

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.

The screenshot shows the 'Class Sections' form in a web application. Several fields are highlighted with red boxes to indicate required settings for an online course:

- *Location:** Set to 'WEB'.
- *Instruction Mode:** Set to 'WB'.
- Class Attributes Table:** A table at the bottom with two rows. The first row has 'DE' in the 'Attribute' column and 'Online Education' in the 'Value' column. The second row has 'DSED' in the 'Attribute' column and 'Online Ed Online Fee Rate' in the 'Value' column. This entire table is highlighted with a red box.

Other visible fields include:

- *Session: 1
- *Class Section: 1004
- *Component: LEC (Lecture)
- *Class Type: Enrollment
- *Associated Class: 4
- Units: 3.00
- Campus: MAIN
- Course Administrator: (empty)
- *Academic Organization: LV1970
- Academic Group: ED
- Holiday Schedule: UNLV
- Primary Instr Section: 1004
- Class Nbr: 25969
- *Start/End Date: 01/19/2016 to 05/07/2016
- Event ID: (empty)
- Associated Class Attributes: 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: (empty), Print Topic in Schedule: (checkbox)
- Equivalent Course Group: Course Equivalent Course Group: (empty), Override Equivalent Course: (checkbox)

Building an Online Course Continued

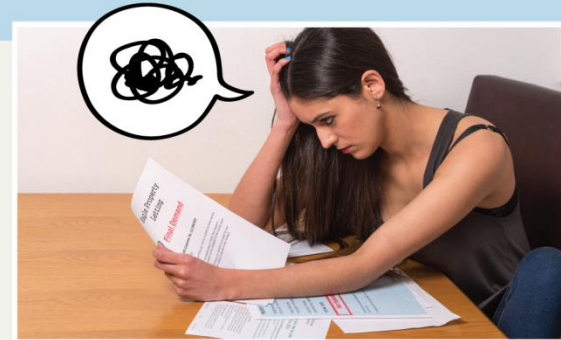
- If totally online
 - Facility ID on Meetings Tab should be 2122 “Web Based” –
 - Add Note #16 to the Notes Tab
- If Hybrid
 - Add the meeting pattern as normal
 - Add Note #17 to the Notes Tab

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

- 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.

Class Sections Find | View All First 1 of 77 Last

*Session:	1	Regular Academic	Class Nbr:	82653
*Class Section:	1001		*Start/End Date:	08/24/2015 12/05/2015
*Component:	LEC	Lecture	Event ID:	000075579
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00	Associated Class Attributes	
*Campus:	MAIN	MAIN	<input type="button" value="Add Fee"/>	
*Location:	MAINUNLV	UNLV Main	<input checked="" type="checkbox"/> Schedule Print	
Course Administrator:			<input checked="" type="checkbox"/> Student Specific Permissions	
*Academic Organization:	LV1520	English	<input checked="" type="checkbox"/> Dynamic Date Calc Required	
Academic Group:	LA	Liberal Arts	<input type="checkbox"/> Generate Class Mtg Attendance	
*Holiday Schedule:	UNLV	UNLV Holiday Schedule	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg	
*Instruction Mode:	EN	In Person Supplemental Web	<input type="checkbox"/> GL Interface Required	
Primary Instr Section:	1001			

Class Topic

Course Topic ID:

☐ Print Topic in Schedule

Queries

- Recommended Queries
 - UNLVST_SCHEDULE_BY_DEPARTMENT
 - Will give you EVERYTHING in MyUNLV associated with scheduling.
 - UNLVSR_SC_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.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam
Course ID:	105657	Course Offering Nbr:	1		
Academic Institution:	University of Nevada Las Vegas				
Term:	2016 Spring	Undergrad			
Subject Area:	ENG	English			
Catalog Nbr:	101	Composition I			
Auto Create Component					
Class Sections					
Find View All First 1 of 21 Last					
*Session:	1	Regular Academic	Class Nbr:	22808	
*Class Section:	1001		*Start/End Date:	01/19/2016 05/07/2016	
*Component:	LEC	Lecture	Event ID:		
*Associated Class:	1	Units: 3.00	Associated Class Attributes		
Campus:	MAIN		Add Fee		

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

Enrollment Lab

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
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Course ID: 110509 Course Offering Nbr: 1
Academic Institution: University of Nevada Las Vegas
Term: 2017 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 283 Calculus III [Auto Create Component](#)

Class Sections Find | View All First 8 of 9 Last

*Session: 1 Regular Academic Class Nbr: 27798
*Class Section: 1008 *Start/End Date: 01/17/2017 05/06/2017
*Component: LEC Lecture Event ID:
*Class Type: Non-Enroll
*Associated Class: 8 Units: 4.00 Associated Class Attributes
*Campus: MAIN MAIN Add Fee
*Location: MAINUNLV UNLV Main
Course Administrator:
*Academic Organization: LV2340 Mathematical Sciences
Academic Group: SM Sciences
*Holiday Schedule: UNLV UNLV Holiday Schedule
*Instruction Mode: EN In Person Supplemental Web
Primary Instr Section: 1008

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: 06112 MAT 283, MATH 283 Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
FUND State Funding Formula Status	SSFTE State Funding Formula FTE
GEN General Education	MATHEMATIC Mathematics Credit

[Save](#) [Return to Search](#) [Notify](#)

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

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

Course ID: 110509 Course Offering Nbr: 1
Academic Institution: University of Nevada Las Vegas
Term: 2017 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 283 Calculus III [Auto Create Component](#)

