

# Connect CAROLINA

*Schedule of Classes Training*

*11/13/2013*

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## *Schedule of Classes*

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## **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

# Schedule of 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:

	Fall term	Spring term	Summer term
Course Schedule Maintenance opens	November	April	October
Course Schedule Maintenance closes	January	August	November

## 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.

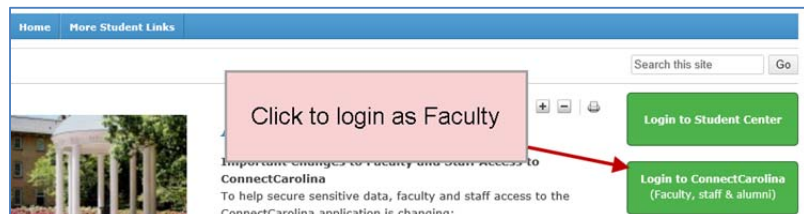
During Extended Course Schedule Maintenance, other changes that are needed should be sent to the Scheduling Office. We prefer you send most changes on the log sheets (*Departmental Change Request Form (Log sheet)*) we have posted on the Registrar's website (<http://registrar.unc.edu/Classrooms/ClassroomSchedulingInformation/index.htm#forms>).

## Signing in to Connect Carolina

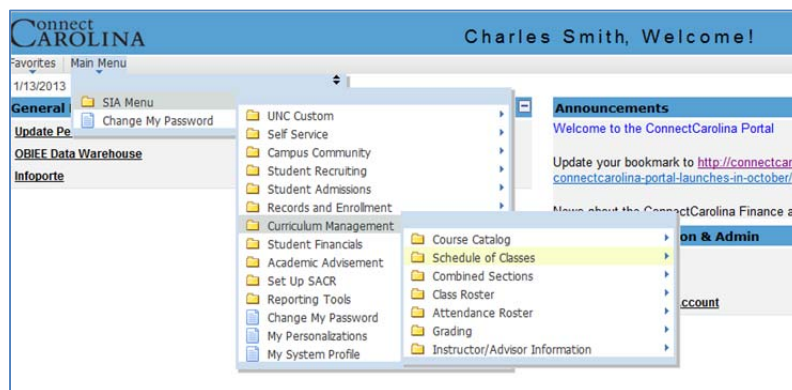
In order to work on your schedule of classes, you must sign in to Connect Carolina.

1. Go to the ConnectCarolina portal. <http://connectcarolina.unc.edu/>

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.

# Schedule of Classes

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)*

**Schedule New Course**

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: = UNCC

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Course ID: begins with

Description: begins with

Course Offering Nbr: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

**Schedule New Course**

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: = UNCC

Term: = 2122

Subject Area: = anth

Catalog Nbr: begins with 999m

Academic Career: =

Campus: begins with

Course ID: begins with

Description: begins with

Course Offering Nbr: =

☐ Case Sensitive

Search Clear Basic Search

Click on the Search button

## Schedule of Classes

**Connect CAROLINA**

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 023160 Course Offering Nbr: 1  
 Academic Institution: UNC-Chapel Hill  
 Term: 2012 Spring Graduate  
 Subject Area: ANTH ANTHROPOLOGY  
 Catalog Nbr: 999M TEST COURSE

Auto Create Component

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

\*Session:  Class Nbr: 0  
 \*Class Section:  \*Start/End Date:    
 \*Component: LEC Lecture  
 \*Class Type: Enrollment  
 \*Associated Class: 1  
 \*Campus: MAIN UNCCH  
 \*Location: SA-UNCCH UNC Chapel Hill  
 Course Administrator:   
 \*Academic Organization: ANTH Anthropology  
 Academic Group: CAS College of Arts & Sciences  
 \*Holiday Schedule:   
 \*Instruction Mode: P Face to Face Instruction  
 Primary Instr Section:

Add Fee

☐ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☐ Sync Attendance with Class Mtg  
☐ GL Interface Required

**Class Topic**

Course Topic ID:  Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group:  Override Equivalent Course  
 Class Equivalent Course Group:

**Class Attributes** Customize | Find | View All | First 1-2 of 4 Last

*Course Attribute	*Course Attribute Value
CC Course Career	G* Graduate Level
CC Course Career	P* Professional Level

