

College of Arts and Sciences
PantherSoft Scheduling Manual
(Updated Fall 2012)



Contact: CASsched@fiu.edu for any questions or concerns

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Instructions for CAS Schedulers

Schedulers will have access to edit the schedule inside PantherSoft during specific keying-in time periods throughout the year. After the deadline passes, schedulers will have to submit any changes to the schedule via OCM Helpdesk tickets- for more on OCM Helpdesk- see pg. 25

The instructions below are for those specific keying-in periods, in which schedulers can edit the schedule inside PantherSoft.

**If you don't have access to PantherSoft to edit the schedule or to run a query – contact CASsched@fiu.edu immediately.

Step 1: Run the scheduling query to identify which classes rolled over from the previous semester. Use the following query: `CAS_CASCI_CLASS_SCHEDULE_MOD`

See the screenshot on page: 7

Step 2: Look over the new schedule that you receive from your chairperson – every class on that schedule must specify:

- Campus that the class will be offered
- Instructor
- Meeting Start Time and Meeting End Time
- Days that the class will meet
- Enrollment capacity of the class
- Does the class need a Topic title?
- Does the class need polycom technology (audio/video conferencing equipment)?
- Does the class need Panopto (course capturing technology)?
 - Special Room Requests must be submitted via OCM Helpdesk for these
- Does the class need Notes?
- Will the class be combined with another class?

**Do not begin the keying-in process without having this information above on the schedule that you receive from your supervisor.

Step 3: How To Approach the Keying-In Process

1. Compare the schedule query to the schedule you received from your supervisor.
 - Make notes as to which sections need to be deleted from the system, if they will not be offered again.
 - Make notes as to which sections need to be added and which ones need to be modified.
2. Start with the Basic Data Tab, save everything you do, then go on to the Meetings Tab, save everything you do, then go on to the Enrollment Cntrl Tab, and save everything you do.

Finish all the details of one class before you start working on the next class.

In the Basic Data Tab: you will

- assign a section number
- the campus and location code
- check the student specific box
- check the schedule print box

See screenshot on page: 11

In the Meetings Tab: you will

- assign professor (or multiple professors if your class requires)
- assign meeting days
- assign meeting times
- add second meeting patterns (if your class requires it)
- assign classroom requirements (like polycom or computer lab)

See screenshot on page: 12

In the Enrollment CNTRL Tab: you will

- assign an enrollment capacity number
- assign a requested room capacity number
- add Instructor Consent to the ADD Consent Box (if the professor asks for it)

See screenshot on page: 13

Use the Notes tab – if you need to add any notes

See screenshot on page: 14

Step 4: Starting the Keying-In Process

Start keying-in (use the screenshots to help you edit the schedule)

Adding, Editing, and Deleting Classes

- To modify/edit an existing class – use the screen via **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment CNTRL Tab

See screenshot on pages: 9, 11, 12, and 13

- To add a new section of a class - use the screen via **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes** and select the plus sign in the Basic Data Tab

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment CNTRL Tab

See screenshot on pages: 11, 12, and 13

- To add a new class that was not offered in a previous semester, then use the screen via **Main Menu>Curriculum Management>Schedule of Classes>Schedule New Class** because it will not appear under Maintain Schedule of Classes

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment CNTRL Tab

See screenshot on pages: 10, 11, 12, and 13

- To delete sections that will not be offered in the semester that you are working in- use the screen via **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes** and select the minus sign in the Basic Data Tab to delete the section.

Tabs you will use: Basic Data Tab

See screenshot on pages: 11

Online Sections

Online courses are keyed-in by FIU Online only- send your online schedule in an EXCEL spreadsheet to Vanessa Medero: vmedero@fiu.edu with the following info:

Term (specify A, B, or C for Summer)	Course Prefix	Course Title	Instructor's Email	Instructor's First/Last Name	Instructor Panther ID	Enrollment Capacity	Has this class ever been taught online before?
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Step 4: (continued)

Combined Sections

- **To modify/edit a combined section** - use the screen via **Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings**

Tabs you will use: Meetings Tab, and Enrollment CNTRL Tab

See the screenshot on page: 15

Remember, when editing an existing combined section, to adjust the combined requested room cap and combined enrollment cap via the Combined Sections Table by going to **Main Menu>Curriculum Management>Combined Sections>Combined Sections Table**

- Select the **Term** and **Session**, then **Search**
 - Find the combined class by pressing **CNTRL + F** and searching for the class prefix
 - Select **View Combined Section** for the class you are looking to edit
 - Edit the **Requested room cap** and the **Enrollment cap**, according to your new caps
- **To make a combined section that meets at the same time, in the same classroom, with the same professor:** use the screenshot on page: 17
 - **To make a combined section that meets at different times or on different campuses:** use the screenshot on page: 16
 - **To delete Combined Sections, that will no longer be offered** – go to each section via **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes** and select the minus sign in the Basic Data Tab to delete the sections.

Tabs you will use: Basic Data Tab

See screenshot on pages: 11

Step 5: Checking the Schedule for Errors

When you are finished keying-in the new schedule for that particular semester, run the schedule query again and compare the results with the schedule that you received from your supervisor.

****Make sure you deleted all of the classes that rolled over that your department will not be offering in that semester.**

Common Mistakes that Schedulers Make – So check for these in the query!!!

