Advanced Academic Scheduling
Everything You Need to Know – Part 2!
Email

- Please only send one kind of change at a time
  - One email for creating classes, one for cancelling, etc.
- Always include as much information as possible.
  - Course code, Course name, instructor, meeting pattern, cap.
- If you need to change more than two classes please use our scheduling Excel sheet.
  - We can provide it if you need it.
- Don’t ask to cancel a class until the cancelation has been approved.
  - Forward the approval email with request.
- Have all contacts on the emails.
  - Schedulers, Department head, Dean.
Follow the Production Cycle

• Build your classes during open build.
  • Do not wait until the second opening, that period is for fixing mistakes NOT building.
  • Don’t wait until the build period has ended.
  • The Registrar’s Office cannot build the schedule for you.

• Check the schedule frequently.
  • We all make mistakes and need your help to make sure everything is correct.

• Send us information when requested.
Contacting Students about Schedule Changes

• Email students if you:
  • Cancel a class.
  • Change a room after the semester starts
  • Rebuild a class with a new section.
• MyUNLV will not send automatic emails when changes are made to the schedule.
  • If you don’t contact the students they will not get the information.
Instruction Mode

- Default is EN – In Person with Supplemental Web
- Others
  - P – In person
  - VM – In person Variable Meeting**
  - IS – Independent Study
  - FS – Field Study
  - WB – Web Based
  - WM – Web with on/off campus meeting
  - HY – Hybrid Online and in person
Building an Online Course

- If totally online make sure the Location is set to WEB
- Make sure the Instruction Mode is set to WB, WM, or HY
- Be sure to add the DE, DSED attribute to the course.
Building an Online Course
Continued

• If totally online
  • Facility ID on Meetings Tab should be 2122 “Web Based” –
  • Add Note #16 to the Notes Tab

• If Hybrid
  • Add the meeting pattern as normal
  • Add Note #17 to the Notes Tab
What’s the big deal with WB and HY?

Without a WB or HY designation, the Office of Online Education can’t help instructors and students.

Students can end up with an extra tuition bill when a mistake is corrected.

Classroom space is wasted during the online sessions.

(Space management hates it when this happens. You don't want your department to get on their bad side, trust me.)
Combined Sections

• Create the sections that need to be combined during the open schedule build period.
• Make sure that the meeting patterns and instructor assignments are **EXACTLY** the same for both sections.
• **E-mail Scheduling** (scheduling@unlv.edu) and ask for the sections to be combined **prior to access closing**.
• **You need to request this EVERY semester. It no longer rolls over.**
Cancelling Combined Sections

- Let us know it is a combined section.
  - We have to do extra steps if it is combined.
- Let us know if we are cancelling one or both sections.
- This is VERY important or MyUNLV does weird things.
Special Topics courses must have a special topic listed on the Basic Tab.

Contact Scheduling if you need a new topic added to your list.
Queries

• Recommended Queries
  • UNLVST_SCHEDULE_BY_DEPARTMENT
    • Will give you EVERYTHING in MyUNLV associated with scheduling.
  • UNLVSRC_CLASS_ROSTER_CRSE
    • Will provide a complete Roster for the Class.
    • Including if students are enrolled, waitlisted, or dropped and the action date.
• If you need other information email scheduling and we will recommend a query.
Adding a New Instructor to Your List

- Email scheduling@unlv.edu
- Include:
  - Instructor NSHE
  - Instructor Name
  - Organization Number
    - Ex. LV1300
  - What semester they will start teaching
Associated Class

- Make sure the associated class is correct.
  - In most cases it should match the last digits of the Class Section.
    - Ex. 1001 → 1, 1020 → 20
  - If you have a lecture/lab combo make sure the Non-Enrollment section is associated with the correct Enrollment Section.
Specific Lecture/Lab Associations

• Example:
  • All students in lab section 1003 are enrolled in lecture section 1001.
  • All students in lab section 1004 are enrolled in lecture section 1002.

• Decide which component (lecture or lab) you want to be the Enrollment section.
  • Enrollment sections are the section the student will select when enrolling in the course.
  • Only the Enrollment section can have student specific permissions.

• All sections (both Non Enrollment and Enrollment) should have the same class association number.

• Auto Enrollment Section
  • This will force students who enroll in the course to also enroll in a specified other section.
  • On the Enrollment Control tab of the Enrollment section you can specify which non-enrollment section the course is tied to.
### Non-Enrollment Lecture

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>110569</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University of Nevada Las Vegas</td>
</tr>
<tr>
<td>Term:</td>
<td>2017 Spring</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>MATH</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>283</td>
</tr>
</tbody>
</table>

#### Class Sections
- **Session:** Regular Academic
- **Component:** Lecture
- **Associated Class:** MAIN
- **Units:** 4.0

#### Class Attributes
- Personalize: State Funding Formula Status, State Funding Formula FTE
- General Education: Mathematics Credit

#### Equivalent Course Group
- MAT 203, MATH 203

### Enrollment Lab

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#### Class Sections
- **Session:** Regular Academic
- **Component:** Discussion
- **Associated Class:** MAIN
- **Units:** 4.0

#### Class Attributes
- State Funding Formula Status, State Funding Formula FTE
- General Education: Mathematics Credit
Auto Enrollment

Non-Enrollment Section

Enrollment Section
Non-specific Lecture/Lab Associations

- Ex: Students enrolled in lab section 1003 might be enrolled in lecture section 1001 OR lecture section 1002.

- Lectures must be designated as Enrollment section and Labs as Non-Enrollment Section.

- The Associated Class number for each lecture must match the last digits of the section number
  - Lecture Section 1001 → Associated class number 1
  - Lecture Section 1010 → Associated class number 10

- The Associated Class number for each lab is set to 9999
  - 9999 specifies that a student enrolled in that lab can also enroll into ANY other lecture.
### Enrollment Lecture

<table>
<thead>
<tr>
<th>Basic Data</th>
<th>Meetings</th>
<th>Enrollment Ctrl</th>
<th>Reserve Cap</th>
<th>Notes</th>
<th>Exam</th>
<th>LMS Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID: 101563</td>
<td>Academic Institution: University of Nevada Las Vegas</td>
<td>Term: 2017 Spring</td>
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<tr>
<td>Session: 1001</td>
<td>Regular Academic</td>
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<td>Biological Sciences</td>
<td>Fund Life Sci</td>
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<tr>
<td>Associated Class: 4000</td>
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<td>Add Fee</td>
<td>Schedule Print</td>
<td>Student Specific Permissions</td>
<td>Dynamic Date Calc Required</td>
<td>Generate Class Mtg Attendance</td>
</tr>
<tr>
<td>Primary Inst Section: 1001</td>
<td>In Person Supplemental Web</td>
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<tr>
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<td>Associated Class Attributes:</td>
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Weird Reoccurring Issues

• Do you have a course that causes problems every semester?
• Tired of granting hundreds of permissions just so students can register?
• Tired of Scheduling bugging you about the same class every year?
• Want to find out if there is a better way to schedule something?
• Stop dealing with it! Set up a one on one training.
  • On Demand Training! We will come to you! We will discuss the issue and come up with a solution.
Demonstration!