
   At the bottom of the page is where you place the instructor.

   1. Enter the instructor’s PID in the **ID** field and enter. If the instructor’s PID is not known click the lookup icon to select an instructor.
2. Select the Instructor Role.
   a. Using the drop down menu determine if the access needs to be
      - Primary Instructor
      - TA
      Note: for grading purposes, TA’s must be listed on lecture as well as recitation section.
      - Proxy
      - Dean’s Designate

3. Determine Access
   - Approve (*most inclusive access*) There must be at least one approver on each section.
   - Grade (*can only enter grades but not send to the Registrar’s office*)

4. Select the **Workload** tab to set the load factor.
   a. Click on the Workload tab. Please see Appendix F (page 34) for additional important information.
5. Determine if there are more than one instructors attached to the course.

*When there is only one instructor for a class (see image above) their load factor will be 100.00%. If multiple instructors are attached to the course the total workload must equal 100%.*

6. Add another instructor to a class (*this is where you would add yourself as proxy*)
   a. Click the plus button to add another instructor.
   b. Click the minus button to delete the instructor.

   **Important:** The load factor can then be changed manually to whatever percentage the instructors have agreed upon.

7. Click the Save button.
   - Upon saving, you may receive a warning message if the instructor teaches more than one course. Click the OK button and continue scheduling.

---

**Add a Second Title to Special Topics Courses**

1. Second titles can be added to special topics courses.
2. Enter a title into the ‘Free Format Topic’ field.

**Note:** The Free Format Topic space only accepts **30 characters**.
The Enrollment Tab
The Enrollment Control tab controls enrollment capacity, wait lists and controlled enrollment.

Determine Enrollment Capacity
1. Enter the number of students who should be able to enroll in the class.

Waitlist Capacity
2. Configure the waitlist capacity
   a. Check Auto Enroll from Waitlist (Should be checked by default).
   b. Waitlist Capacity: Enter the number of students to include.
**Controlled Enrollment**

3. Select the **Add Consent** drop down box.
   a. Click on **Dept. Consent**.
      We are not using Instructor consent at this time.

Once Dept. Consent is chosen, no student may enroll themselves in this course.

**Reserve Capacity Tab**

Reserve Capacity is a way to limit a certain amount of seats in a section to a selected group of students. Our recommendation is that you keep them as simple as possible, relying on department consent as an alternative method of controlling which students are able to register for a course.

**Configure a Start Date**

For Reserve Capacity to work correctly a starting rule and ending rule must be configured into ConnectCarolina.

**Configure Reserve Capacity**

1. **Configure a Start Date.**

   Click on the calendar icon to configure a start date.

   This is the first day that the enrollments can be processed for this course.
2. Configure a **Requirement Group**.

Click the lookup icon to choose the requirement group.

The requirement group will restrict the enrollment only to this group.

**Note:** The requirement group defines the requirement which students must meet to be eligible for a reserved seat.

3. Set the number of students who can enroll.

Use the **Cap Enrl** field to set the number of students who can enroll in the course by meeting this reserve capacity.

**Note:** The Cap Enrl field specifies the number of seats that have been reserved for students who meet a certain requirement.

The enrollment total you see **here** is the total enrolled under this reserve capacity (**not the total enrolled in the class**).
Configure an End Date

1. Click the + icon to add an ending date.

2. Decide the date you want this reserve capacity group to end.
   
   If you want it to always remain effective, you don’t need to set an end date.

Reserve Capacity Examples

1. Restrict a course to certain majors

   Follow the example to the right and use the requirement group to allow students from a specified requirement group to enroll in a class.

   Click on the Lookup icon to launch the lookup page.
Example: Click on the description field and configure the search to pull up all requirement groups that contain anthropology students. Use the drop down box to enter the word “contains” for best results.

2. Allow several different groups to register at the same time.

The student groups MUST have different sequence numbers but the same dates.

1. Add new sequences by using the + icon.

2. Fill out the sequence using the instructions above.

The end date on Sequence 1 will end all other reserve capacity sequences on that date.
Notes Tab
The Notes tab can be used to link notes, special instructions or other pertinent information to class sections

There are two ways to add notes to a section in order to give the students further information or special instructions regarding a class.

