

Creating your Class Schedule

1. The first step in Class Planning is to review your courses in the **Course Inventory**. The Inventory lists every course offered at the University for the past thirty years. Any course with an “Active” status is eligible to be offered during the upcoming semester. The information stored in the Course Inventory, such as a course title and credit hours, typically does not change so be sure to acquire appropriate approval and review the manual before updating.

- **Review courses in the Inventory** CC00
 - ⇒ *Are the titles, credit hours, instruction types, etc. correct?*
 - ⇒ *Has your curriculum or course structure changed?*
- **Make Inventory changes** if directed to do so by your curriculum committee CC04
 - ⇒ *Have you updated the Summer (S suffix) courses to be identical to the non-suffix courses?*
- “Phase Out” courses no longer offered in your program CC05
- “Phase In” old courses you are offering again CC06

2. Next, you need to create your **Class Schedule**. Use the “course rollover” functions to select the courses you wish to offer. This process is called “course rollover” because scheduling information from the previous semester will copy over to the current semester. If you make an Inventory change to a course that was already rolled over, it will disappear from the Class Schedule and therefore need to be “rolled over” again.

- **“Rollover” classes** you are offering this semester CC18, CC19

3. After selecting the courses you wish to offer, update the scheduling and enrollment information as necessary. If the course was offered last year and you have NOT updated the course in the Inventory, all scheduling information will copy over to the new semester automatically. This includes the number of sections offered under each course (A1, HP).

- **Add, Delete, Rename Sections** CC13, CC14, CC16
- **Update Meeting Days, Times** CC28
- **Update Instructor Names** Before deadline: CC28
After deadline: CC40/CC43

- **Add/Remove Enrollment Limit, Permission Required Code, Print Suppress Code, Campus Code, and WebReg Restrict** CC21
- **Reserved Seating and Special Fee Codes** must be updated through the Registrar’s Office

- **Room requests** CC28
 - ⇒ *Do you have priority over specific rooms or buildings? Map out the room schedule for each room so that your requests do not conflict with each other.*
 - ⇒ *Do you have proprietary rooms? You should utilize these rooms for your smaller discussions or graduate colloquiums, especially during peak meeting hours.*

- **Update Non-Standard Date Ranges** CC28
 - ⇒ *Half semester course, moves off campus after the first few meetings, etc.?*
 - ⇒ *Non-sequential meetings? Set up as ARR and request a room via a One-Shot Reservation form*

4. Finally, visit the LINK to proof your Class Schedule. Viewing your Schedule via the Faculty/Staff Link will display all class sections; even those that are print suppressed. The Student Link respects all Print Suppress codes. There are few things to consider while proofing:

- **Manage your “Line Comments” and “Course Comments”** CC28, CC10
 - ⇒ *Has outdated information rolled over from last semester?*
 - ⇒ *Are comments neat and consistent throughout your schedule?*
- **Double check your “Meets w/” classes**
 - ⇒ *All “Meets w/” should be listed in the “Line Comments”* CC28
 - ⇒ *Contact the cross-listed department or school to ensure you are requesting the same meets days, times, and room*
 - ⇒ *Send a list to the Schedules Department to ensure they receive the same room assignment*

Training sessions and manuals are available for all U.I.S. functions listed.
Please email the training department at regtrain@bu.edu for more information.