Check **before** the schedule has classrooms assigned:

1. **Section numbers** must match Campus – see screenshot on pg. 11
2. **Summer Schedule only** – check Session matches the Section number –see pg. 11
3. **AM/PM mistakes**
 - a. Common mistakes: 10:00am-10:50pm or 11:00pm-1150pm
4. **Offer Nbr Column** on query should always say “1”
 - only RPC section numbers should have a “40” in this column-otherwise tuition rates are affected
 - a. If you have a “40” in this column, and it is an on-campus course, you must delete it and re-add it as course offering “1” – see screenshot on pg. 9
5. **Classes with Meeting Days also have Meeting Times** and vice versa
6. **All classes begin at standard starting times** – except for classes that have approved petitions by the Provost’s Office – see pg. 22 for list of standard starting times
7. **No classes are scheduled during the university free period:** Thursdays 330p-5:00pm
 - except for labs and classes that have approved petitions by the Provost’s Office
8. Only the proper classes have Instructor/ Department Consent restriction in the Consent column of the query- to change see screenshot on pg. 13
9. All active classes are set to “A” under Class Stat column in the query – which will allow students to register- to change see screenshot on pg. 13
10. All classes that should be shown to students on the schedule have a “Y” in the Schedule Print column of the query- to change see screenshot on pg. 11
11. Check classes for second meeting patterns that rolled over in the Meetings Tab – delete second meeting patterns, if they are not needed

Check **after** the schedule has classrooms assigned:

1. Enrollment caps are smaller or equal to the classroom cap assigned
 - a. Use Excel formulas to identify overcapped classes – see page 24
2. Combined enrollment caps are smaller or equal to the classroom cap assigned
 - a. Use Excel formulas to identify overcapped classes – see page 25

To avoid over-enrollment- lower the Enrollment Cap to the Actual Capacity of the Classroom, if the enrollment cap is more than the classroom assigned – change in the Enrollment CNTRL Tab

3. All Primary Instructors have “A” for Submit Access under Grading Access column in query – see screenshot on pg. 12

How to run the schedule query

Step 1 - Go to Main Menu>Reporting Tools>Query>Query Viewer

Step 2 - Search for the query name in the search box - in this case we will use CAS_CASCI_SCHEDULE_MOD which will pull up the College of Arts and Sciences Schedule
-Press search
-Under Search results, find the query and select Excel



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with 1.

2. [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CAS_CASCI_CLASS_SCHEDULE_MOD	2 Inst/2Mtg Pat all groups Mod	Public		HTML	Excel	XML	Schedule	Favorite

3.

Favorite this query so that it appears in your saved queries whenever you go to Query Viewer

Step 3 - Put in the term (e.g. 1128, 1131, 1135..etc)

- Use % for Acad Org
- Use % for Subject
- Press "View Results"

Step 4 - Download the Excel Sheet

- Open in Excel
- Highlight the ROW of Headers and press "Sort/Filter" at the top right hand corner of Excel Toolbar
- You should now have drop down menus for each header
- Select the drop down menu for Academic Org and Select your Department to view your classes currently on the schedule
- Note that the Class Status Column shows you which classes are "A" for Active and which ones are "X" Cancelled.

CAS_CASCI_CLASS_SCHEDULE_MOD - 2 Inst/2Mtg Pat all groups Mod

Term:

Acad Org like %:

Subject like %:

Term	Acad Group	Acad Org	Class Nbr	Subject	Catalog	Course	Section	Session	Descr	Max Units	Component	Offer Nbr	Mo
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Query: CAS_CASCI_CLASS_SCHEDULE_MOD
In the order that they appear in the query:

Header	What it means:	What it means:	What it means:	What it means:	What it means:	What it means:
Term	Term	1128 for fall 2012	1131 for spring 2013	1135 for summer 2013	1138 for fall 2013	
Acad Group	College	CASCI is for College of Arts and Sciences				
Acad Org	Department Code					
Class Nbr	Class Number					
Subject	Subject Area Prefix					
Catalog	Catalog Number					
Course	Course Number					
Section	Section Number					
Session	1 is for Fall or Spring	6w1 is for Summer A	6w2 is for Summer B	12w is for Summer C		
Course Title	Course Title					
Max Units	Maximum number of credits					
Component	C is for Class Lecture	L is for Lab	O is for Other	I is for Internship	Z is for Thesis	R is for Supervised Research
Offer Nbr	This should always be 1 except for RPC section courses which are designated as 40					
Mode	I is for Fully Online	P is for In Person	V is for Video Conferencing	W is for Web Assisted		
Class Stat	Class Status	A is for Active	X is for Cancelled	T is for Tentative	S is for Stop Further Enrollment	
Classroom_Pat_1	Classroom assigned					
Room Cap	Capacity of Classroom Assigned					
Reg Inventory	General Purpose Classroom?	Y for Yes - means university shared classroom	N for No - means departmental space			
Req Rm Cap	Dept requested room cap					
Cap Enrl	Dept. Requested Enrollment cap					
Tot Enrl	Total Students Enrolled					
Comb Sects ID	Combined Section ID					
Comb Cap Enrl	Combined Enrollment Capacity					
Comb Req Rm Cap	Combined Requested Room Capacity					
Comb Tot Enrl	Total enrolled in all combined sections					
Comb Sect Descr	Description of the sections combined					
Campus	Campus	UPARK for MMC Campus	BBAY for Biscayne Bay	OFF for Online or Pines or other sites	Y for Yes	N for No

(continued)

