ConnectCarolina Class Scheduling Guide

May 29th, 2024
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Office of the University Registrar
Class Scheduling Guide

Introduction

The primary purpose of this guide is to explain the fundamentals of creating new class sections and making changes to existing sections in ConnectCarolina. The actions listed below will be described in depth within the Class Scheduling Guide.

- Creating a new section
- Course Schedule Maintenance
- Single/multiple section scheduling
- Existing section revisions
- Recitation/Lab section scheduling
- Combined sections scheduling

Glossary

**Associated Class**: Feature that links two different components of the same class, for example a lecture and a lab. A Class Association number can link a single lecture to multiple labs/recitations, or it can link multiple lecture sections, each with one or more labs/recitations.

**Catalog**: An alphabetically organized list of courses offered by the university along with their descriptions, rules, and requirements. This resource can be found [here](#).

**Class section**: Specific class meeting scheduled for a recurring time/date in the term. At least one section of the course must be active in the term for the course to be offered for enrollment. Lecture classes are numbered sequentially (001, 002 etc.) Recitation classes are numbered sequentially (601, 602 etc.)

**Combined Sections**: (Also referred to as cross-listed sections). A single class meeting that combines two or more sections from different departments/programs. Ex: PWAD/POLI 287 are separate courses with different class rosters in ConnectCarolina, but the students meet in the same room at the same time/date.

**Component**: Section type format, such as Lecture, Recitation, or Lab.

**Course Schedule Maintenance (CSM)**: When all departments can see the next term, make changes/assign/request rooms.

**Extended Course Schedule Maintenance (ECSM)**: Departments can make some changes themselves, other changes via Scheduling.

**Enrollment Capacity**: The maximum number of students allowed to enroll in the section.

**General Purpose Classrooms (GPC)**: Any department is allowed to use a GPC as long as the number of students attending the class does not exceed the number of available seats. During Extended Course
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Schedule Maintenance, a Formstack request form must be submitted to the Scheduling Office to request the use of a GPC.

**Instruction Mode**: The manner in which instruction is delivered for the class section during a given term. There are several IMs to choose from, the most common IM is “IP” In-Person.

**Maintain Schedule of Classes**: Only allows user to update data for an existing section.

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

**PID**: Every student, faculty and staff member of UNC Chapel Hill has their own PID (personal identification number).

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

**Requirement Group**: requires students to meet specific conditions to be able to register for a course. This can be specific to the student’s major, minor, student group, etc. This condition can be placed in the Requirement Group field in the Course Catalog, the Requirement Group field in Maintain Schedule of Classes (section specific) or both. For example, a class could have a reserve capacity that has a requirement group that reserves some or all seats for students in a certain major. To create a new Requirement Group, contact curriculum@unc.edu.

**Reserve Capacity**: PeopleSoft allows class seats to be saved for specific student groups based on certain criteria which may be set by the teaching department directly. For example, a class with seats reserved for students majoring in Exercise and Sport Science at a senior level would have a reserved capacity titled *UG EXSS Seniors Only*. Multiple reserve capacities can exist for a class section. Reserve Capacities roll from term to term, but the dates are not updated.

**Roll**: Existing data for all Courses and their sections are transferred from the previous term to the coinciding future term (e.g. Fall term to Fall term, Spring to Spring term).

**Schedule New Course**: Allows user to input data to create a new section as well as update data for an existing section.

**Scheduling Priority Rooms**: General Purpose Classrooms (GPC) where departments have been assigned scheduling priority for these specific rooms, during Course Schedule Maintenance.

**Semester Section Book (SSB)**: The SSB is a report in which all existing classes within a term are listed. Departments can request a report specific to their course offerings from the Scheduling team in the University Registrar’s Office. An updated version of the document (Directory of Classes) is posted to the Schedule of Classes webpage weekly.

**Session**: Terms can be subdivided into multiple sessions of different lengths, with different start and end dates. Most careers will have a single session per term, but some, like Medicine, will have many sessions.

