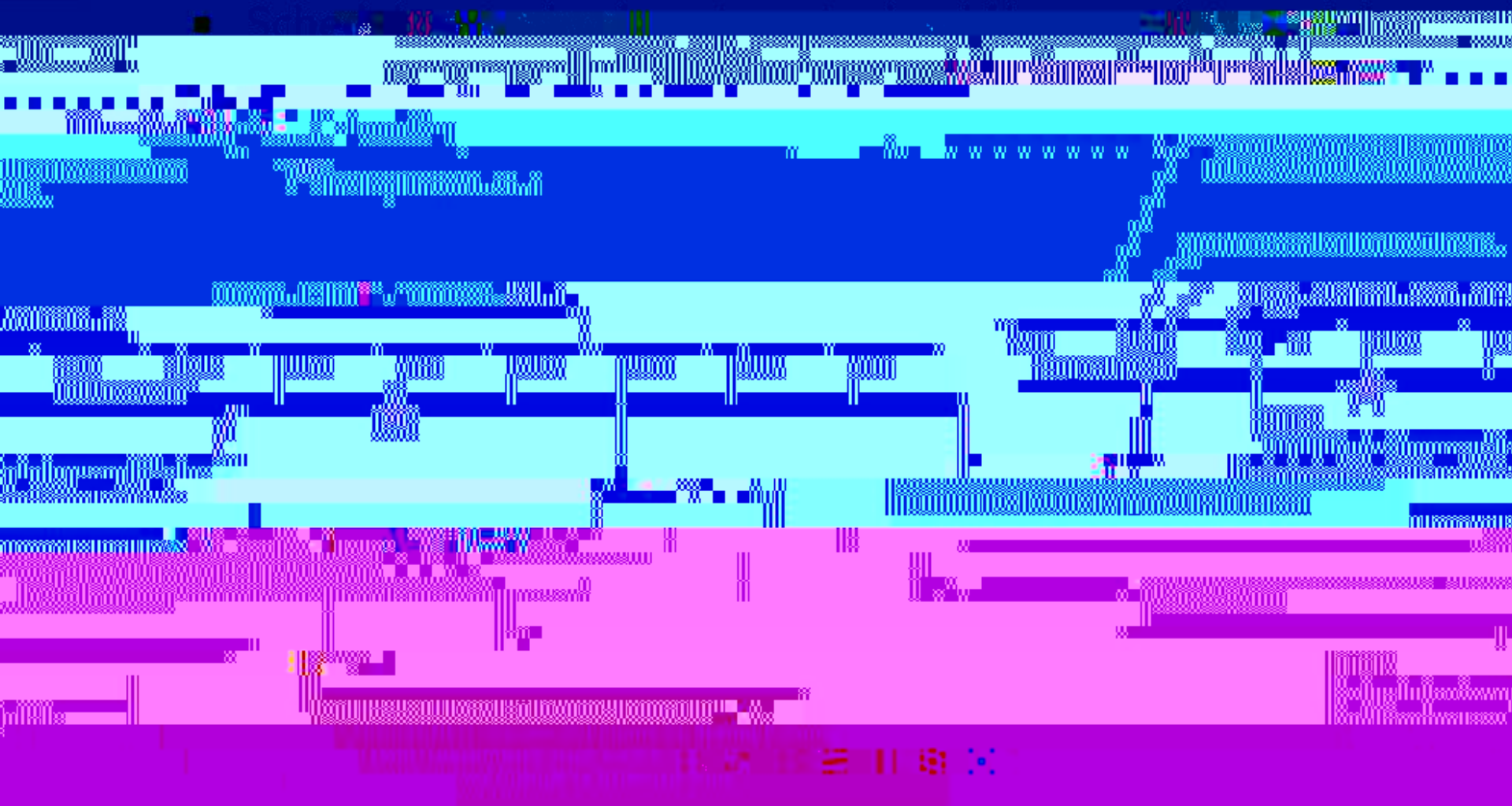




September 2010 – **UPDATED INFO 10/31/14**

Timeline for Class Schedule Entry





Term: Fall 2010-2011 Undergrad

Subject Area: AEC Construction

Class Sections

Class Section	Class ID	Session
Regular Academic Session	1001	1001
Regular Academic Session	1002	1002
Regular Academic Session	1003	1003
Regular Academic Session	1004	1004
Regular Academic Session	1005	1005
Regular Academic Session	1006	1006
Regular Academic Session	1007	1007
Regular Academic Session	1008	1008
Regular Academic Session	1009	1009
Regular Academic Session	1010	1010
Regular Academic Session	1011	1011
Regular Academic Session	1012	1012
Regular Academic Session	1013	1013
Regular Academic Session	1014	1014
Regular Academic Session	1015	1015
Regular Academic Session	1016	1016
Regular Academic Session	1017	1017
Regular Academic Session	1018	1018
Regular Academic Session	1019	1019
Regular Academic Session	1020	1020
Regular Academic Session	1021	1021
Regular Academic Session	1022	1022
Regular Academic Session	1023	1023
Regular Academic Session	1024	1024
Regular Academic Session	1025	1025
Regular Academic Session	1026	1026
Regular Academic Session	1027	1027
Regular Academic Session	1028	1028
Regular Academic Session	1029	1029
Regular Academic Session	1030	1030
Regular Academic Session	1031	1031
Regular Academic Session	1032	1032
Regular Academic Session	1033	1033
Regular Academic Session	1034	1034
Regular Academic Session	1035	1035
Regular Academic Session	1036	1036
Regular Academic Session	1037	1037
Regular Academic Session	1038	1038
Regular Academic Session	1039	1039
Regular Academic Session	1040	1040
Regular Academic Session	1041	1041
Regular Academic Session	1042	1042
Regular Academic Session	1043	1043
Regular Academic Session	1044	1044
Regular Academic Session	1045	1045
Regular Academic Session	1046	1046
Regular Academic Session	1047	1047
