Lecture/Lab Combinations

Success Starts Here

2017 Scheduling Conference
Presenter:

- Maria Calderon
  - Scheduling Liaison in the Office of the Registrar.
  - Assigned to:
    - Sciences
    - Honors
    - Liberal Arts
    - Study Abroad
Four Pieces of Lecture/Lab Combinations

• Component
  • Lecture
  • Lab or Discussion

• Class Type
  • Enrollment
  • Non-Enroll

• Associated Class

• Auto Enroll Section
Component

• Lecture
• Lab or Discussion
  • Labs and discussions function exactly the same way.
  • For the purposes of this training I will only talk about labs.
• These components are required.
  • MyUNLV will not allow students to register for one component without registering for both.
  • Students also won’t be able to drop one without dropping both.
• Graded Component
  • Set up in Curriculum
  • Both sections will appear to be credit building in “Maintain Schedule of Classes” but only the “Graded Component” of a class truly carries the credits.
    • The non graded component is treated like an extra meeting pattern by MyUNLV.
Class Type

- In any Lecture/Lab combination one component has to be Enrollment and one has to be Non-Enroll.

- Enrollment Section
  - Only Enrollment Sections have select buttons when students go to enroll.
  - Student Specific Permission can only be granted to Enrollment Sections.

- Non-Enroll Section
  - Any class given the 9999 Association has to be Non-Enroll.
  - Cannot directly limit enrollment on Non-Enroll sections.
Associated Class

• The assigned Associated Class number ties the components together.

• Think of it as a label for a group of sections.
  • Classes assigned to the same Associated Class Group can be taken together as long as they are different components.
  • Classes assigned to different Associated Class groups cannot be taken together even if they are different components.

• 9999 Association Group
  • This group is part of all Associated Class Groups.
Auto Enroll Section

• Enrollment Sections can be assigned to Auto-enroll students into a particular Non-Enroll Section.

• Without Auto-enroll
  • When a student selects an Enrollment Section they are shown a list of associated Non-enrollment sections to choose from.
    • Even if there is only one choice.

• With Auto-enroll
  • When a student selects an Enrollment Section the Auto-Enroll section is automatically added to their shopping cart.
    • The student isn’t given a choice.
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.
  - If you have multiple labs feeding into one Lecture make the Labs the Enrollment Section.

- All sections (both Non Enrollment and Enrollment) should have the same Associated Class group number.

- Assign Auto Enroll Section number to the Enrollment Section
  - In this case I would enter 1001 as the auto enroll section on Lab section 1003
### Non-Enrollment Lecture

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<th>Enrollment Cnt</th>
<th>Reserve Cap</th>
<th>Notes</th>
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#### Class Sections

| *Session: | Regular Academic | Class Nbr: | 27798 | Start/End Date: | 01/17/2017 14:00 | 05/06/2017 14:00 | Event ID: | 19 |
|------------|------------------|------------|-------|----------------|------------------|------------------|---------|
| *Class Section: | Non-Enroll | *Component: | Lecture | *Class Type: | | | |
| *Associated Class: | 1008 | *Units: | 4.00 | Associated Class Attributes | | | |
| *Campus: | MAIN | *Location: | UNLV Main | | | | |
| *Location: | UNLV Main | | | | | |
| *Course Attributes: | | | | | | |

### Enrollment Lab

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#### Class Attributes

- **FINA**: State Funding Formula Status
- **SSFTE**: State Funding Formula FTE
- **GEN**: General Education
- **MTH**: Mathematics
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.
Questions?
Contact Information

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• Email: maria.calderon@unlv.edu OR scheduling@unlv.edu