Class Sections Find | View All First 9 of 9 Last

*Session: 1 Regular Academic Class Nbr: 27799
*Class Section: 1009 *Start/End Date: 01/17/2017 05/06/2017
*Component: DIS Discussion Event ID:
*Class Type: Enrollment
*Associated Class: 8 Units: 4.00 Associated Class Attributes
*Campus: MAIN MAIN Add Fee
*Location: MAINUNLV UNLV Main
Course Administrator:
*Academic Organization: LV2340 Mathematical Sciences
Academic Group: SM Sciences
*Holiday Schedule: UNLV UNLV Holiday Schedule
*Instruction Mode: EN In Person Supplemental Web
Primary Instr Section: 1009

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: 06112 MAT 283, MATH 283 Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
FUND State Funding Formula Status	SSFTE State Funding Formula FTE
GEN General Education	MATHEMATIC Mathematics Credit

[Save](#) [Return to Search](#) [Notify](#)

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

Auto Enrollment

Non-Enrollment Section

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
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Course ID: 110509 Course Offering Nbr: 1
Academic Institution: University of Nevada Las Vegas
Term: 2017 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 283 Calculus III

Enrollment Control Find | View All First 8 of 9 Last

Session: 1 Regular Academic Class Nbr: 27798
Class Section: 1008 Component: Lecture Event ID:
Associated Class: 8 Units: 4.00
*Class Status: Active Cancel Class

Class Type: Non-Enroll Enrollment Status: Open
*Add Consent: No Consent Requested Room Capacity: 60 Total
*Drop Consent: No Consent Enrollment Capacity: 60 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

[Save](#) [Return to Search](#) [Notify](#)

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

Enrollment Section

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
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Course ID: 110509 Course Offering Nbr: 1
Academic Institution: University of Nevada Las Vegas
Term: 2017 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 283 Calculus III

Enrollment Control Find | View All First 9 of 9 Last

Session: 1 Regular Academic Class Nbr: 27799
Class Section: 1009 Component: Discussion Event ID:
Associated Class: 8 Units: 4.00
*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open
*Add Consent: No Consent Requested Room Capacity: 60 Total
*Drop Consent: No Consent Enrollment Capacity: 60 0
1st Auto Enroll Section: 1008 Wait List Capacity: 0
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section:
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

[Save](#) [Return to Search](#) [Notify](#)

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

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

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	101563	Course Offering Nbr:	1			
Academic Institution:	University of Nevada Las Vegas	Term:	2017 Spring	Undergrad	Auto Create Component	
Subject Area:	BIOL	Biological Sciences				
Catalog Nbr:	189	Fund Life Sci				
Class Sections Find View All First 1 of 30 Last						
*Session:	1	Regular Academic	Class Nbr:	23200		
*Class Section:	1001		*Start/End Date:	01/17/2017	05/06/2017	
*Component:	LEC	Lecture	Event ID:			
*Class Type:	Enrollment					
*Associated Class:	1	Units: 4.00	Associated Class Attributes			
*Campus:	MAIN	MAIN	Add Fee			
*Location:	MAINUNLV	UNLV Main	<input checked="" type="checkbox"/> Schedule Print			
Course Administrator:			<input checked="" type="checkbox"/> Student Specific Permissions			
*Academic Organization:	LV2620	Life Sciences	<input checked="" type="checkbox"/> Dynamic Date Calc Required			
Academic Group:	SM	Sciences	<input type="checkbox"/> Generate Class Mtg Attendance			
*Holiday Schedule:	UNLV	UNLV Holiday Schedule	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg			
*Instruction Mode:	EN	In Person Supplemental Web	<input type="checkbox"/> GL Interface Required			
Primary Instr Section:	1001					
Class Topic						
Course Topic ID:		<input type="checkbox"/> Print Topic in Schedule				
Equivalent Course Group						
Course Equivalent Course Group:	06136	BIO 189,BIOL 189	<input type="checkbox"/> Override Equivalent Course			
Class Equivalent Course Group:						
Class Attributes Personalize Find View All First 1 of 1 Last						
*Course Attribute		*Course Attribute Value				

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

Non - Enrollment Lab

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	101563	Course Offering Nbr:	1			
Academic Institution:	University of Nevada Las Vegas	Term:	2017 Spring	Undergrad	Auto Create Component	
Subject Area:	BIOL	Biological Sciences				
Catalog Nbr:	189	Fund Life Sci				
Class Sections Find View All First 6 of 30 Last						
*Session:	1	Regular Academic	Class Nbr:	23205		
*Class Section:	1006		*Start/End Date:	01/17/2017	05/06/2017	
*Component:	LAB	Laboratory	Event ID:	000084718		
*Class Type:	Non-Enroll					
*Associated Class:	9999		Associated Class Attributes			
*Campus:	MAIN	MAIN	Add Fee			
*Location:	MAINUNLV	UNLV Main	<input checked="" type="checkbox"/> Schedule Print			
Course Administrator:			<input checked="" type="checkbox"/> Student Specific Permissions			
*Academic Organization:	LV2620	Life Sciences	<input type="checkbox"/> Include in Dynamic Date Calc			
Academic Group:	SM	Sciences	<input checked="" type="checkbox"/> Dynamic Date Calc Required			
*Holiday Schedule:	UNLV	UNLV Holiday Schedule	<input type="checkbox"/> Generate Class Mtg Attendance			
*Instruction Mode:	EN	In Person Supplemental Web	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg			
Primary Instr Section:	1006					
Class Topic						
Course Topic ID:		<input type="checkbox"/> Print Topic in Schedule				
Equivalent Course Group						
Course Equivalent Course Group:	06136	BIO 189,BIOL 189	<input type="checkbox"/> Override Equivalent Course			
Class Equivalent Course Group:						
Class Attributes Personalize Find View All First 1 of 1 Last						
*Course Attribute		*Course Attribute Value				

[Save](#) [Return to Search](#) [Notify](#)

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

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!