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.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 023160 Course Offering Nbr: 1  
 Academic Institution: UNC-Chapel Hill  
 Term: 2012 Spring Graduate  
 Subject Area: ANTH ANTHROPOLOGY  
 Catalog Nbr: 999M TEST COURSE

Auto Create Component



## Modify a New Course

### Basic Data Tab

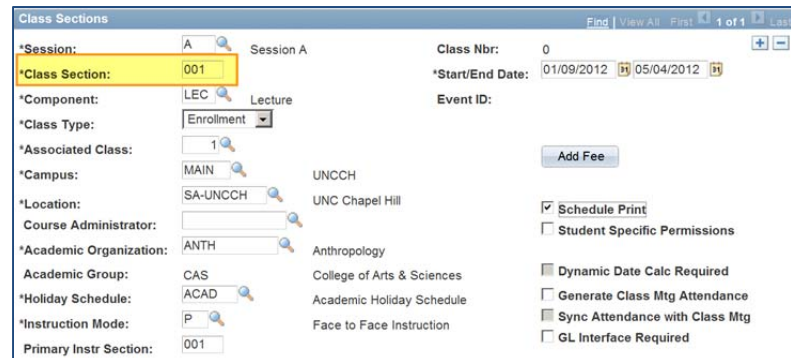
To create or modify a course start with the **Basic Data** tab. The Basic Data tab can be used to define sections and multiple components.

### 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.



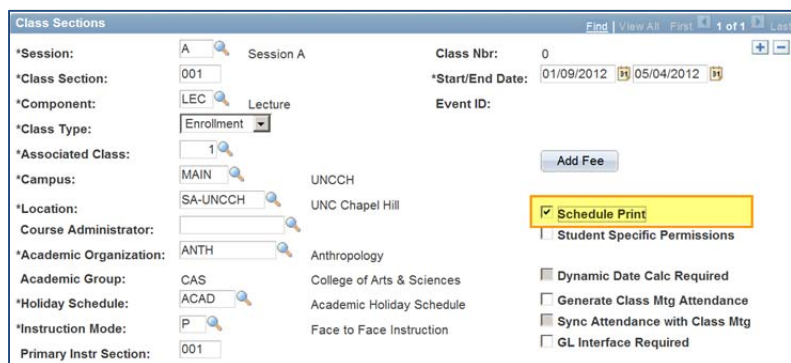
The screenshot shows the 'Class Sections' form. The 'Class Section' field is highlighted with a yellow box and contains the value '001'. Other fields include 'Session' (A), 'Component' (LEC), 'Class Type' (Enrollment), 'Associated Class' (1), 'Campus' (MAIN), 'Location' (SA-UNCCH), 'Course Administrator' (empty), 'Academic Organization' (ANTH), 'Academic Group' (CAS), 'Holiday Schedule' (ACAD), 'Instruction Mode' (P), and 'Primary Instr Section' (001). The 'Start/End Date' is 01/09/2012 to 05/04/2012. The 'Event ID' is empty. The 'Add Fee' button is visible. The 'Schedule Print' checkbox is checked.

### 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.



The screenshot shows the 'Class Sections' form. The 'Schedule Print' checkbox is highlighted with a yellow box and is checked. Other fields are the same as in the previous screenshot.

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

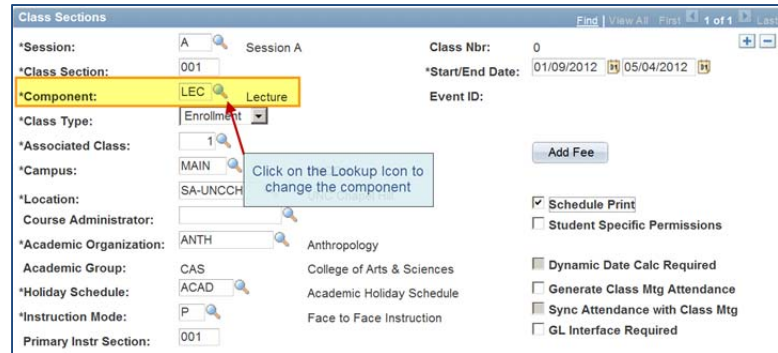
### Lecture, Lab or Recitation

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

The default value is **LEC**.