Regular Academic Session	1048	1048
Regular Academic Session	1049	1049
Regular Academic Session	1050	1050

Class Topic

Topic ID: Course=Top



Session

Campus
Location

Instruction mode



Session codes

Determine begin/end dates

Determine contact minutes

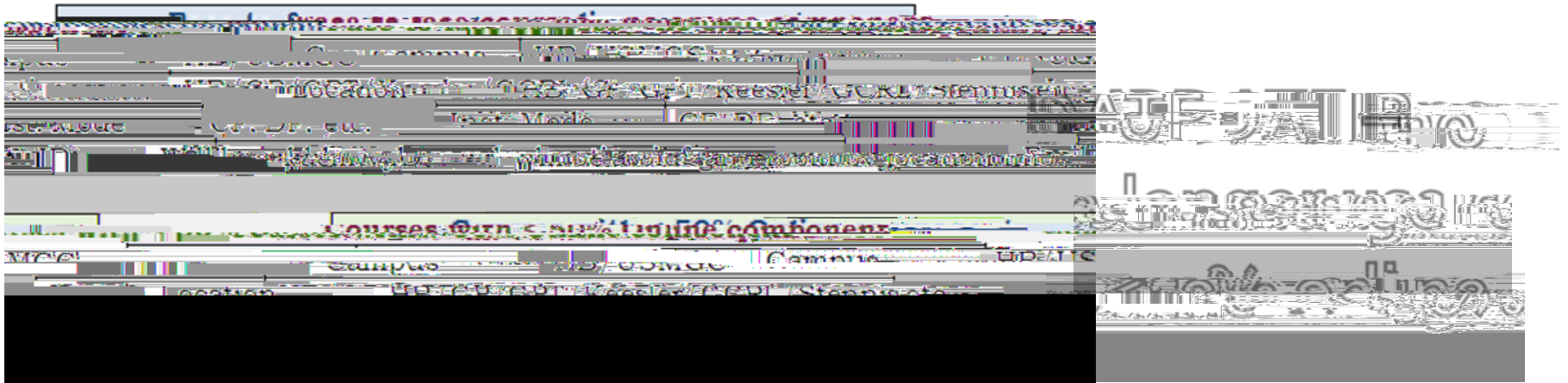
Add/drop deadlines

Tuition (mini sessions)

CE1 – use specific dates the sections meet throughout the term

CE2 – use specific dates in the first half (same as 8w1/5w1)

CE3 – use specific dates in the second half (same as 8w2/5w2)



NOTE: Section codes for online courses should match the instructor's home campus.

Instruction Modes

METHODS OF INSTRUCTION

C – Lecture

E – Seminar

F – Field

L – Lab

D



Use H... for Hattiesburg or Meridian

Use G... for Gulf Park, Gulfport, Stennis

GCRL uses HBG or Gulfport depending on subject

No X, R, M, etc.

Change of Schedule Form

Submit for cancellations regardless of enrollment

Please submit typed change of schedule forms

Gulf Park changes go to Gulf Park for processing

Class Associations

- Must be unique for each course & section
- Can't be changed after section has enrollment

Class (Course) Attributes

- Do not remove NSLC code if shown – needed for enrollment verifications

Non-Standard Meeting Patterns – avoid!

- Impacts student schedules
- Impacts space utilization
- Unverified contact minutes
- Unknown exam time

Online HBG vs. Online USMGC

Hybrids and events

Online HBG/USMGC vs. CHAT HBG/USMGC

MSVCC – restricted enrollment

Graduate courses require instructors with 'faculty' level; dissertation courses require instructors with 'professor' level – both graduate statuses must be approved by Graduate Council.





Training opportunities for data entry

Online tutorials

Open/Closed Class Report via SOAR

Registrar's Office website via Schedule Guide

Classroom Scheduling Policies approved 9/8/14

Standard Meeting patterns - UPDATED