Header	What it means:	What it means:	What it means:	What it means:	What it means:	What it means:
Cancel Dt	when class was cancelled					
Consent	Does the class require instructor consent?	Y for Yes	N for No	last name of professor 1		
ID	Panther id of professor 1					
Last	last name of professor 1					
First Name	first name of professor 1					
Role	Role of professor 1	P for Primary Instructor	S for Secondary Instructor	A for Admin	CA for Course Assistant	
Grading Access	Professor 1 access to submit grades?	A for Submit Access	G for Grade Access Only	Blank for No access		
Pat Nbr 1	Ignore this column					
Days_Pat_1	days of 1st meeting pattern					
Time_Pat_1	time of first meeting pattern					
ID	panther ID of professor 2					
Name	name of professor 2					
Role	Role of professor 2	P for Primary Instructor	S for Secondary Instructor	A for Admin	CA for Course Assistant	
Grading Access	Professor 2 access to submit grades?	A for Submit Access	G for Grade Access Only	Blank for No access		
Pat Nbr 2	Ignore this column					
Days_Pat_2	Days class meets - if it has a second meeting pattern					
Time_Pat_2	Time of 2nd meeting pattern					
Classroom_Pat_2	Classroom where 2nd meeting pattern meets					
Room Cap 2	capacity of 2nd classroom					
Reg Inventory	2nd classroom- General Purpose Classroom?	Y for Yes - means university shared classroom	N for No - means departmental space			
Crse Attr	Course Attribute	UCC means University Core Curriculum				
CrsAtr Val	Course Attribute Value					
Stdnt Spec	does it have student specific permits?	Y is for Yes	N is for No			
Sch Print	is the class being shown to students in the schedule?	Y is for Yes	N is for No			
Location	Location code of each campus	1000 is for UPARK	2000 is BBAY	9002 is for FIU Online	5000 is for Pines Center	4000 is for Engineering Campus
Start Date	Start date of the class					
End Date	End date of the class					
Cat_Num	ignore this column					
Level	what type of class is this?	Lower for Lower division	Upper for Upper division	Grad for Grad course		



Follow the breadcrumbs to Maintain Schedule of Classes

Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

This is where you edit existing classes. To add a new course that was not offered in a previous semester, go to "Schedule New Course" under "Schedule of Classes"

To edit a Combined Section, go to "Schedule Class Meetings" under "Schedule of Classes"

Only these four fields have to be filled out

Subject Area is the three letter prefix of a course.

Example: SYP, PSY, REL, BSC, BOT

Catalog Nbr is the 4 digit number that follows the subject area prefix.

Example: SYP 4937

How does the Term code work?

Term: is a 4 digit number

1st digit: always 1

2nd and 3rd digit: year, example: 12 for 2012

4th digit: 1 for Spring or 5 for Summer or 8 for Fall

Example: Fall 2012 is Term Code 1128

Spring 2013 is Term Code 1131

Summer 2013 is Term Code 1135

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-4 of 4 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FIU01	1128	REL	2011	Undergrad	BBAY	Rel Analysis	028701	1
FIU01	1128	REL	2011	Undergrad	OFF	Rel Analysis	028701	1
FIU01	1128	REL	2011	Undergrad	OFF	Rel Analysis	028701	40
FIU01	1128	REL	2011	Undergrad	UPARK	Rel Analysis	028701	1

Never select Course Offering Nbr 40 - this has different tuition rates for Business Online Students
Select any other line EXCEPT 40

Adding courses to the schedule that were not offered in the previous semester

Step 1- if you are adding a new section of a course that was not offered in the previous semester, it will not show under Maintain Schedule of Classes.

You must add it through the following screen: Curriculum Management>Schedule of Classes>Schedule New Course

The screenshot shows the FIU Curriculum Management interface. The breadcrumb trail is: **Curriculum Management** > **Schedule of Classes** > **Schedule New Course**. The 'Schedule New Course' option is highlighted in yellow. Other options visible include Course Catalog, Roll Curriculum Data, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Info, Class Roster, Class Search, Maintain Schedule of Classes, Schedule Class Meetings, Adjust Class Associations, Update Sections of a Class, and Class Event Table.

The screenshot shows the 'Schedule New Course' page. The breadcrumb trail is: **Curriculum Management** > **Schedule of Classes** > **Schedule New Course**.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

4. [Basic Search](#)

1. **the only information you need to fill out is: Term, Subject Area, and Catalog Nbr**

2.

3.

5. Select the course from the search results.

6. On the next screen, start with Basic Data Tab, then Meetings Tab, then Enrollment Cntrl Tab to build the course



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 028701 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2013 Undergrad
 Subject Area: REL Religion
 Catalog Nbr: 2011 Rel Analysis

You are only responsible for the red squares on the left- leave everything else the way it is.

Edit this for summer terms only

Auto Create Component

allows you to move from section to section

Plus sign adds a new section of the class
 Minus sign deletes the section

Class Section Codes
 For Fall and Spring Keying-In:
 MMC Classes are coded U01, U02, U03, etc
 BBAY Classes are coded B51, B52, B53, etc
 Pines Classes are coded P80, P81, P82, etc
 Online Classes are coded RVC, RVD, RVE, etc
 For Summer Keying-In
 All sections must end in A, B, or C - depending on Summer A, Summer B, and Summer C
 MMC Classes are coded U01A, U02A, U01B, U01C, etc
 BBAY Classes are coded B51A, B52A, B51B, B51C, etc
 Pines Classes are coded P80A, P81A, P82B, P80C, etc
 Online Classes are coded RVAA, RVBB, RVCC, etc