1. Use the lookup icon next to Note Nbr: to select a pre-configured note.

2. Use the Free Format Text box to enter a custom note.
Adding More than one Section to a Course
Once you’ve added section one, you may decide that more sections of a particular course are needed. It’s very simple to add more sections.

Additional sections can be added from either of these pages:
- Curriculum Management > Schedule of Classes > Schedule New Course
- Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Fill in the Form to locate the course
   a. Terms need to have 4 digits (2=2000-the century, 11=the year and 2 at the end means the spring term).
      Example: The Spring 2011 term is written as 2112.
   b. Subject Area
   c. Catalog Nbr: Catalog number is the course number.

2. Click on the Search button.
   This will bring you to the first section of the course that has already been scheduled.

3. Add a New Section
   a. Click on the plus + icon in the upper right corner of the Class Sections box.

Note: Always use a blank section box!

Important: Typing over another section number replaces that section.
4. Configure the New Section.

**Note:** Refer to Modify a Course on page 9.

**Linking recitations and labs to lecture sections**

Linking recitations and/or labs to lectures is done through the **Associated Class** box on the Basic Data tab.

Linking or associating lectures and their recitations/labs can be thought of in three simple ways.
**Scenario 1:** One lecture section, several recitations and/or lab sections.

The associated class box should have the same number in both the lecture and the recitation and/or lab sections.

<table>
<thead>
<tr>
<th>Lecture Section: ANTH 999m001</th>
<th>Recitation: ANTH 999m601</th>
</tr>
</thead>
</table>

It’s easiest to use the same number as the lecture section (i.e. section 001 link number is 1, section 002 is 2, etc) but not mandatory except at least one associated class number must be 1. We are reserving 990 and up for Part time classroom studies and the Friday Center.

**Scenario 2:** More than one lecture section and several recitations and/or lab sections.

This scenario addresses an instructor that needs specific recitations to go with specific lecture sections.

<table>
<thead>
<tr>
<th>ANTH999m001 (lecture section)</th>
<th>Associated Class: 1</th>
</tr>
</thead>
</table>

Students will see and be able to register for the following sections:

<table>
<thead>
<tr>
<th>ANTH999m601</th>
<th>Associated Class: 1</th>
</tr>
</thead>
</table>

*** Create the associated class number for the second lecture section a different number.

*** Create the associated class numbers on the specific recitations for that lecture the same number.

<table>
<thead>
<tr>
<th>ANTH999m002 (lecture section)</th>
<th>Associated Class: 2</th>
</tr>
</thead>
</table>

Students will be able to register for the following recitation sections:

<table>
<thead>
<tr>
<th>ANTH999m 603</th>
<th>Associated Class: 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m001 (lecture)</th>
<th>Associated Class: 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m002 (lecture)</th>
<th>Associated Class: 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m601</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m602</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m603</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>

**Scenario 3:** Multiple lectures – students can register for any recitation

<table>
<thead>
<tr>
<th>ANTH999m001 (lecture)</th>
<th>Associated Class: 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m002 (lecture)</th>
<th>Associated Class: 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m601</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m602</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANTH999m603</th>
<th>Associated Class: 9999</th>
</tr>
</thead>
</table>
Using the number 9999 allows students to mix and match lectures and recitations and/or labs. Because future changes may be necessary, you must always use different Associated Class numbers for each lecture section.

**Combined Sections**

Combined sections are two courses that are from different departments but are taught together as one. Courses listed as combined in the Course Catalog should be offered as combined. If they will no longer be offered as combined, they must go through the Course Request Approval system to be unlinked.

One course (*usually the department providing the instructor*) is considered the sponsor course. You can find the sponsor course by looking in the course catalog (*see Appendix C*).

The other course is considered the non-sponsor course.

The sponsor course is responsible for contacting the non-sponsor course department to request they set their section up in Connect Carolina. They tell the non-sponsor department how many students can enroll in that section.

Both departments should set up their course with only the section number and the enrollment number.

All further information should be included on the **Combined Section Form** that the sponsor course submits to the Scheduling Office. This form is found at the following link: [http://registrar.unc.edu/Classrooms/RoomRequestForm/index.htm](http://registrar.unc.edu/Classrooms/RoomRequestForm/index.htm) (*combined section request form*)

The Scheduling Office will then do the work of actually combining the courses. You can view the combined sections by choosing the meeting tab and clicking the link.