**Subject Area**: The abbreviation of the course name (Biology = BIOL).
**Term:** An administrative timeframe in which sessions are defined, students are billed, and statistics are accumulated for individual students and the entire academic institution. UNC Chapel Hill has four terms per academic year: Fall, Spring, Summer I, and Summer II (Maymester is included in Summer I).

**Waitlist Capacity:** The total number of students that can be on the waitlist of a class at a given time.

### Course Schedule Maintenance and Extended Course Schedule Maintenance

**Course Schedule Maintenance** is a time when Department Managers/Student Services Managers have the ability and access in ConnectCarolina to make the following updates and changes:

- Create new sections
- Cancel existing sections
- Assign meeting patterns
- Add Instructors and Teaching Assistants
- Update Enrollment Capacities
- Add Reserve Capacities
- Add Notes associated with the section
- Sections may now be assigned to departmental rooms, as well as available GPC’s that are designated as scheduling priority rooms for the department associated with the course
- Period of time in which it is allowed to request (via email) sections be Combined/Crosslisted
- Period of time in which it is allowed to request (via email) to have sections be Bound in 25Live (for sections that will meet in the same room, but are not officially Crosslisted/Combined)

*The actions listed above are not available between CSM and ECSM.*

**Extended Course Schedule Maintenance** is when most updates must be requested via the Classroom Scheduling Request form for the Scheduling Team to process.

Users can make several updates on their own during ECSM. Please do not submit a request to the Scheduling Team for the following actions:

- Add Instructors and Teaching Assistants
- Update Enrollment Capacities
- Add Notes associated with the section
- Make sections be bound in 25Live should they meet in the same room without being officially cross listed. *This request must be submitted via email.*
Add/Adjust reserve capacities

Course Schedule Maintenance Cycle

The Scheduling team works on a cycle of CSM > Room Optimization > ECSM for each term.

Course Schedule Maintenance occurs about 9-10 months prior to the start of the upcoming term.

Example: Fall 2024 term starts on August 19th, 2024, while CSM started October 1st, 2023. Once CSM begins, it will remain open for about 3-4 months.

During this period, SSMs and Departments can do the following:

- Create New Sections
- Cancel Existing Sections
- Add Meeting Patterns
- Edit Enrollment Caps
- Change Mode of Instruction
- Add Reserve Capacities
- Add Class Notes
- Assign Rooms (departmental or scheduling priority rooms only)

Room Assignments:

SP-CHEM, for example, is an identifier used for certain rooms where the Chemistry department has Scheduling Priority during this period. However, those rooms are not “owned” by the department. All GPCs are managed by the Registrar’s Office Scheduling team.

During this period, Scheduling also accepts requests to set up combined/cross-listed Sections via Formstack form. As well as requests via email, to create bound groups (multiple Sections that meet in same room during the same meeting pattern).

Once Course Schedule Maintenance is closed, the next business day Room Optimization begins.

Room (assignments) Optimization lasts about 2 months.

During the room optimization period, the Scheduling team utilizes 25Live to assign available rooms to all classes. Once the optimization process is complete via 25Live, the Scheduling team will check for any
classes that were not assigned room. If a class was not assigned a room, typically it’s because it is during a popular meeting pattern and no rooms are available. Departments will be contacted with alternate meetings times for those classes. Once rooms have been assigned for lecture sections, the same process is repeated for recitations and labs.

After 2 months, Room Optimization ends, and Extended Course Schedule Maintenance begins.

ECSM usually begins 4-5 months before the semester starts and ends halfway through the semester.

Example: ECSM for Fall 2024 started on February 29th, 2024, and ends on October 12th, 2024.

During ECSM, departments can do the following:

- Add Instructors
- Change Enrollment Capacity
- Add Class Notes
- Change Add/Drop Consent

Any other change needed for a Section, must be requested by submitting a Formstack request form.

The one exception to the ECSM process is for Fall term. Because of New Student/First Year seat release, ECSM closes from June – August, following this period ECSM opens back up.

This link will provide Current CSM Dates.

Course Schedule Maintenance Cycle Example

Spring term cycle:

CSM opens near the beginning of April, to update sections for the following Spring term and continues for approximately 15 weeks.

