

Memorandum

To: whom it may concern

From: Office of the University Registrar – Course & Curriculum Department

CC: Dr. William Green, Karen Beckett, Mitch Powell

Subject: Course & Curriculum Business Process and Policies

Please remember that the fields below are very important key areas that need to have accurate data entered to avoid errors during the student registration period. Please keep these key fields in mind when scheduling your classes.

- **Components** – Please verify before scheduling classes that the component you are scheduling is listed on the course at the Course Catalog. If the Component you need is not available on the course at the Course Catalog, please submit a signed Course Modification form to scheduling.rg@miami.edu to add the additional component or change the component before your classes are scheduled. **Note: Once students register in the class certain fields are greyed out and can't be modified until students are dropped from class.**
- **Unscheduled Components** - Cleanup any unscheduled components on the Adjust Class Associations page. If your course at the catalog level has more than one component listed and you're only scheduling one single component, then you must delete all unscheduled components at the Adjust Class Associations page.
- **Attributes** – **Writing Courses/Classes** must be approved by Arts & Sciences before being flagged. **Civic Courses/Classes** must be vetted by the Civic Engagement office before being flagged. Note that the attribute field is only a search engine to locate a course/class with an attribute. For credit to a student's transcript the Requirement Designation field must be flagged as well as the attribute field.
- **Variable Credits** - If you are scheduling a course that has variable credits and you need to schedule a class with set credits, you must give a different Associated Class number to each class you schedule. Then you must send a signed Unit Modification form to scheduling.rg@miami.edu to have the credits set on the specific class.
- **Combined Classes** – When combining classes, you must combine two or more classes. Please do not leave one class section only on the Identify Combined Sections page. Delete the single class, if not being combined with any other class and we ask that you delete the Description from the Combined Section Table as well. **Very Important Note: The Wait List Does Not Work With Combined Classes, the Wait List Field Must Have Zero Entered for all Combined Classes!**
- **Instructor** - Please include an instructor on all scheduled meeting patterns. If a class is open for students to register you must have an instructor listed.
- **Online Classes** - Please use section code Y, Y1, Y2, etc. and the Distance Learning component must be selected when scheduling Online classes. Please do not use O1 or any other alphabets to create an Online class.

- **Final Exam** - If a course will or will not have a final exam for the scheduled term, please go to the Adjust Class Association Page to set the flag in the final Exam field with its appropriate status, using the following: *Y = Yes or N = No*
- **Requested Room/Enrollment Capacity** - Make sure that the enrollment cap does not exceed the requested classroom maximum capacity. Please remember that the Enrollment Capacity and Requested Room Capacity fields **must** have the same number entered in both fields, example: 10 and 10. This is to be done for every course-section entered. **Note:** General Purpose Classroom requests (GPC-ALOC and GPC-NALC) will not be processed for courses with mismatched information between the Requested Room Capacity and Enrollment Capacity fields and the room designation (GPC-ALOC/GPC-NALC) will be removed.
- **Faculty Course Evaluation Field**- You must select Yes or No in order to have your course evaluated for the specific term. This data will NOT roll over to the next semester. If NO you do not set a form code but must enter the N so that you can continue scheduling or creating classes. If YES, you must select form type if not you will receive an error message that will not let you save. All combined classes will have to have the same value for both the Parent class and the child. Meaning, if you mark ARC584 as yes and it is combined with ARC684- this will also have the yes for evaluation.

As always if you have any questions or need additional support please don't hesitate to contact us at scheduling.rg@miami.edu.