After clicking the link you will see the combined courses. If this link is not here, the courses have not been combined yet. If this happens more than 2 days after you have requested it, please notify our office.
Scenarios

Scenario 1: Schedule a Course with Multiple Sections
To add multiple sections of a course (Example: 001, 002, 003), complete the following steps:

1. Curriculum Management > Schedule of Classes > Schedule New Course
2. Complete steps from the previous Scenario: Schedule a Single Section Class.
3. From the Basic Data tab, click the + sign to add a new Class Section.
4. Enter a new Class Section number.
5. Add any information on the Basic Data tab if needed.
6. Add any information on the Enrollment Requirements tab if needed.
7. Add any information on the Class Notes tab if needed.
8. Select Save.

Scenario 2: Revise a Previously Scheduled Class That is Not Combined

1. Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
2. Enter Term and Subject Area and Catalog Nbr.
3. Select the Meetings tab.
4. To add a new meeting click the “+” button to add a new row in the Meeting Pattern area.
5. Enter the required row information.
6. To delete a meeting click the “-“ button to delete the row from the Meeting Pattern area. Do not delete parts of the meeting pattern.
7. To add an instructor click the “+” button to add a new row in the Instructor For Meeting Pattern area.
8. Enter the required information such as Instructor Role and Access.
9. To delete an instructor click the “-” button to delete the row in the Instructor For Meeting Pattern area.
10. Add/revise any information on the Basic Data tab if needed.
11. Add/revise any information on the Enrollment Requirements tab if needed.
12. Add/revise any information on the Class Notes tab if needed.
13. Select Save.

**Scenario 3: Schedule a Multi-Component Class**

When scheduling multi-component classes (such as classes with labs, recitations and correspondence), it is important to use class association numbers to link all class sections that constitute a single offering.

With a common association number you can control the sections of classes in which a student must enroll and also control elements of the sections including components

2. Complete steps 1-22 in the previous Scenario: Schedule a Single Section Class.
3. Click the “+” sign to add a new (2nd) Class Section.
4. Enter Class Section number (example: 002).
5. Select the Lookup icon to choose another component (Example: lab, recitation, correspondence, etc.).
6. Enter a number in the Associated Class field. The class number must be the same for all of the components if you want it to be associated to the same lecture. If a component should be associated to any lecture you can enter 9999.
   Note: the Lookup icon is only available to choose a number after you save.
7. Click the “+” sign to add a 3rd Class Section.
8. Select the Lookup icon to choose another component (Example: lab, recitation, correspondence, etc.).
9. Select the Lookup icon to choose the Associated Class. Note this class number must be the same for all of the components.
10. Select Save.

**Scenario 4: Viewing Combined Sections (Cross Listed Classes)**

There are two ways to find out if your combined sections classes have been completed by the Registrar’s office.

1. The first way to identify if the class has been combined is to go to:
2. Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
3. Enter Term and Subject Area and Catalog Nbr if known.
4. Select the Meetings tab.
5. In the Meeting Pattern section select the Combined Section link.
6. This will bring you to the Combined Sections page to view the cross listed courses.
7. The second way to identify if the class has been combined is to go to:
8. Curriculum Management > Combined Sections > Identify Combined Sections.
9. Select the term and session to get the list of all combined sections being offered.
10. This will bring you to the Combined Sections page to view the cross listed courses.

Scenario 5: Revise a Previously Scheduled Class That is Combined
1. Curriculum Management > Schedule of Classes > Schedule Class Meetings.
2. Enter Term and Subject Area and Catalog Nbr.
3. Select the Meetings tab.
4. To add a new meeting click the “+” button to add a new row in the Meeting Pattern area.
5. Enter the required row information
6. To delete a meeting click the “-” button to delete the row from the Meeting Pattern area. Do not delete parts of the meeting pattern.
7. To add an instructor click the “+” button to add a new row in the Instructor For Meeting Pattern area.
8. Enter the required information.
9. To delete an instructor click the “-” button to delete the row in the Instructor For Meeting Pattern area.
10. Add/revise any information on the Basic Data tab if needed.
11. Add/revise any information on the Enrollment Requirements tab if needed.
12. Add/revise any information on the Class Notes tab if needed.
13. Select Save.
Scheduling Terminology

**Associated Class:** This feature links two different components of the same class, for example a lecture and a lab. A class association can be a single lecture section with multiple labs/recitations or it can be multiple lecture sections, each with one or more labs/recitations.