## Schedule of Classes

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.

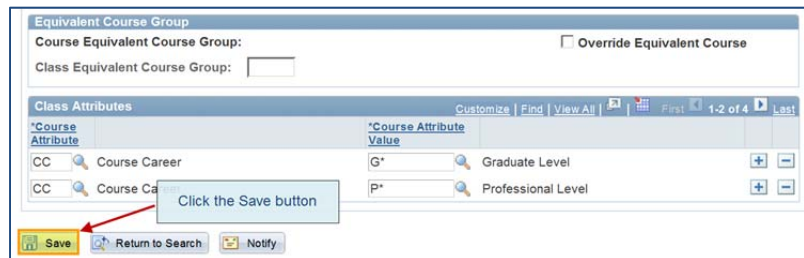


If you select lab or recitation and it is to be non-credit bearing, you will use the next drop down box to choose non-enroll. If your choice is not there, contact the Scheduling Office.

### Save the Course

Save the course.

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



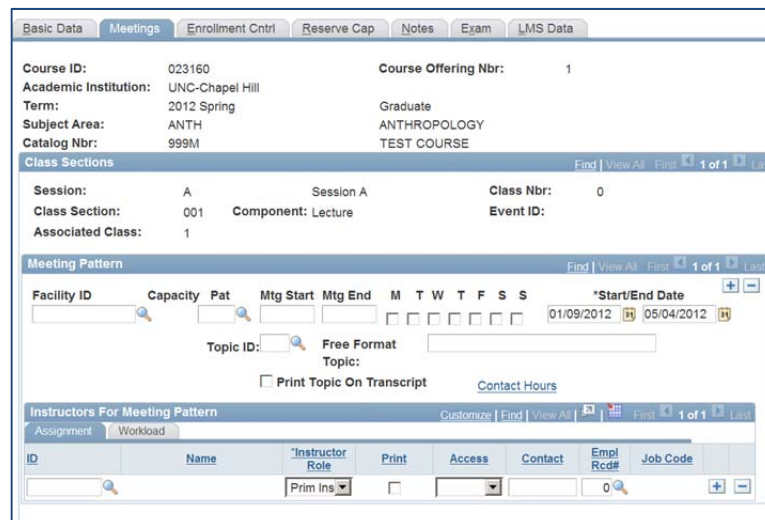
### The Meeting Tab

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.

Meeting Pattern

Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

01/09/2012 31 05/04/2012 31

Topic ID: Topic:

☐ Print Topic On Transcript [Contact Hours](#)

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

Meeting Pattern

Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

01/09/2012 31 05/04/2012 31

Topic ID: Topic:

☐ Print Topic On Transcript [Contact Hours](#)

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

Meeting Pattern

Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

01/09/2012 31 05/04/2012 31

Topic ID: Topic:

☐ Print Topic On Transcript [Contact Hours](#)

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<sup>nd</sup> 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.

## Schedule of Classes

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input type="checkbox"/>			0	

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**

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
700015425	BELL, DAVID R	Prim Ins	<input type="checkbox"/>			0	

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*)

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
700015425	BELL, DAVID R	Prim Ins	<input type="checkbox"/>			0	

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.**

## Schedule of Classes

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
700015425	BELL, DAVID R	Standar	<input checked="" type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	

- 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%.*

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

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
700015425	BELL, DAVID R	Standar	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

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

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
700015425	BELL, DAVID R	Standar	<input checked="" type="checkbox"/>	70.0000		<input checked="" type="checkbox"/>	
700021651	DUEÑAS, CORINA	Standar	<input checked="" type="checkbox"/>	30.0000		<input checked="" type="checkbox"/>	

- 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

- Second titles can be added to special topics courses.
- Enter a title into the 'Free Format Topic:' field.