Class Sections Find | View All First 1 of 19 Last

*Session: 1 Regular Academic Session Class Nbr: 11961
 *Class Section: B51 *Start/End Date: 01/07/2013 04/20/2013
 *Component: C Class Lecture Event ID: 000133673
 *Class Type: Enrollment
 *Associated Class: 1 Units: 3.00
 *Campus: BBAY Biscayne
 *Location: 2000 Biscayne Bay Campus
 Course Administrator:
 *Academic Organization: RELSTUDIES Religious Studies/CASCI
 Academic Group: CASCI College of Arts and Sciences
 *Holiday Schedule: ACAD Academic Holiday Cal (U&Grad)
 *Instruction Mode: P In Person
 Primary Instr Section: B51

Buttons: Add Fee, Schedule Print, Student Specific Permissions, Dynamic Date Calc Required, Generate Class Mtg Attendance, Sync Attendance with Class Mtg, GL Interface Required

Campus and Location Codes
 Select the magnifying glass to search for the campus and matching location code

Associated Class:
 each section should have a different number assigned - start with 1, 2, 3, etc.
 This allows us to change any section to Pass/Fail at the end of the semester, if a professor asks for it. If all classes have the same number, then the change cannot be done.

Schedule Print Box and Student Specific Permits Box
 Always Check Schedule Print Box - this is what displays the class to students on the schedule
 If this box is not checked, it is not visible to students.
 Always check the Student Specific Permissions Box so that you can assign individual students permission to enroll in the class when Registration open. Sometime students need special permission to enroll in a class.

Instruction Mode
 If the class is In-Person - the code is P
 If the class is Fully Online - the code is I
 If the class is Hybrid (meeting half in person and half online - the code is H
 If the class is Web-Assisted (it uses Moodle or Blackboard) - the code is W

Class Topic Course Topic ID: Print Topic in Schedule

Equivalent Course Group Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value		
GORD	Gordon Rule	WRTGOTHR	Gordon Writing Req. - Other
UCC	University Core Curriculum	HUMWRITING	UCC: Humanities With Writing

Save Return to Search Previous in List Next in List Notify

ALWAYS PRESS SAVE AFTER YOU MAKE ANY CHANGES



This is the Meetings Tab- where you will key-in the professor, the class meeting times and the room characteristics of the classroom needed (if special technology is required)

Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 029339 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Fall Term 2012 Undergrad
 Subject Area: SYP Social Processes
 Catalog Nbr: 3000 Indiv In Society

You only have to worry about editing the **Red Boxes** in the Meetings Tab

Class Sections Find | View All First 2 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 81753
 Class Section: U01 Component: Class Lecture Event ID: 000124458
 Associated Class: 1 Units: 3.00

Use the **Free Format Topic Box** if the class has a special title
 Make sure to also check the **Print Topic On Transcript Box** so that Students have a record of the topic title on their transcript

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

DM100 166 MWTF3 10:00AM 10:50AM [x] [] [x] [] [x] [] [] [] 08/20/2012 12/01/2012

DM 100 Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#)

DO NOT TOUCH

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last

*ID	Name	*Instructor Role	Print	Access	Contact
0002393	Lineberger, Katherine A	Prim In	<input checked="" type="checkbox"/>	Submit	

If the class meeting requires a second meeting pattern, for example if the class meets on MW at 9am-950am, and Fridays at 9am-1050am, then use the Plus sign to add the Friday meeting pattern
 Use the Minus sign if there are two or more meeting patterns and you only need one meeting pattern this semester

Room Characteristics Customize | Find | View All First 1-2 of 2 Last

*Room Characteristic *Quantity

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Press the magnifying glass, then Look Up, and pick the correct code for the room characteristic that the class needs.
 If you need a computer lab, select the appropriate code AND submit a Special Room Request form via OCM Helpdesk.

Plus sign adds another row to add another professor and the minus sign deletes the row.

Instructors for Meeting Pattern Section

ID Box - panther id goes in the ID box - if the professor's panther id does not work then put "1000000" as the TBA code - until the instructor is associated with your department.

Instructor Role - Primary Instructor should be selected for the credentialed instructor of the course. Secondary Instructor should be selected for graduate students/teaching assistants who are not credentialed to teach.

****For Thesis/Dissertation Courses** - Primary Instructor should always be the committee chair, and everyone else on the committee should be listed as Secondary Instructors.

Print Box - When checked, it means the instructor's name will be shown to students on the class schedule. If unchecked, the instructor's name is hidden to students.

Access Box - Submit access should always be given to Primary Instructors because this allows them to Submit their grades at the end of the semester. Secondary instructors should be given Grade Access, which allows them to grade students but not to submit their grades at the end of the semester.

Save Return to Search Previous in List Next in List Notify

Remember to Save when you make any changes on any page



Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 029492 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2013 Undergrad
 Subject Area: SOP Social Psychology
 Catalog Nbr: 3004 Intro Social Psy

Enrollment Control Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 12298
 Class Section: B51 Component: Class Lecture Event ID: 000133661
 Associated Class: 1 Units: 3.00

*Class Status: **Active**

Class Type: Enrollment Enrollment Status: Open

*Add Consent: **No Consent** Requested Room Capacity: 100 Total
 *Drop Consent: **No Consent** Enrollment Capacity: 100 0
 1st Auto Enroll Section: Wait List Capacity: 0
 2nd Auto Enroll Section: Minimum Enrollment Nbr:
 Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify

Remember to save after each change on this page.

This is the Enrollment Cntrl Tab.
 You are only responsible for the red squares.

Class Status Box: The Class should be set to **Active** if you want it to be open for enrollment to students.

Add Consent Box: If the professor wants students to have his/her permission in order to enroll in the class, then place this box to **Instructor Consent**. If you want it open to all students, then place this box to **No Consent**.

