

Find It Fast in Curriculum Management

Student Central>>Main Menu>>Curriculum Management>>Schdule of Classes>>Maintain Schedule of Classes

FIND IT FAST: on the Basic Data Tab

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes ESU Textbook

Course ID: 001203 Course Offering Nbr: 1
 Academic Institution: Florida State University
 Term: 2013 Fall
 Subject Area: BSC
 Catalog Nbr: 4937

Formerly Course Prefix & Course Number
 Formerly Course Reference Number

Undergrad
 BIOLOGICAL SCIENCES
 SEM: LIV MAR RES ECO

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 1442
 Class Section: 0001 *Start/End Date: 08/26/2013 12/13/2013
 *Component: DSC Discussion Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Units: 1.00
 *Campus: MAIN Main
 *Location: MAIN Main, Tallahassee
 Course Administrator:
 *Academic Organization: ASBIO Biological Sciences
 Academic Group: TRAD Traditional
 *Holiday Schedule: CSUSA All (non ROP) Holiday Schedule
 *Delivery Mode: 00 Description: In Person
 Primary Instr Section: 0001

The place from which instruction originates//where the instructor is located when teaching.

The Delivery Mode value indicates if the class is taught in person (code 00) or taught via an online mode such as synchronous, asynchronous, or mixed.

When selected, the topic appears on the student class search under the class section's details.

Print Topic in Schedule

Class Attributes Personalize | Find | View 2 | 1-4 of 4 Last

*Course Attribute	*Course Attribute Value
FUND Funding	FUNDSTATE State Fundable
IAFR IAF Reportable	YES Yes
PHYL Physical Location	TLHMAIN Tallahassee, FL-MAIN
TYPE Course Type	STANDARD Standard

The place to which instruction is delivered//where students are located.

This is a Look Up button.

The Class Attributes area is where you can see how a class is funded; the physical location; the course type; and other attributes like service learning and service learning hours. If a course can be used toward service learning, those designations would appear here on additional lines as SRVL and SRVH. (Click the Course Attribute and/or the Course Attribute Value Look Up buttons to see available choices.)

FIND IT FAST: on the Meetings Tab—Meeting Patterns

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Session: 1 Regular Academic Sess
 Class Section: 0001 Component: Discussion
 Associated Class: 1 Units: 1.00

The meeting pattern area displays the days and times the class convenes. Consult the Start/End Date fields to ensure the class meets at these times the entire semester. In this case, the class meets on Tuesday evenings only until October 15. Click the View All link to see the next meeting pattern. (Note that the 1 of 2 arrows indicate more than one meeting pattern.)

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 T 5:00PM 8:00PM [X] [] [] [] [] [] [] 08/26/2013 10/15/2013

Topic ID: Free Format Living Marine Resource Ecology Crs Cntct 1.00
 Print Topic On Transcript Contact Hours

A facility ID appears after a meeting space is assigned in Ad Astra.

The Free Format Topic appears on the students' transcripts if the Print Topic on Transcript check box is selected.

FIND IT FAST: on the Meetings Tab—Instructors

In the **Instructors For Meeting Pattern** area, the **Assignment** tab shows the instructor and his or her role.

The **Access** value is either **Grade** or **Approve**. **Approve** is the more comprehensive access, indicating the instructor can grade *and* approve those grades for final submission.

Click the **Contact Hrs** tab to see how many contact hours the instructor is assigned. If more than one instructor is responsible for teaching, when the instructors' contact hours are added together they cannot exceed the **Crs Cntct** total. 3 to 4 weeks into the semester, instructor effort data is available on the **Workload-FACET** tab.

FIND IT FAST: on the Enrollment Cntrl Tab

Use the **Enrollment Cntrl (Control)** tab to see the **Class Status** value: active, cancelled, tentative, or enrollment halted.

Enrollment Status displays student enrollment as **Open** or **Closed** depending on the **Class Status** value.

The **Enrollment Capacity** field displays how many students are enrolled.

Values in the **Add** and **Drop Consent** fields determine if students must have instructor or departmental consent to add and/or drop the class.

FIND IT FAST: on the Reserve Cap Tab

The **Reserve Cap** tab is where you can find how many seats have been set aside for specific student populations, and when those populations can enroll in the class section.

In this example, two Reserve Capacity Sequences hold seats for three groups. A sequence can only contain requirement groups that enroll beginning on *different* days; thus, two sequences are required for groups 000098 and 000106, which can both enroll on March 18.

When added together, the **Cap Enrl** fields cannot total more than the **Enrollment Capacity** value on the **Enrollment Cntrl** tab. In this case, that number is 15.

FIND IT FAST: on the Notes Tab

Anything provided in notes appears on the student **Class Search** in the **Details** area. As in the legacy system, information about fees is provided to students via notes.

Click the **Note Nbr Look Up** to see if a prefabricated note is available. If one exists, you can click **Copy Note**. The note appears in the **Free Format Text** area where you can edit it, if necessary.