**Note:** The Free Format Topic space only accepts **30 characters**.



## Schedule of Classes

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

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
		MWF	9:00AM	9:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/09/2012 31 05/04/2012 31

Add a second title to special topic courses → **Free Format Topic:**

[Print Topic On Transcript](#) [Contact Hours](#)

### 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.

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1  
 Academic Institution: UNC-Chapel Hill  
 Term: 2012 Spring Graduate  
 Subject Area: ANTH ANTHROPOLOGY  
 Catalog Nbr: 999M TEST COURSE

**Enrollment Control** Find | View All First 1 of 1 Last

Session: A Session A Class Nbr: 0  
 Class Section: 001 Component: Lecture Event ID:  
 Associated Class: 1

\*Class Status: Active [Cancel Class](#)

Class Type: Enrollment Enrollment Status: Closed

\*Add Consent: No Consent Requested Room Capacity: 999 Total

\*Drop Consent: No Consent **Enrollment Capacity: 999 0**

1st Auto Enroll Section: Wait List Capacity: 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section: ☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

#### 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.

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1  
 Academic Institution: UNC-Chapel Hill  
 Term: 2012 Spring Graduate  
 Subject Area: ANTH ANTHROPOLOGY  
 Catalog Nbr: 999M TEST COURSE

**Enrollment Control** Find | View All First 1 of 1 Last

Session: A Session A Class Nbr: 0  
 Class Section: 001 Component: Lecture Event ID:  
 Associated Class: 1

\*Class Status: Active [Cancel Class](#)

Class Type: Enrollment Enrollment Status: Closed

\*Add Consent: No Consent Requested Room Capacity: 999 Total

\*Drop Consent: No Consent **Enrollment Capacity: 999 0**

1st Auto Enroll Section: **Wait List Capacity: 2 0**

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section: ☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

## Controlled Enrollment

3. Select the **Add Consent** drop down box.

- 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.

The screenshot shows the 'Enrollment Control' tab for Course ID 023160, Academic Institution UNC-Chapel Hill, Term 2012 Spring, Subject Area ANTH, and Catalog Nbr 999M. The Course Offering Nbr is 1. The Session is A, Class Section is 001, Component is Lecture, and Associated Class is 1. The Class Status is set to 'Active'. The Class Type is 'Enrollment' and the Enrollment Status is 'Closed'. The 'Add Consent' dropdown menu is open, showing options: 'No Consent', 'Dept Cnsnt', 'Inst Cnsnt', and 'No Consent' (highlighted). The 'Drop Consent' dropdown is also open, showing 'No Consent'. The Requested Room Capacity is 999, Enrollment Capacity is 999, and Wait List Capacity is 2. The 'Auto Enroll from Wait List' checkbox is checked.

## 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

- 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.

The screenshot shows the 'Reserve Capacity' tab for the same course and section. The 'Reserve Capacity Sequence' is 1 and the Enrollment Total is 0. The 'Reserve Capacity Requirement Group' is set to 'Start Date'. A calendar icon is visible next to the 'Start Date' field, which is currently set to 06/13/2011. A tooltip box points to the calendar icon with the text: 'click on the calendar icon to set a start date for the reserve capacity.'

## Schedule of Classes

### 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.

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1  
Academic Institution: UNC-Chapel Hill  
Term: 2012 Spring Graduate  
Subject Area: ANTH ANTHROPOLOGY  
Catalog Nbr: 999M TEST COURSE

Class Sections Find | View All First 1 of 1 Last  
Session: A Component: Session A Class Nbr: 0  
Class Section: 001 Component: Lecture Event ID:  
Associated Class: 1

Reserve Capacity Find | View All First 1 of 1 Last  
\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Customize | Find First 1 of 1 Last  
\*Start Date \*Requirement Group Cap Enrl  
06/13/2011 000001 RC CLAS FX FOREIGN EXCH STDNTS 0

**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.

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1  
Academic Institution: UNC-Chapel Hill  
Term: 2012 Spring Graduate  
Subject Area: ANTH ANTHROPOLOGY  
Catalog Nbr: 999M TEST COURSE

Class Sections Find | View All First 1 of 1 Last  
Session: A Component: Session A Class Nbr: 0  
Class Section: 001 Component: Lecture Event ID:  
Associated Class: 1

Reserve Capacity Find | View All First 1 of 1 Last  
\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Customize | Find First 1 of 1 Last  
\*Start Date \*Requirement Group Cap Enrl  
06/13/2011 000001 RC CLAS FX FOREIGN EXCH STDNTS 30

**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*).

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1  
Academic Institution: UNC-Chapel Hill  
Term: 2012 Spring Graduate  
Subject Area: ANTH ANTHROPOLOGY  
Catalog Nbr: 999M TEST COURSE

Class Sections Find | View All First 1 of 1 Last  
Session: A Component: Session A Class Nbr: 0  
Class Section: 001 Component: Lecture Event ID:  
Associated Class: 1

Reserve Capacity Find | View All First 1 of 1 Last  
\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Customize | Find First 1 of 1 Last  
\*Start Date \*Requirement Group Cap Enrl  
06/13/2011 000001 RC CLAS FX FOREIGN EXCH STDNTS 30



## Configure an End Date

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

*Start Date	*Requirement Group	Cap	Enrl
06/13/2011	RC CLAS FX FOREIGN EXCH STDNTS	30	

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.