ECSM opens approximately 8 weeks following the close of CSM and ends mid-way through the Spring term of the following year. Instructors can still be added by the department, without sending in a request form. Request forms can still be submitted through the end of the Spring term of the following year.

Fall term cycle:

CSM opens near the beginning of October, to update sections for the following Fall term and continues for approximately 15 weeks.

ECSM opens approximately 8 weeks following the close of CSM and ends mid-way through the Fall term of the following year. Instructors can still be added by the department, without sending in a request form. Request forms can still be submitted through the end of the Fall term of the following year.
Summer I & II terms cycle:

CSM opens near the beginning of October, to update sections for the following Fall term and continues for approximately 6 weeks.

ECSM opens approximately 2 weeks following the close of CSM and ends mid-way through the Summer term of the following year. Instructors can still be added by the department, without sending in a request form. Request forms can still be submitted through the end of the Summer term of the following year.

Functions of the Schedule New Course page

Schedule New Course page allows user to input data to create a new section as well as update data for an existing section.

Active sections will roll from like term to like term (Spring-Spring, Fall-Fall). The roll takes place generally 2-3 days before the beginning of Course Schedule Maintenance. Once that is completed, New Sections can be added during CSM by departments and be revised as needed.

The Schedule New Course page enables you to view all sections from the course catalog that can be scheduled.

Curriculum Management > Schedule of Classes > Schedule New Course

To view course information, enter data in the following fields.
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1. **Term**: coded into the system in the following manner (ex: Spring 2023)

   A: The millennium of the year
   
   B: The last two digits of the year
   
   C: The respective code for the type of semester. 2 = Spring, 3 = Summer I, 4 = Summer II, 9 = Fall.

   **Note**: though it helps to know term codes, the magnifying glass will display all available terms you may choose from.

2. **Subject Area**: for example, “CHEM” for Chemistry courses.
3. **Catalog Number**: for example, “101” for “CHEM 101”.
4. Click “Search” to display all results.
Note: The new class/section is not published until you click the Save button.

Basic Data Tab

The Basic Data tab is used to input general details of class section setup. This includes:

- Class section number
- Component (LEC/REC/LAB)
- Instruction Mode (IP, RA, etc.)

1. Enter the Section number in the Class Section field, using our three number code system, section number 1 will be written as 001. See Appendix A for section numbering guide.
2. Verify the **Component** of this class section is LEC as this is the default component. If this section is a lab or recitation (correspondence should not be used), you may change it by clicking the magnifying glass to select it or typing the appropriate acronym (LAB, REC) into the field directly. If an option does not appear, please contact the Scheduling team.

   a. **Note:** When creating new sections for “Stand Alone” Labs (section numbers 400-599), follow the same steps as you would for creating a new Lecture section.
3. If you need to change the instruction mode from the default of "IP", click the magnifying glass to select it or by typing the appropriate acronym (IR, RS, etc.) into the field directly.
Non-Credit Lab/Recitation

If you select Lab or Recitation and it is to be non-credit bearing, click on the drop-down box next to the *Class Type field and choose non-enroll.
Next, enter the same section number, excluding letters/zeroes, in the **Associated Class** field. For example, a class connected to section 001 lecture will have “1” as the Associated Class.
Meetings Tab

In the Meeting Pattern section, the following fields allow for data entry/update: *(Except for the Facilities ID field, only Scheduling may add/update an assigned room.)*

- Pat
- Mtg Start
- Mtg End
- Days of week
- Start/End dates
- Print Topic On Transcript
- Free Format Topic
- Instructors For Meeting Pattern

*Note: UNC Chapel Hill has standard meeting times (duration of class). These meeting times are set up to make the best use of our general-purpose classrooms. Appendix B lists the use of these standard times as preferred by the Registrar’s Office.*

Meeting Pattern

In the **Meeting Pattern** section, click the magnifying glass icon in the Pat (pattern) field, to choose a standard meeting time. There are many Standard Meeting patterns in place. The list can be found in Appendix B.
Meeting times can be entered manually for classes that meet outside of the Standard Meeting Time options available.

**Instructor**

1. In the **Meeting Pattern** section, enter the instructor’s PID in the **ID** field. Their name will appear once you click out of the field or hit “enter” on your keyboard.

