The following table shows how to navigate to the pages that contain the data you are looking for. Remember to enter the term when searching for scheduled classes.

<table>
<thead>
<tr>
<th>If you're looking for</th>
<th>Navigate to</th>
<th>Fields to note</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Basic Data on Class Sections | • Manage Student Records>Establish Courses  
• Use>Schedule of Classes  
• On the Find an Existing Value page, locate the desired term and course  
• Basic Data page, Class Sections area | Class Section  
要闻 Student Specific Permissions | The Class Sections header indicates how many sections have been defined for the class. The Class Section field indicates which section you are seeing.  
If Student Specific Permissions is checked (☑), the class requires enrollment by application or interview, and students will require permission to enroll. |
| Class Topic (for the term) | • Manage Student Records>Establish Courses  
• Use>Schedule of Classes  
• On the Find an Existing Value page, locate the desired term and course  
• On the Basic Data page, scroll down to the Class Topic area | Course Topic ID | This is only used for Topics courses, and indicates the topic that will be covered in this term. |
| Class Attributes | • Manage Student Records>Establish Courses  
• Use>Schedule of Classes  
• On the Find an Existing Value page, locate the desired term and course  
• On the Basic Data page, scroll down to the Class Attributes area | Course Attribute  
Course Attribute Value | If an Attribute is selected, the Attribute Value must also be selected. |
| Description | • Manage Student Records>Establish Courses  
• Use>Schedule of Classes  
• On the Find an Existing Value page, locate the desired term and course  
• Click on the Description tab | Description  
Course Web Address | This description appears in the Course Offerings for this term; however, the course web address appears only in the online Course Offerings. |
| Sample Reading List | • Manage Student Records>Establish Courses  
• Use>Schedule of Classes  
• On the Find an Existing Value page, locate the desired term and course  
• Click on the Sample Reading tab | Author/Article Title  
Title/Journal Title  
要闻 See instructor for complete list | If there are more than six items in the reading list, or if the instructor does not want to list the reading materials, select (☑) See instructor for complete list. |

### Section Numbering Scheme

<table>
<thead>
<tr>
<th>Place</th>
<th>Content</th>
</tr>
</thead>
</table>
| 1     | A letter indicating the component type:  
B  Lab  
C  Class  
D  Drill  
E  Ear Training  
F  Film  
L  Lecture  
P  Precept  
S  Seminar  
U  Studio |
| 2-3   | A sequential number within the component type, starting with 01. There will be a new number for each section of the component that meets at a different time period. |
| 4     | If this is the only section, or the first section, of the component type, this position is left blank.  
If there are multiple sections of the component meeting at the same time, each section after the first (each subsection) contains a letter in this position, starting with A. |

For example, if there are 6 lab sections, three of which meet at 1:30 on Wednesday, and three of which meet at 7:30 on Thursday, the section numbers would be B01, B01A, B01B, B02, B02A, and B02B.
# Finding Schedule of Classes Data

<table>
<thead>
<tr>
<th>If you're looking for</th>
<th>Navigate to</th>
<th>Fields to note</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Information for the Course Offerings</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Additional Inf tab</td>
<td>Reading/Writing Assignments Prerequisites &amp; Restrictions Other Information</td>
<td>These fields are for descriptive information printed in the Course Offerings.</td>
</tr>
<tr>
<td>Grading Requirements</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Requiremnt/Grading tab</td>
<td>Final Exam Grading option percentage fields</td>
<td>The Final Exam field on this page is used to create the final exam schedule. You must select Final to have an exam time/room scheduled. Grading option percentages must total 100% if any percentages are entered.</td>
</tr>
<tr>
<td>Meeting Schedule</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Meetings tab to see the Meeting Pattern area for each section</td>
<td>Pat Mtg Start &amp; Mtg End ☑ Day of week check-boxes</td>
<td>Do not change the Start/End Date. If a section meets for less than the full term, inform the Registrar's Office.</td>
</tr>
<tr>
<td>Section Instructors (for CAFSIS reports)</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Meetings tab and look in the Instructors for Meeting Pattern area</td>
<td>ID Name</td>
<td>Instructors entered here are used only for CAFSIS reports, and must be entered before CAFSIS reports are run.</td>
</tr>
<tr>
<td>Enrollment Control</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Enrollment Cntrl tab</td>
<td>Class Status Requested Room Capacity Enrollment Capacity</td>
<td>During online course selection, the Totals will show actual enrollment numbers.</td>
</tr>
<tr>
<td>Reserve Capacity</td>
<td>• Manage Student Records&gt;Establish Courses • Use&gt;Schedule of Classes • On the Find an Existing Value page, locate the desired term and course • Click on the Reserve Cap tab</td>
<td>Reserve Capacity Sequence Start Date Requirement Group Number of Seats Reserved</td>
<td>Start Date is the day before web enrollment begins. During online course selection, the Reserved Seats Filled will show actual enrollment numbers.</td>
</tr>
</tbody>
</table>

## Term Code Scheme

The format of the term code is CAYT, where

- **C** Indicates the century, with 0 for 1900, and 1 for 2000.
- **AY** Indicates the academic year, using the last 2 digits of the year in which the spring term ends.
- **T** Indicates the term, with 2 for Fall, 4 for Spring, and 1 for Summer.

For example, **1002** indicates the Fall term of the academic year 1999-2000, and **0984** indicates the Spring term of the academic year 1997-1998.