*Start Date	*Requirement Group	Cap	Enrl
06/13/2011	RC CLAS FX FOREIGN EXCH STDNTS	30	
10/13/2011	RC CLAS 3RD PROF THIRD YEAR	10	

## 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.

*Start Date	*Requirement Group	Cap	Enrl
06/13/2011	RC CLAS FX FOREIGN EXCH STDNTS	30	
10/13/2011	RC CLAS 3RD PROF THIRD YEAR	10	

## Schedule of Classes

**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.

**Look Up Requirement Group**

Academic Institution: UNCCH

Academic Group: begins with

Subject Area: begins with

Catalog Nbr: begins with

Requirement Group: begins with

**Description: contains anth**

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-8 of 8 Last

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
CAS	(blank)	(blank)	000573	RC CMB PLAN MDANTHARCH MJMN
CAS	(blank)	(blank)	000607	RC CMB UG PLAN ANTH ARCH MJMN
CAS	(blank)	(blank)	000581	RC CMB UG PLAN ANTH MAJ ARCHMN
CAS	(blank)	(blank)	000165	RC CMB UGRD ANTH MAJ JR SR

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.

**Class Sections**

Session: A Component: Session A Class Nbr: 0

Class Section: 001 Component: Lecture Event ID:

Associated Class: 1

**Reserve Capacity**

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Click to add a new sequence

**Reserve Capacity Requirement Group**

\*Start Date \*Requirement Group Cap Enrl

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.

**Class Sections**

Session: A Component: Session A Class Nbr: 0

Class Section: 001 Component: Lecture Event ID:

Associated Class: 1

**Reserve Capacity**

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Enrollment Group 1

**Reserve Capacity Requirement Group**

\*Start Date \*Requirement Group Cap Enrl

000226 RC PLAN GRAD ANTH MAJ 0

000227 RC PLAN UGRD APPL MAJ 0

\*Reserve Capacity Sequence: 2 Enrollment Total: 0

Enrollment Group 2

**Reserve Capacity Requirement Group**

\*Start Date \*Requirement Group Cap Enrl

000225 RC PLAN UGRD ANTH MAJ 0

# Schedule of Classes

## 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.

The screenshot shows the 'Notes' tab in a software interface. The 'Class Notes' section is highlighted. The 'Note Nbr:' field is selected, and a yellow box highlights the lookup icon (magnifying glass) next to it. The 'Free Format Text' field is also visible.

2. Use the **Free Format Text** box to enter a custom note.

The screenshot shows the 'Notes' tab in a software interface. The 'Class Notes' section is highlighted. The 'Free Format Text' field is highlighted with a yellow box, indicating where to enter a custom note.

# Schedule of Classes

## 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.

**Schedule New Course**

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: 2122

Subject Area: anth

Catalog Nbr: begins with 999m

Academic Career:

Campus: begins with

Course ID: begins with

Description: begins with

Course Offering Nbr:

☐ Case Sensitive

Search Clear Basic

Click on the Search button

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!

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1

Academic Institution: UNC-Chapel Hill

Term: 2012 Spring

Subject Area: ANTH

Catalog Nbr: 999M

Graduate ANTHROPOLOGY

TEST COURSE

Auto Create Component

Class Sections

\*Session:

\*Class Section:

Class Nbr:

\*Start/End Date:

Click the + icon to add a new section

**Important:** Typing over another section number replaces that section.

## Schedule of Classes

### 4. Configure the New Section.

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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1