**Note:** If the instructor’s PID is unknown, click the magnifying glass icon and enter their first and/or last name. Click “Search” to view all results matching this information, including their PID in the “Empl ID” column. If the instructor’s information does not appear, please submit an ITS Service Now Request to add the Subject Code for this class to the Instructor’s Table. Once ITS lets you know the Subject Code has been added, you should be able to add the instructor to the class.
2. Choose the **Instructor Role** from the options listed via the drop-down menu.
   - Primary Instructor
   - TA
   - Proxy (should rarely be used)
   - Dean’s Designate

*Note: For grading purposes, TA’s must be listed on the Lecture as well as the Recitation section. Written permission is required to add a Dean’s Designate--contact the scheduling office if the designate is not already approved.*

3. Select the appropriate grade roster access via the **Access** drop-down menu. Depending on the role, you may choose one of two options:
   - Grade – user only has access to assign grades.
   - Approve – user can approve the grade roster. At least one approver must be assigned to each section. This access is limited to only Primary Instructors and Dean’s Designates.
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If more approvers are needed for the section, click the + at the end of the row and complete each field.

Special Topics Courses
These courses are listed in the catalog with numbers such as 390 or 490. Though not required, a detailed additional title can be added in the Free Format Topic field.

Note: Up to 30 characters may be entered in this field.

Enrollment Control Tab
The Enrollment Control Tab manages how many students are allowed to register for a class, any department/instructor consent students need to add/drop the class, and if a class is to be cancelled.

Note: complete directions on cancelling a section are in Appendix C, but during Extended Course Schedule Maintenance (ECSM), a Classroom Scheduling Request form must be submitted to the Scheduling team to process the cancellation of a section.
Add/Drop Consent

Enabling department or instructor consent on a class section prevents students from enrolling without receiving administrative approval. Occasionally departments will choose to require consent to delay or further control student enrollment beyond any restrictions already placed on the course (i.e. prerequisites). Consent is visible to students in class search, so be sure to determine the preferred next step for a student to inquire about enrollment: contacting the instructor or department staff.

Requested Room Capacity

This field is not linked to anything. It is a “dead” field. Please do not change the “999” in that field as there are no outcomes.

Enrollment Capacity

This field lists the total number of students allowed to register for the section. The “Total” column to the right of that field will increase in number from “0” as students enroll for the class. If all seats fill up, the Enrollment Status will read “Closed”.

Wait List

This field is empty prior to creating a new section. Overnight the system will populate the field with “999” to accommodate for unlimited waitlist seats. Please do not enter anything in that field. The “Total” column to the right will increase in number from “0” as students join the wait list.
Note: if departments want to be excluded from the automatic waitlist, they may submit a Wait list Exception Request through the MOI & RC page. There are some classes that are already excluded:

- First-Year Foundations
- Research Thesis and Dissertation
- Independent Studies
- Interinstitutional
- Internships
- Non-Degree

More information on this process can be found in the Course Setup Playbook.

Auto Enroll from Wait List

The system will automatically attempt to enroll the next eligible student on the wait list once a seat becomes available. To control students from moving from the wait list to enrolling in a class, this box needs to be unchecked. A Classroom Scheduling Request form must be submitted to have the box unchecked.

Minimum Enrollment Nbr

This is not used currently, please do not enter anything into this field.

Additionally, these three fields are not managed by the Scheduling team.
Reserve Capacities and Requirement Groups

Seats will be restricted to a select student group with a Reserve Capacity in place. Multiple reserve capacities may exist on a section. Our recommendation is that you keep them as simple as possible, relying on the Department Consent drop-down located on the Enrollment Control tab as an alternative method of controlling which students can register for a course. Placing a consent restriction on a course is at the internal discretion of the department. More information on Reserve Capacities can be found in the Course Setup Playbook.

1. On the Reserve Capacity tab, click on the calendar icon in the Start Date box to choose the appropriate start date for the reserve capacity you are creating.