Requested Room Capacity: This is the capacity of the classroom. OCM will assign a classroom according to the number that you key-in to this field.

Enrollment Capacity: This is the capacity of students that you want this section to enroll. It can be smaller than the Requested Room Capacity, but it cannot be bigger than the Requested Room Capacity.

Adding Notes to a class

Under the Notes Tab under Maintain Schedule of Classes, add the note you want students to see when they are searching for a class. Always make sure to put the note in the Free Format Text Box and Save.

To delete a note, you have to click the minus sign. You cannot simply erase the note from the text box.

FIU

Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data Textbook GL Interface

Course ID: 014559 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Fall Term 2012 Undergrad
 Subject Area: ECO Economics
 Catalog Nbr: 2013 Principles Macroeco

Class Sections Find | View All First 2 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 81687
 Class Section: RVC Component: Class Lecture Event ID:
 Associated Class: 1 Units: 3.00

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: 1 + -
 *Print Location: Before Even if Class Not in Schedule
 Note Nbr: Copy Note
 Free Format Text: Clear Note
 To access your course go to <http://online.fiu.edu>;
 additional \$174 fee for this online course. This online
 course may require up to two proctored exams.

to delete a note, you must press the minus sign
 Plus sign adds another note
 Your note goes in this box

Save Return to Search Previous in List Next in List Notify

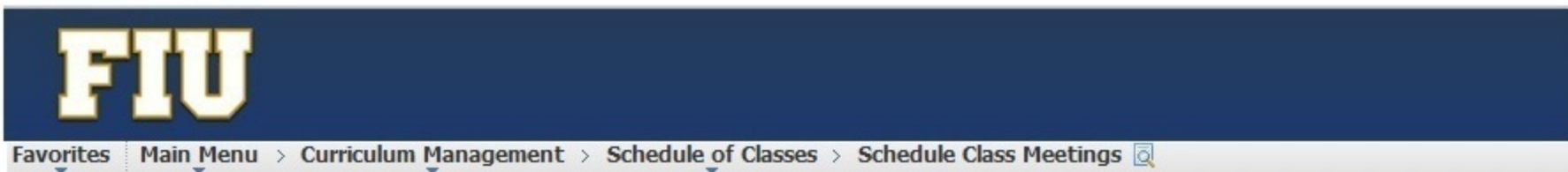
Always remember to save anything you edit on this page

Step 1 if you need to edit a class that was combined in a previous semester, then you will not be able to edit the Meeting Tab through Maintain Schedule of Classes.

You will need to edit the class using Schedule Class Meetings as shown below through: Curriculum Management> Schedule of Classes>Schedule Class Meetings



Step 2 Edit the individual sections first



Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

4.

the only information you need to fill out is: Term, Subject Area, and Catalog Nbr

5. Select the section that you need to edit

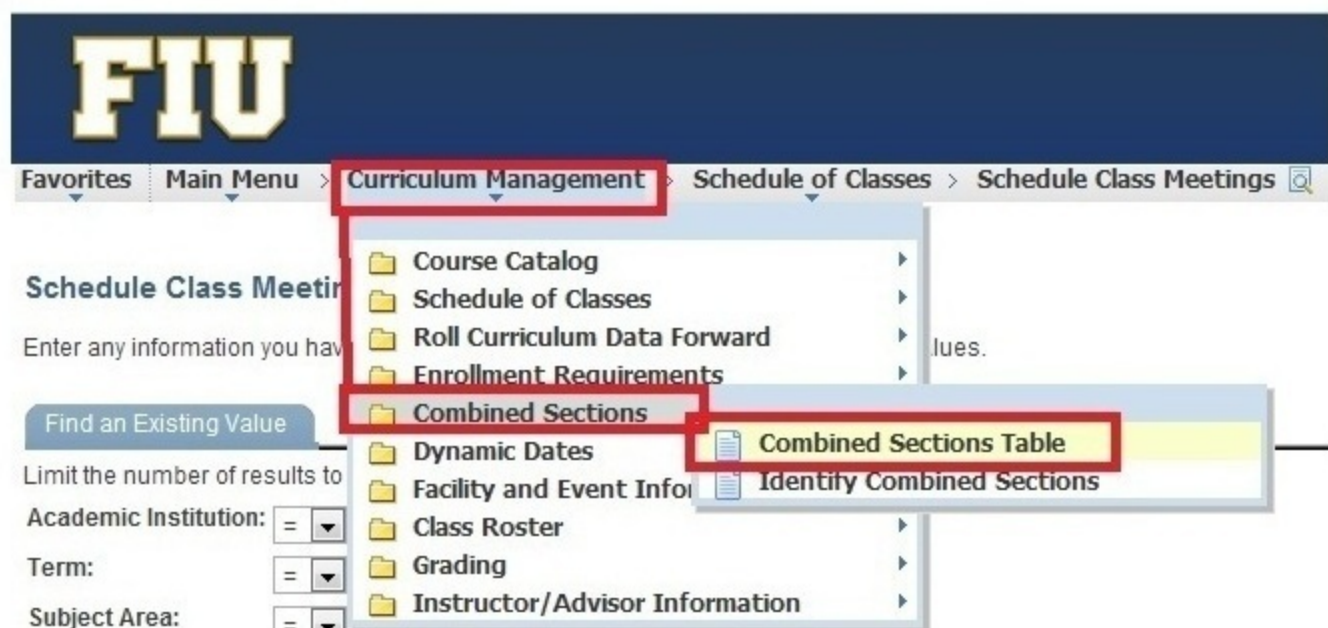
Search Results

View All First 1-5 of 5 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
FIU01	1128	SOP	3004	Undergrad	BBAY	Regular	81555	B51	Intro Social Psy	029492	1
FIU01	1128	SOP	3004	Undergrad	OFF	Regular	82624	RVC	Intro Social Psy	029492	1
FIU01	1128	SOP	3004	Undergrad	UPARK	Regular	80870	U03	Intro Social Psy	029492	1
FIU01	1128	SOP	3004	Undergrad	UPARK	Regular	81553	U01	Intro Social Psy	029492	1
FIU01	1128	SOP	3004	Undergrad	UPARK	Regular	81554	U02	Intro Social Psy	029492	1