Academic Institution: UNC-Chapel Hill

Term: 2012 Spring Graduate

Subject Area: ANTH ANTHROPOLOGY

Catalog Nbr: 999M

Auto Create Component

Class Sections

Find | View 1 | First | 1-2 of 2 | Last

\*Session: Class Nbr: 0

\*Class Section: \*Start/End Date: [01/09/2012] [05/04/2012]

\*Component: LEC Lecture Event ID:

\*Class Type: Enrollment

\*Associated Class: 1 Add Fee

\*Campus: MAIN UNCCH

\*Location: SA-UNCCH UNC Chapel Hill

Course Administrator:

\*Academic Organization: ANTH Anthropology

Academic Group: CAS College of Arts & Sciences

\*Holiday Schedule: ACAD Academic Holiday Schedule

\*Instruction Mode: P Face to Face Instruction

Primary Instr Section:

☐ Schedule Print

☐ Student Specific Permissions

☒ Dynamic Date Calc Required

☐ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

### 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.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1

Academic Institution: UNC-Chapel Hill

Term: 2012 Spring Graduate

Subject Area: ANTH ANTHROPOLOGY

Catalog Nbr: 999M

Auto Create Component

Class Sections

Find | View 1 | First | 1-2 of 2 | Last

\*Session: A Session A Class Nbr: 0

\*Class Section: \*Start/End Date: [01/09/2012] [05/04/2012]

\*Component: LEC Lecture Event ID:

\*Class Type: Enrollment

\*Associated Class: 1 Add Fee

\*Campus: MAIN UNCCH

\*Location: SA-UNCCH UNC Chapel Hill

Course Administrator:

\*Academic Organization: ANTH Anthropology

Academic Group: CAS College of Arts & Sciences

\*Holiday Schedule: ACAD Academic Holiday Schedule

\*Instruction Mode: P Face to Face Instruction

Primary Instr Section:

☐ Schedule Print

☐ Student Specific Permissions

☒ Dynamic Date Calc Required

☐ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

Linking or associating lectures and their recitations/labs can be thought of in three simple ways.



## Schedule of Classes

### 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.

Lecture Section: ANTH 999m001	*Associated Class: <input type="text" value="1"/>	Recitation: ANTH 999m601	*Associated Class: <input type="text" value="1"/>
-------------------------------	---	--------------------------	---

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.

ANTH999m001 (lecture section)	*Associated Class: <input type="text" value="1"/>
Students will see and be able to register for the following sections:	
ANTH999m601	*Associated Class: <input type="text" value="1"/>
ANTH999m602	*Associated Class: <input type="text" value="1"/>

\*\*\* 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.

ANTH999m002 (lecture section)	*Associated Class: <input type="text" value="2"/>
Students will be able to register for the following recitation sections:	
ANTH999m 603	*Associated Class: <input type="text" value="2"/>
ANTH999m604	*Associated Class: <input type="text" value="2"/>

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

ANTH999m001 (lecture)	*Associated Class: <input type="text" value="1"/>
ANTH999m002 (lecture)	*Associated Class: <input type="text" value="2"/>
ANTH999m601	*Associated Class: <input type="text" value="9999"/>
ANTH999m602	*Associated Class: <input type="text" value="9999"/>
ANTH999m603	*Associated Class: <input type="text" value="9999"/>

## Schedule of Classes

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> (*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.

Meeting Pattern

Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	'Start	End Date
AL0203	32		9:30AM	10:45AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2010	12/08/2010

Alumni 0203 Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#) **Combined Section**

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.

**Schedule of Classes**  
**Combined Section Detail**

Academic Institution: UNCCH UNC-Chapel Hill  
Term: 2109 2010 Fall  
Session: A Session A  
Combined Sections ID: 0099 ANTH 230/FOLK 230 001 ☐ Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.  
Enrollment restrictions may apply to open classes.

**Combined Enrollment Capacities**

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
0	32	29	3

Wait List Capacity: 0  
Wait List Total: 0

Subject	Catalog	Section	Class Nbr	Description	Status	Enrl Tot	Wait Tot
ANTH	230	001	2741	NATIVE AMERICAN CULTURES	Closed	28	0
FOLK	230	001	5069	NATIVE AMERICAN CULTURES	Open	1	0

## 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.



## *Schedule of Classes*

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

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

## *Schedule of Classes*

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).