**Catalogue:** The full list, with detail, of course descriptions such as component options. Schedule of Classes: Uses catalogue information to schedule a class for a specific term and session.

**Class section:** Multiple sections of a class can be offered within a session and/or term. Lecture classes are numbered 001+ sequentially. Recitation sections are number 601+ sequentially.

**Combined Sections:** Called cross-listing in SIS. It’s a single class that meets the needs of different programs.

**Component:** Class delivery format, such as lecture, recitation, or lab.

**Enrollment Capacity:** The largest size class allowed for that instructor/class/facility (required).

**Instruction Mode:** This is an optional field. The information does not show up in the screens viewed by students.

**Meeting Pattern:** The day(s) of the week and time that a class meets.

**Requested Room Capacity:** Not used at UNC Chapel Hill.

**Requirement Group:** This drop down box defines the approved groups for reserved capacity.

**Reserve Capacity:** PeopleSoft allows seats to be saved based on certain criteria. UNC Chapel Hill will use program/plan and standing. Seats for more than 1 group can be reserved for any single class.

**Schedule of Classes:** Uses catalogue information to schedule a class for a specific term and session.

**Session:** Terms can be subdivided into multiple sessions of different lengths, with different beginning and ending dates. Sessions can begin before the actual term starts but must end within the established end date of that session. Most careers will have a single session per term, but some, like Medicine, will have many sessions.

**Term:** An administrative time period within which sessions are defined, students are billed, and statistics are accumulated for individual students and the entire academic institution. UNC Chapel Hill will assign terms by career and use 3 terms per academic year: Fall, Spring and Summer. (Term is equivalent to semester.)

**Waitlist Capacity:** How many students can be allowed on the waitlist at a given time (optional).
Appendix

Appendix A -- Standard Section Numbering System effective Fall 2011

| On Campus Lectures, Labs, and Recitations | 001-299 | On-campus Lecture sections |
| 300-399 | Lecture sections: Summer Bridge, SPCL |
| 400-599 | Laboratory sections |
| 600-850 | Recitation sections |
| 01M-09M | Maymester sections |
| 01S-09S | Faculty-led Study Abroad courses |
| | (see Registrar’s Policy Memorandum 14) |
| 01W-09W | On-campus web delivery courses (Lecture) |
| | Established by departments with minimal or no classroom attendance intended primarily for on-campus degree-seeking students. |

| Correspondence | 851-860 | Self-paced Courses through the Friday Center |
| | 851 = Correspondence Self-paced Courses |
| | 855 = Online Self-paced Courses |

| Inter-Institutional | 900-950 | Inter-Institutional courses (Registrar Only) |
| Part-time Classroom Studies | 951-955 | Part-time Classroom Studies |
| | (Evening sections, Friday Center) |

| Distance Education | 956-974 | Departmental Distance Learning |
| | (Depts needing additional section #s for these delivery modes may add a single letter to the end of the section #, i.e. 956a, 956b, etc.) |
| | **Principal Method of Delivery codes (screen 137, SIS)** |
| | P Face-to-face instruction, includes internships, clerkships, fieldwork (956-960) |
| | 02 Interactive real-time video (961-963) |
| | 03 TV, VHS, CD, DVD (non-web) (964) |
| | 05 Web delivery asynchronous (965-972) |
| | 06 Web delivery synchronous (973-974) |

| Friday Center Distance Learning | 975-989 | Principal Method of Delivery codes (screen 137, SIS) |
| | P Face-to-face instruction, includes internships, clerkships, fieldwork |
| | 02 Interactive real-time video |
| | 03 TV, VHS, CD, DVD (non-web) |
| | 05 Web delivery asynchronous |
| | 06 Web delivery synchronous |

| Friday Center Distance Learning Carolina Courses Online | 990-994 | 990, 994 Regular term (for UNC campus students) |
| | 991, 992, 993 Off-campus Studies students |

| Reserved | 995-999 | Reserved for future use by Registrar |
| 997 | Formerly used for Summer Study Abroad sections |
| 998 | Formerly used for “By Exam” credit |
| 999 | Formerly used for “Placement” credit |

Revised 2/11/2011
Appendix B -- Standard Time Periods

The **Standard Time Periods** listed below consist of 75 minute periods to be used on TR or MW, and 50 minute periods to be used on MWF, for three credit hour courses. These standard class schedule periods must be used for all lecture classes of one hundred fifty (150) minutes per week unless some special arrangement has been approved by the University Registrar for use of one of the non-standard periods.