Editing combined classes that will remain combined Part 2

Step 3- Remember, when editing an existing combined section, to adjust the combined requested room cap and combined enrollment cap via the Combined Sections Table by going to **Main Menu>Curriculum Management>Combined Sections>Combined Sections Table**



Step 4- Select the semester and session, then search



Step 5- Find the combined class by pressing CTRL + F and searching for the class prefix
 -Select **View Combined Section** for the class you are looking to edit



Combined Sections Table

Academic Institution: Florida International Univ
 Term: Fall Term 2012
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections
7338	MGF1106 RXC/RXC1	MGF1106 RX	View Combined Sections

Step 6 - Edit the Requested room cap and the enrollment cap, according to your new caps and save



Identify Combined Sections

Academic Institution: FIU01 Florida International Univ
 Term: 1128 Fall Term 2012
 Session: 1 Regular Academic Session
 Combined Sections ID: 7266 GLY4881/5888U01

- Permanent Combination
- Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type: Within Subject

Room Capacity		Total
Requested Room Capacity: 15	Enrollment Capacity: 10	10
	Wait List Capacity:	0

Requested Room Capacity: -this the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: -this is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

Customize | Find | View All | First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
------------	---------	-------------	---------	--------	----------	----------	----------	----------	----------	------------

How to combine classes that will meet at different times/days or on different campuses

Step 1

-Create each section to the schedule using Maintain Schedule of Classes or Schedule New Class under Curriculum Management>Schedule of Classes

FIU
 Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Schedule Class Meetings
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Course Catalog
 Schedule of Classes
 Roll Curriculum Data Forward
 Enrollment Requirements
 Combined Sections
 Dynamic Dates
 Facility and Event Information
 Class Roster
 Grading
 Instructor/Advisor Information

Combined Sections Table
 Identify Combined Sections

Step 2

-Go to Curriculum Management>Combined Sections>Combined Sections Table
 -Select the Term and Session
 -For the Session, if it is a fall or spring course, select Regular Academic Session
 -For the Session, if it is a summer course, select one of the following: Summer A, B, or C
 -Press Search

FIU
 Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution: = FIU01

Term: = 1128

Session: = Regular Academic Session

Search Clear Basic Search

Dynamic Session - Mini
 Medical Sessions
 Mini
 Regular Academic Session
 Summer A
 Summer B
 Summer C

Step 3

-Click one of the plus signs to make a new row appear

FIU
 Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: Florida International Univ
 Term: Fall Term 2012
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	View Combined Sections	+	-
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	-
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	-
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	-
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	-
7338	MGF1106 RXC/RXC1	MGF1106 RX	View Combined Sections	+	-

Step 4

-In the new row, follow the naming convention "course-section/course-section"
 -Scroll all the way down and press SAVE
 -Scroll back up to the row you created and select View Combined Sections Link that would have appeared next to the box you just edited

FIU
 Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: Florida International Univ
 Term: Fall Term 2012
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	View Combined Sections	+	-
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	-
7343	EDIT HERE		View Combined Sections	+	-
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	-
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	-
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	-

Step 5

-search for the class you want to combine (use the magnifying glass if you do not know the class number)
 -press the plus sign to add the second combined section (again, use the magnifying glass if you do not know the class number)
 -check the box that says "Skip Mtg Pattern and Instr edit" - this will allow you to combine classes that have different meeting patterns or meet on different campuses
 -press save when you are done
 -if you get an error that the two sections have different meeting patterns or instructors, then you need to go back to one of the sections and make sure you erased the meeting pattern/instructor of one of the sections, so that it will save.

Requested Room Capacity: -this is the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: -this is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

FIU
 Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Identify Combined Sections

Academic Institution: FIU01 Florida International Univ
 Term: 1128 Fall Term 2012
 Session: 1 Regular Academic Session
 Combined Sections ID: 7266 GLY4881/5888U01

*Combination Type: Within Subject

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

Requested Room Capacity:	Enrollment Capacity:	Total
15	10	10
		0

Customize | Find | View All | First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	+	-
90449	GLY	4881	B51	Closed	10	10	6	0	0	CASCI	+	-
90450	GLY	5888	U01	Closed	5	5	4	0	0	CASCI	+	-

View Combined Sections Table

remember to save Save Return to Search Notify

to add more sections

How to combine classes that will meet at the same time/days and in the same room with the same professor

Step 1

- Create each section to the schedule using Maintain Schedule of Classes or Schedule New Class under Curriculum Management>Schedule of Classes
- Leave the times/days and professor BLANK for one of the sections you are going to combine.