# Schedule of Classes

## 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.) <b>Principal Method of Delivery codes (screen 137, SIS)</b> 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)
	975-989	Friday Center Distance Learning <b>Principal Method of Delivery codes (screen 137, SIS)</b> 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
	990-994	Friday Center Distance Learning <b>Carolina Courses Online</b> 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

## Schedule of Classes

### 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.

Monday/Wednesday/Friday	Tuesday/Thursday	Monday/Wednesday
8:00-8:50 am	8:00-9:15 am	3:30-4:45 pm
9:00-9:50 am	9:30-10:45 am	5:00-6:15 pm
10:00-10:50 am	11:00-12:15 pm	
11:00-11:50 am	12:30-1:45 pm	
12:00-12:50 pm	2:00-3:15 pm	
1:00-1:50 pm	3:30-4:45 pm	
2:00-2:50 pm	5:00-6:15 pm	
3:00-3:50 pm		
4:00-4:50 pm		
5:00-5:50 pm		

## 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:**

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Academic Institution: = UNCC

Subject Area: = INTS

Catalog Nbr: begins with 210

Campus: begins with

Course ID: begins with

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Catalog Data Offerings Components

Course ID: 012948

\*Effective Date: 08/19/2008 \*Status: Active

\*Description: GLOBAL ISSUES

Long Course Title: Global Issues in the 20th Century

Find | View All | First | 1 of 1 | Last

Course Offering 1 of 5

INTS 210

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.

Course Offering 1 of 5

INTS 210

Use the arrows to see the rest of the courses in the combination

## Appendix D- Access a Class Roster

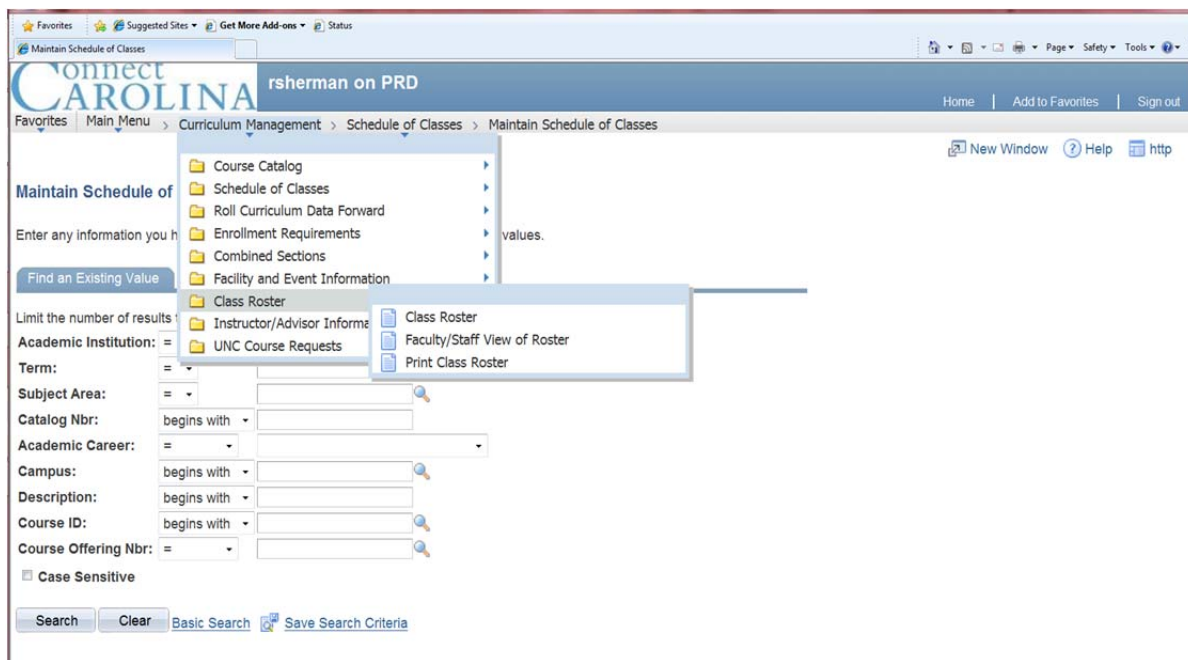
### Background

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

**Faculty/Staff View of Roster**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Instructor ID: begins with

Academic Institution: begins with

Term: begins with

Class Nbr: =

[Basic Search](#) [Save Search Criteria](#)