2. Enter Requirement Group number or click the magnifying glass in the Requirement Group box to search for the desired reserve capacity.
Any field in the Look Up search engine can be used to locate the desired reserve capacity. In the example shown below, the Description field was used to view all results under “ANTH” for Anthropology.

*Select “contains” from the drop-down menu for best search results.

3. Set the number of eligible students who can enroll under this reserve capacity by entering the total in the Cap Enrl field. In the below example, 20 seats are being reserved for undergraduate students majoring in Anthropology beginning the day before registration for Fall 2023 starts in Wave 1.
3a. The **Enrollment Total** displays the number of students currently enrolled under the **Cap Enrl** of the Requirement Group. In the example below, there are 5 students meeting the RC PLAN UGRD ANTH MAJ requirement group enrolled, which leaves 15 seats available for registration under this group.

**Add RC End Date (Optional)**

Expiration dates for reserve capacities are **optional** at the discretion of the department.

4. Add a new row to the Reserve Capacity Requirement Group section.

5. The **Cap Enrol** total will default to 0. Enter the desired end date in the **Start Date** field and the same **Requirement Group** code as the previous row, coinciding with the same group. In the example below: 04/24/2023 was the university Open Enrollment date for Fall 2023 registration.
Add Multiple Reserve Capacities

Class sections can have seat reservations for multiple student groups at the same time. To do so, each student group must have a different sequence number. Subsequent reserve capacities may begin on the same date or different dates.

1. Add a new sequence by clicking the plus sign in the top right.

A blank field will appear with Reserve Capacity Sequence 2. Repeat reserve capacity addition steps by entering the start date, requirement group, and cap enrollment.

2. An End Date of 0 (zero) on any reserve capacity sequence will end that Reserve Capacity as well as any other reserve capacity sequences. To avoid this scenario, use the number 1 instead of 0 to reduce the capacity of the undesired sequence. (Both reserve capacities end on 7/28/17)
Set the Cap Enrl field's value to zero (0). Doing so allows the remaining seats to become available to anyone when the second group's date becomes current. Using a zero (0) on any reserve capacity ends all the reserve caps on a class, even if they are on separate sequences.

Please refer to the Course Setup Playbook for more information on consecutive reserve capacities, as well as reserve capacities that your department may want to extend past the LDOC of the previous term.

Notes

The Notes Tab displays special instructions and/or other pertinent information to class sections that may be useful for registration guidance. There are two ways to add notes to a section.

A. Click the magnifying glass next to the Note Nbr field. A list of pre-configured notes will appear automatically in the results. Select any description that aligns with the information you would like to add.
The selection will auto-populate the message into the notes box.

B. The **Free Format Text** box can be used to enter a custom note such as the message listed below.
Creating and Updating Sections

Further additions and/or updates may be required once the original course section is created for the term.

Add New Section(s)

Additional sections of a course can be added through either the Schedule New Course or Maintain Schedule of Classes.

Curriculum Management > Schedule of Classes > Schedule New Course

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Note: Schedule New Course is needed for creating a completely new section. This information transfers over to Maintain Schedule of Classes.

The search result defaults to the first section of the course upon selection. Click on the plus sign*** in the top right corner to add a new row. Enter all course information and hit Save to add the new section(s) for enrollment.

***Note: Always click on the plus icon to create a new section. Never type over an existing section number as it will replace/remove that section.

Link Recitations/Labs

Recitations and/or labs can be linked to a lecture through the Associated Class field within the Basic Data tab.
One Lecture/Multiple Components

One lecture section can be associated with multiple recitations and/or labs. The Associated Class field should have the same number for both sections (lecture – lab, lecture – recitation). The Associated Class number for section 001 is 1, section 002 is 2, etc.

The below lecture section has an Associated Class number of 1.

To link the recitation section to this lecture, the Associated Class number must also be 1.
Note: Section numbers in the 990s are used for part time classroom studies in Digital and Lifelong Learning.

Multiple Lectures—Specific Components

There are multiple lecture sections and recitations and/or lab sections. The instructor needs specific recitations connected to specific lecture sections.

Lecture section 002 of this course has an Associated Class number of 2.

Recitation sections 602 and 603 also have an Associated Class number of 2. The student can enroll in either of these recitation sections if they choose the 002 lecture.