Step 3

- Click one of the plus signs to make a new row appear

*Combined Sections ID	*Description	*Short Description	View Combined Sections	+	-
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	-
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	-
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	-
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	-
7338	MGF1106 RXC/RXC1	MGF1106 RX	View Combined Sections	+	-

Step 2

- Go to Curriculum Management>Combined Sections>Combined Sections Table
- Select the Term and Session
 - For the Session, if it is a fall or spring course, select Regular Academic Session
 - For the Session, if it is a summer course, select one of the following: Summer A, B, or C
- Press Search

Step 4

- In the new row, follow the naming convention "course-section/course-section"
- Scroll all the way down and press SAVE
- Scroll back up to the row you created and select View Combined Sections Link that would have appeared next to the box you just edited

*Combined Sections ID	*Description	*Short Description	View Combined Sections	+	-
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	-
7343	EDIT HERE			+	-
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	-
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	-
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	-

Step 5

- search for the class you want to combine (use the magnifying glass if you do not know the class number)
- press the plus sign to add the second combined section (again, use the magnifying glass if you do not know the class number)
- press save when you are done
- if you get an error that the two sections have different meeting patterns or instructors, then you need to go back to one of the sections and make sure you erased the meeting pattern/instructor of one of the sections, so that it will save.

Requested Room Capacity: -this is the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: -this is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

Academic Institution: FIU01 Florida International Univ
 Term: 1128 Fall Term 2012
 Session: 1 Regular Academic Session
 Combined Sections ID: 7266 GLY4881/5888U01
 *Combination Type: Within Subject

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity	Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Total
	15	10		10
				0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
90449	GLY	4881	U01	Closed	10	10	6	0	0	CASCI
90450	GLY	5888	U01	Closed	5	5	4	0	0	CASCI

View Combined Sections Table

Save Return to Search Notify

Remember to save

How to uncombine classes that have rolled over from the previous term

Step 1

Navigate to the combined sections table

Navigation path: Curriculum Management > Schedule of Classes > Schedule Class Meetings

Expanded menu items: Course Catalog, Schedule of Classes, Roll Curriculum Data Forward, Enrollment Requirements, **Combined Sections**, Dynamic Dates, Facility and Event Information, Class Roster, Grading, Instructor/Advisor Information

Sub-menu items under Combined Sections: **Identify Combined Sections**, View Combined Sections

Step 2

- Go to Curriculum Management>Combined Sections>Combined Sections Table
- Select the Term and Session
 - For the Session, if it is a fall or spring course, select Regular Academic Session
 - For the Session, if it is a summer course, select one of the following: Summer A, B, or C
- Press Search

Form fields: Academic Institution: FIU01, Term: 1128, Session: Regular Academic Session

Buttons: Search, Clear, Basic Search

Annotations: Red arrows point to the Term field (1), Session dropdown (2), and Search button (3).

Step 3

- Press Control+F and type in the prefix of the course you wish to uncombine, in order to search for it.
- Once you find it, click "View Combined Sections" next to the description.

Academic Institution: Florida International Univ
Term: Fall Term 2013
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
7386	EEX4601U01/EEX5608	EEX5608	View Combined Sections	+ -
7384	SCE6315U01/SCE6325	SCE6315u01	View Combined Sections	+ -
7383	SCE6931U01/SCE6926	SCE6931	View Combined Sections	+ -
7382	EEC5926U01/EDE6205	EEC5926U01	View Combined Sections	+ -
7381	IND6255u01/u02	IND6255u01	View Combined Sections	+ -
7380	EEL3712LU01/EEL3712LRXAA	EEL3712LRX	View Combined Sections	+ -
7373	eel4213u01/eel4213xa	eel4213u01	View Combined Sections	+ -
7371	FLE4375U01/FLE6336U01/TSL5371U	FLE4375U01	View Combined Sections	+ -
7370	FLE5744U01/RXA	FLE5744U01	View Combined Sections	+ -

Step 4

- Click the minus sign next to each combined section
- Press Save
- Click View Combined Sections Table link

Academic Institution: FIU01, Term: 1128, Session: Regular Academic Session, Combined Sections ID: 7367, *Combination Type: Cross Subject

Permanent Combination
 Skip Mtg Pattern & Instr Edit

Room Capacity: Requested Room Capacity: 200, Enrollment Capacity: 199, Wait List Capacity: 0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
83027	GEO	2000	U01	Open	200	200	0	0	0	CASCI	+ -	1.
85049	GEO	2000	RXA	Open	1	1	0	0	0	CASCI	+ -	2.

Buttons: Save, Return to Search, Notify

Annotations: Red arrow points to the minus sign (1), red box around Save button (3).

- Select the minus sign next to the combined section that will no longer be offered
- Scroll down and press save.

Academic Institution: Florida International Univ
Term: Fall Term 2013
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
7386	EEX4601U01/EEX5608	EEX5608	View Combined Sections	+ -
7384	SCE6315U01/SCE6325	SCE6315u01	View Combined Sections	+ -
7383	SCE6931U01/SCE6926	SCE6931	View Combined Sections	+ -
7382	EEC5926U01/EDE6205	EEC5926U01	View Combined Sections	+ -
7381	IND6255u01/u02	IND6255u01	View Combined Sections	+ -
7380	EEL3712LU01/EEL3712LRXAA	EEL3712LRX	View Combined Sections	+ -
7373	eel4213u01/eel4213xa	eel4213u01	View Combined Sections	+ -

Annotation: Red arrow points to the minus sign next to the first row (1).

Important: -You must have the professor's authorization to give permission numbers to students to enroll in a class that has reached its enrollment capacity.

-You cannot give permission for a student to enroll in a classroom has reached its maximum capacity. For example, if a classroom only holds 32 students and there are 32 students enrolled, you CANNOT give permission to anymore students to enroll in that class.