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: = UNCCCH

Term: = 2119

Subject Area: = ANTH

Catalog Nbr: begins with 999M

Academic Career: =

Campus: begins with

Description: begins with

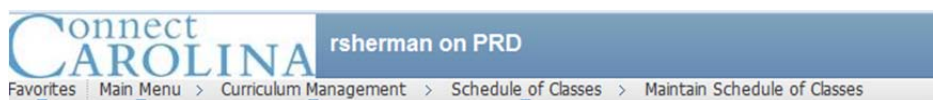
Course ID: begins with

Course Offering Nbr: =

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

3. Use the Navigation below.



4. Navigate to the Enrollment tab.

favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data Meetings **Enrollment Ctrl** Reserve Cap Notes Exam LMS Data

Course ID: 023160 Course Offering Nbr: 1

Academic Institution: UNC-Chapel Hill

Term: 2012 Spring Graduate

Subject Area: ANTH

Catalog Nbr: 999M TEST COURSE

Enrollment Control Find View All First 1 of 1 Last

Session: A Session A Class Nbr: 13780



## Schedule of Classes

5. Use the drop down box and select canceled section.

on:                      Component: Lecture                      Class Nbr: 0  
Event ID:

Class: 1

is:

nt:

nt:   Total

nt:   0

roll Section:   0

roll Section:

Minimum Enrollment Nbr:

6. Save.

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

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.

## Schedule of Classes

### Appendix F—Instructor Role, Access and Workload (College of Arts & Sciences)

Component Types	
<b>Lecture</b>	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).
<b>Laboratory (Lab)</b>	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.
<b>Recitation</b>	Small discussion classes designed to reinforce main ideas from lectures and offer more individualized attention to students. Section numbers 600-850.
Instructor Roles	
<b>Primary Instructor</b>	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.”
<b>Secondary Instructor</b>	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.
<b>TA</b>	Teaching assistant with grading and administrative responsibilities for a component.
<b>Proxy</b>	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.
Access	
<b>Approve</b>	Most inclusive access. Ability to enter and approve grades. There must be at least one approver on each graded section.
<b>Grade</b>	Ability to enter grades.

# Schedule of Classes

## Scenarios

### Lecture with 1 instructor

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor*	Approve	100%

\*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

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor	Approve	100%
TA 1 (001)	TA	Grade	10%
TA 2 (001)	TA	Grade	10%

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

	Instructor Role	Access	Workload
Lecture instructor*	Primary instructor	Approve	100%
Recitation 601 instructor	Primary instructor	Grade	100%
Recitation 602 instructor	Primary instructor	Grade	100%

\*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

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor	Approve	100%
Lecture TA 1 (001)	TA	Grade	10%
Lecture TA 2 (001)	TA	Grade	10%
Recitation 601 instructor	Primary instructor	Grade	100%
Recitation 602 instructor	Primary instructor	Grade	100%

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

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor	Approve	100%
Lecture TA 1 (001)	TA	Grade	10%
Recitation 601 instructor	Primary instructor	Grade	100%
Recitation 602 instructor	Primary instructor	Grade	100%
Lecture TA 2 (recitation 601 instructor)*	Proxy	Grade	.0004%

\* 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.

## Schedule of Classes

### Lecture with 2 (primary) instructors, each contributing 100% (co-teaching)

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor	Approve	100%
Lecture instructor 2 (001)	Primary instructor	Approve	100%*

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

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

	Instructor Role	Access	Workload
Lecture instructor 1 (001)	Primary instructor	Approve	75%
Lecture instructor 2 (001)	Secondary instructor	Grade	25%

### Lab (graded course) with multiple sections

	Instructor Role	Access	Workload
Lab 1 instructor (401)	Primary instructor	Approve	100%
Lab 2 instructor (402)	Primary instructor	Approve	100%
Lab 3 instructor (403)	Primary instructor	Approve	100%

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

	Instructor Role	Access	Workload
Lab 1 Director (401)	Primary instructor	Approve	50%*
Lab 1 instructor (401)	Primary instructor	Grade	100%
Lab 2 Director (402)	Primary instructor	Approve	50%
Lab 2 instructor (402)	Primary instructor	Grade	100%

\*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.