Multiple Lectures—Various Components

The Associated Class number for the recitations/labs is 9999. This number allows students a variety of options (meeting dates/times) for recitations/labs associated with the lecture.
Combined Sections

Combined sections, also considered cross-listed sections, are two (or more) courses from different departments that are taught together. All Combined Courses must be integrated by the Scheduling team at the section level. When classes are no longer offered as combined, a Class Scheduling Request form must be completed and sent to the Scheduling team for them to be unlinked.

Sponsor Course

One course (usually the department providing the instructor) is considered the sponsor course. The Sponsor Course will have a Course Offering Number of “1”. The department of this course is responsible for contacting the non-sponsor course department to request they set their section up in ConnectCarolina. They tell the non-sponsor department how many students can enroll in that section. The Student Services Manager (SSM) for the sponsor course adds the section number, times, days, enrollment (only their course total, not combined total) and instructors.

Non-Sponsor Course

The other course is considered the non-sponsor course. The Course Offering Number will appear as “2”, “3”, etc. depending on the total number of associated sections. The SSM for the department of the non-sponsor course adds the section number and their total enrollment.

Any other pertinent information to be included on the Classroom Scheduling Request Form the SSM for the sponsored course submits to the Scheduling Office.

The Scheduling Office will then combine the courses. You can view combined sections by choosing the meeting tab in Maintain Schedule of Classes and clicking Combined Section. Enrollment details of both sections will appear in the pop-up box.
In this example, the sponsor course is POLI 150 because the instructor is from the Political Science department and most of the course seats belong to the POLI section. PWAD 150 is the non-sponsor course.

Crosslisting of courses is set up in through the CIM system and are listed as crosslisted (aka combined sections) in the course catalog. An example of this is below.
GLBL 210. Global Issues and Globalization. 3 Credits.

Survey of international social, political, and cultural patterns in selected societies of Africa, Asia, America, and Europe, stressing comparative analysis of conflicts and change in different historical contexts. LAC recitation sections offered in French, German, and Spanish.

**Gen Ed:** GL.
**Grading status:** Letter grade
**Same as:** ANTH 210, GEOG 210, HIST 210, POLI 210.

You will notice they are not labeled ‘crosslisted courses’ but ‘same as’ courses. A student with a GEOG major registering in the HIST 210 section receives credit in Tar Heel Tracker toward his GEOG major. For this reason, it is important for the classes set up in a term to match the information contained in the course catalog.

Although the phrase ‘combined section’ and ‘crosslisted section’ are often used interchangeably, for scheduling purposes, a combined section is two or more classes meeting in the same room at the same time for a specific reason. They are not necessarily crosslisted sections. ConnectCarolina adds to this confusion by referring to the table containing crosslisted sections as the Combined Section Table.

**Scheduling Crosslisted Sections**

When Course Schedule Maintenance begins, all classes from the previous like term (Fall to Fall, Spring to Spring, etc.) are rolled to the next term and are waiting for work to begin. Crosslisted courses will roll and remain crosslisted with the same enrollment caps as the semester before.

The sponsor department of the crosslist is responsible for contacting the Student Services Managers of the non-sponsor courses requesting they make sure their sections are set up with only the same section number and the correct enrollment.

Crosslisted classes that have rolled forward will require the sponsor course to add the meeting pattern and the instructor. You will go to Schedule Class Meetings to schedule the time and instructor for a crosslisted class. Once the sponsor course does this, it will automatically roll into the non-sponsor courses.
If a crosslisted class is cancelled the previous term, each section will need to be set up once the sponsor course has notified the non-sponsor courses of the need. The sponsor course will then submit a Classroom Scheduling Request form to have the crosslist set up once again. Scheduling’s ability to do this is dependent upon each department setting up their section. Again, non-sponsor courses need only set up the basic data tab and the enrollment tab and then inform the sponsor section that it is ready.