<table>
<thead>
<tr>
<th>Monday/Wednesday/Friday</th>
<th>Tuesday/Thursday</th>
<th>Monday/Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:50 am</td>
<td>8:00-9:15 am</td>
<td>3:30-4:45 pm</td>
</tr>
<tr>
<td>9:00-9:50 am</td>
<td>9:30-10:45 am</td>
<td>5:00-6:15 pm</td>
</tr>
<tr>
<td>10:00-10:50 am</td>
<td>11:00-12:15 pm</td>
<td></td>
</tr>
<tr>
<td>11:00-11:50 am</td>
<td>12:30-1:45 pm</td>
<td></td>
</tr>
<tr>
<td>12:00-12:50 pm</td>
<td>2:00-3:15 pm</td>
<td></td>
</tr>
<tr>
<td>1:00-1:50 pm</td>
<td>3:30-4:45 pm</td>
<td></td>
</tr>
<tr>
<td>2:00-2:50 pm</td>
<td>5:00-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>3:00-3:50 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00-4:50 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-5:50 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C -- Locating Combined Courses in the Course Catalog

1. Go to Curriculum Management > Course Catalog.
2. Enter the Subject Area
3. Enter the Catalog Nbr:

4. On the catalog data page locate the Course Offering Box.

5. The Course Offering Box displays all of the courses combined with INTS 210.

Note: Since INTS 210 is listed first in the Course Offering box it is the sponsor course.
Appendix D- Access a Class Roster

Background
This access will allow staff to print, E-mail and view important details.

Steps
Navigation:
 Curriculum Management > Class Roster > Faculty/Staff View of Roster

Locate the Class Roster

1. Identify the Class Nbr. of the roster you want to view.

2. Locate the Roster

Using the Search page enter:

   a. Class Nbr:
   b. Term

3. Click the Search button
Appendix E - Canceling a course from a term

Background
This will allow a staff member to delete a course that has rolled from a previous term that will not be used in the current term.

Steps
Navigation:

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Enter term and course information and click search.

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

   Find an Existing Value
   Limit the number of results to (up to 300): 300
   Academic Institution: UNCCH
   Term: 2119
   Subject Area: ANTH
   Catalog Nbr: begins with 999M
   Academic Career: begins with
   Campus: begins with
   Description: begins with
   Course ID: begins with
   Course Offering Nbr: begins with
   Case Sensitive

   Search Clear Basic Search Save Search Criteria

3. Use the Navigation below.

4. Navigate to the Enrollment tab.
5. Use the drop down box and select canceled section.

6. Save.

You will only have the ability to do this during the Course Schedule Maintenance period. After that time, cancellations must come through the Scheduling Office.
## Appendix F—Instructor Role, Access and Workload (College of Arts & Sciences)

### Component Types

<table>
<thead>
<tr>
<th>Component Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture</strong></td>
<td>A class in which an instructor presents the main body of course material. Section numbers 001-299 (on-campus sections); section numbers 300-399 (summer bridge, SPCL).</td>
</tr>
<tr>
<td><strong>Laboratory (Lab)</strong></td>
<td>Applies lecture material in small-group situations such as experiments, assignments, and projects. Labs usually meet for two to three hours per week. Section numbers 400-599.</td>
</tr>
<tr>
<td><strong>Recitation</strong></td>
<td>Small discussion classes designed to reinforce main ideas from lectures and offer more individualized attention to students. Section numbers 600-850.</td>
</tr>
</tbody>
</table>