Appendix

A: Standard Numbering System

Standard Section Numbering System

- **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)

**Foreign Language Courses should be numbered in this manner:**

- **Beginning level** – 101,102 and 401, 402
- **Intermediate level** – 203, 204 and 403, 404
- **Graduate foreign language requirement** – 601, 602 and 603, 604

Available Suffixes

For courses in the Undergraduate and Graduate academic careers starting in Fall 2006 (with the exception of subject = MBA **), the following suffixes may be used:

- **H** – Honors course or course for advanced students
- **L** – Credit-bearing laboratory course
- **I** – Interdisciplinary course

**MBA courses may use any other suffix not listed above, but should not use the suffixes H, L or I unless they are used for the specific course content as designated for each suffix.**

Limitations on Numbering and Suffixes

Alphabetic suffixes are limited to one. More than one suffix and hyphenated course numbers are incompatible with the system now in use. A course number should not be re-assigned to another course...
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having a different content until at least five years after the previous course was taught. This is to prevent the same course number from appearing twice on a student’s record representing two different courses.

Inter-Institutional

- **900 – 950** Inter-Institutional Courses (Registrar Only)
- **951 – 955** Part-time Classroom Studies (Evening Sections, Friday Center)

Distance Education

- **851 – 860** Self-paced Correspondence Courses through Digital and Lifelong Learning
- **956 – 974** Departmental Distance Learning (For courses not set up through Digital and Lifelong Learning), includes internships, clerkships, fieldwork (956 – 960)
- **975 – 994** Digital and Lifelong Learning Courses

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
- **01F – 99F** First Year Launch Courses
- **01G – 09G** Global Study Abroad Courses

A complete listing of details regarding the Standard Course and Section Numbering Systems can be found in the University Policy Memorandum #4.

**B: Standard Time Periods**

The **Standard Time Periods** listed below consist of 75-minute periods to be used on M/W or T/Th, and 50-minute periods to be used on M/W/F, 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 period. If you are scheduling undergraduate (<700) class sections, please refer to the Provost’s guidance for classroom utilization effective Fall 2024.

<table>
<thead>
<tr>
<th></th>
<th>Monday/Wednesday/Friday</th>
<th>Tuesday/Thursday</th>
</tr>
</thead>
</table>

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### C: Cancelling a Section

This allows you to cancel a section that has rolled from a previous term that will not be used in the current term.

**Important: Do not** use minus sign on the Basic Data tab to cancel the section. This action removes all data, which must remain in ConnectCarolina, whether or not the section is still active in the term.

*Curriculum Management > Schedule of Classes > Maintain Schedule of Classes*

Navigate to the Enrollment Control tab and select “Cancelled Section” in the *Class Status field. Click Save in the bottom left to submit the section cancellation.
The section will still be listed on this page, but it will not display in results for class search on the student’s end.

D: Instructor Role and Access (CAS)

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

<table>
<thead>
<tr>
<th>Instructor Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Instructor</td>
<td>Instructor with primary teaching responsibility for a component. This</td>
</tr>
<tr>
<td></td>
<td>includes a lecture, lab, or recitation component. Graduate students with</td>
</tr>
<tr>
<td></td>
<td>primary teaching responsibility for a lab or recitation should be coded as a</td>
</tr>
<tr>
<td></td>
<td>“primary instructor,” not a “TA.”</td>
</tr>
<tr>
<td>Secondary Instructor</td>
<td>Used infrequently when an instructor has less than 50% of the overall</td>
</tr>
<tr>
<td></td>
<td>teaching and grading responsibility for a component. May be used when a</td>
</tr>
<tr>
<td></td>
<td>guest professor teaches less than half of the classes.</td>
</tr>
<tr>
<td>TA</td>
<td>Teaching assistant with grading and administrative responsibilities for a</td>
</tr>
<tr>
<td></td>
<td>component.</td>
</tr>
<tr>
<td>Proxy</td>
<td>Used infrequently. Note: Student Services Managers (SSM) should not be</td>
</tr>
<tr>
<td></td>
<td>listed as proxies. SSM can access class rolls through the Curriculum</td>
</tr>
<tr>
<td></td>
<td>Management tab in ConnectCarolina. Instructors can add SSM to the Sakai</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Access</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</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>Grade</td>
<td>Ability to enter grades.</td>
</tr>
</tbody>
</table>