### Instructor Roles

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Instructor</strong></td>
<td>Instructor with primary teaching responsibility for a component. This includes a lecture, lab, or recitation component. Graduate students with primary teaching responsibility for a lab or recitation should be coded as a “primary instructor,” not a “TA.”</td>
</tr>
<tr>
<td><strong>Secondary Instructor</strong></td>
<td>Used infrequently when an instructor has less than 50% of the overall teaching and grading responsibility for a component. May be used when a guest professor teaches less than half of the classes.</td>
</tr>
<tr>
<td><strong>TA</strong></td>
<td>Teaching assistant with grading and administrative responsibilities for a component.</td>
</tr>
<tr>
<td><strong>Proxy</strong></td>
<td>Used infrequently. Note: Student Services Managers (SSM) should not be listed as proxies. SSM can access class rolls through the Curriculum Management tab in ConnectCarolina. Instructors can add SSM to the Sakai class site if necessary. Sakai provides the following user roles: auditor, coordinator, guest, instructor, student, teaching assistant, tech support. It is not necessary to include graduate students as TA’s on the lecture class if they also have responsibility for recitation sections; in that case, you may want to include them as proxies.</td>
</tr>
</tbody>
</table>

### Access

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td>Most inclusive access. Ability to enter and approve grades. There must be at least one approver on each graded section.</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>Ability to enter grades.</td>
</tr>
</tbody>
</table>

- [Office of the University Registrar](#) || [Training Document](#) 11/13/2013 5:21 PM
# Schedule of Classes

## Scenarios

### Lecture with 1 instructor

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor*</td>
<td>Approve</td>
</tr>
</tbody>
</table>

*Graduate students with primary responsibility for instruction and grading, also known as a “Teaching Fellow (TF), should be coded as “Primary Instructor,” not “TA.”

### Lecture with 1 instructor and at least 1 TA

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>TA 1 (001)</td>
<td>TA</td>
<td>Grade</td>
</tr>
<tr>
<td>TA 2 (001)</td>
<td>TA</td>
<td>Grade</td>
</tr>
</tbody>
</table>

### Lecture with recitations (non-graded component), no TA graders

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor*</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Recitation 601 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
<tr>
<td>Recitation 602 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
</tbody>
</table>

*If the lecture instructor wants access to recitation sections, they should be listed on the recitation as “Secondary instructor” with “Approve” access and a .0004% Workload.

### Lecture with recitations (non-graded component), with TA graders

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lecture TA 1 (001)</td>
<td>TA</td>
<td>Grade</td>
</tr>
<tr>
<td>Lecture TA 2 (001)</td>
<td>TA</td>
<td>Grade</td>
</tr>
<tr>
<td>Recitation 601 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
<tr>
<td>Recitation 602 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
</tbody>
</table>

### Lecture with recitations (non-graded component), with TA graders who are different than the recitation instructors

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lecture TA 1 (001)</td>
<td>TA</td>
<td>Grade</td>
</tr>
<tr>
<td>Recitation 601 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
<tr>
<td>Recitation 602 instructor</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
<tr>
<td>Lecture TA 2 (recitation 601 instructor)*</td>
<td>Proxy</td>
<td>Grade</td>
</tr>
</tbody>
</table>

*It is not necessary to include graduate students as TA’s on the lecture class if they also have responsibility for recitation sections; in that case, you may want to include them as proxies.
### Lecture with 2 (primary) instructors, each contributing 100% (co-teaching)

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lecture instructor 2 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
</tbody>
</table>

*ConnectCarolina gives a warning for exceeding 100%, but this can be bypassed.

### Lecture with 2 or more instructors (with different teaching contributions)

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture instructor 1 (001)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lecture instructor 2 (001)</td>
<td>Secondary instructor</td>
<td>Grade</td>
</tr>
</tbody>
</table>

### Lab (graded course) with multiple sections

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 1 instructor (401)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lab 2 instructor (402)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lab 3 instructor (403)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
</tbody>
</table>

### Lab (graded course) with Lab Director and multiple sections

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Access</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 1 Director (401)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lab 1 instructor (401)</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
<tr>
<td>Lab 2 Director (402)</td>
<td>Primary instructor</td>
<td>Approve</td>
</tr>
<tr>
<td>Lab 2 instructor (402)</td>
<td>Primary instructor</td>
<td>Grade</td>
</tr>
</tbody>
</table>

*The workload percentage total for the Lab Director should equal 100%. For example, if there are two sections of the lab course, then the workload for the Lab Director should be 50% for each section.