Step 1: You must check the capacity of the classroom first, in this screen.

actual capacity of the classroom

Step 2: Change the Requested Room Cap ONLY to the number from Step 1

Step 3: Go to Main Menu>Records and Enrollment>Term Processing>Class Permissions>Class Permissions

Change to 32 so that you can generate 2 more permits for this class

Step 4: Find the section you want to give an override permission for.

Input the panther id of the student, and under the Permission Tab, select the type of permission you are giving the student.

Check this box if the class is closed for enrollment, but there is still space in the classroom for more students. Otherwise, the student will not be able to enroll in the closed class.

To add more permits

Important: -You must have the professor's authorization to give permission numbers to students to enroll in a class that has reached its enrollment capacity.

Course ID: 029492 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Fall Term 2012 Undergrad
 Subject Area: SOP Social Psychology
 Catalog Nbr: 3004 Intro Social Psy

Enrollment Control

Session: 1 Regular Academic Session Class Nbr: 82624
 Class Section: RVC Component: Class Lecture Event ID:
 Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Closed
 *Add Consent: No Consent Requested Room Capacity: 70 Total
 *Drop Consent: No Consent Enrollment Capacity: 70
 1st Auto Enroll Section: Wait List Capacity: 0
 2nd Auto Enroll Section: Minimum Enrollment Nbr:
 Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled

Step 1: If the class is closed for enrollment, change the Requested Room Capacity ONLY

For example, you need to give 1 override for this class, change the requested room capacity ONLY to 72.

Sometimes increasing the requested room capacity by only 1 will not allow you to assign a permit, so always raise the capacity by one more than what you really need.

Remember to save after you make any changes on this page

Course ID: 029325 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Fall Term 2012 Undergrad
 Subject Area: SYA Sociological Analysis
 Catalog Nbr: 3300 Research Methods

Class Section Data

Session: 1 Regular Academic Session Class Nbr: 82624 Class Status: Active
 Class Section: RVC Class Type: Enrollment Section
 Component: Class Lecture Instructor: Scott,Derrick

Student Specific Permissions

Defaults

Expiration Date: 08/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Class Permission Data

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Permission to Add | [Permission to Drop](#)

Step 3 Find the section you want to give an override permission for.

Input the panther id of the student, and under the Permission Tab, select the type of permission you are giving the student.

Student's panther id

Check this box if the class is closed for enrollment, otherwise, the student will not be able to enroll in the closed class.

To add more permits

Search Menu:

- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment**
 - Enroll Students
 - Student Term Information
 - Career and Program Information
 - Enrollment Summaries
 - Term Processing**
 - Enrollment Reporting
 - Transcripts
 - Graduation
 - Transfer Credit Evaluation
 - Class Permissions
 - Appointments
 - End of Term Processing

Course ID: Course Offering Nbr: 1
 Academic Institution: Undergrad
 Term: Undergrad
 Subject Area: Sociological Analysis
 Catalog Nbr: Research Methods

Class Section Data

Session: 1 Regular Academic Session Class Nbr: 82624 Class Status: Active
 Class Section: RVC Class Type: Enrollment Section
 Component: Class Lecture Instructor: Scott,Derrick

Instructors for meeting Pattern

ID	Name	Instructor Role	Print	Access	Contact
4645939	Scott,Derrick	Prim In	<input checked="" type="checkbox"/>	Submit	<input type="button" value="+"/> <input type="button" value="-"/>

Room Characteristics

Room Characteristic	Quantity
	1 <input type="button" value="+"/> <input type="button" value="-"/>

Step 2: Go to Main Menu>Records and Enrollment>Term Processing>Class Permissions>Class Permissions

Step 1: Go to Curriculum Management>Instructor/Advisor Information>Instructor Schedule

The screenshot shows the FIU Curriculum Management interface. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule. The 'Curriculum Management' dropdown menu is open, showing options like Course Catalog, Schedule of Classes, and Instructor/Advisor Information. The 'Instructor/Advisor Information' dropdown menu is also open, showing options like Instructor Schedule, Instructor/Advisor Table, and Instructor/Advisor Report. The 'Instructor Schedule' option is highlighted in yellow.

Step 2: Fill in the Term (e.g. 1128, 1131, 1135, 1138) and the Panther ID in the ID field and press search

The screenshot shows the FIU Instructor Schedule search page. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule. The page title is 'Instructor Schedule'. Below the title, there is a search form with the following fields: Term, ID, Last Name, and First Name. Each field has a 'begins with' dropdown menu and a search icon. The 'Term' field is highlighted with a red arrow and the number '1'. The 'ID' field is highlighted with a red arrow and the number '2'. The 'Search' button is highlighted with a red box and the number '3'. Below the search form, there is a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link.

To view the schedule the way that students see it go to the screen via Curriculum Management> Schedule of Classes>Class Search

The screenshot shows the FIU Curriculum Management interface. The 'Curriculum Management' menu is expanded, showing a list of options. 'Class Search' is highlighted in yellow. Other options include 'Course Catalog', 'Schedule of Classes', 'Roll Curriculum Data For', 'Enrollment Requirements', 'Combined Sections', 'Dynamic Dates', 'Facility and Event Information', 'Class Roster', 'Grading', and 'Instructor/Advisor Information'. The left sidebar contains sections for 'Course Catalog', 'Enrollment Requirements', 'Facility and Event Information', and 'Instructor/Advisor Information'.

The screenshot shows the FIU Class Search page header. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Class Search.

Search for Classes

Enter Search Criteria

Institution Florida International Univ

Term Fall Term 2012 1.

Location

Session

Select at least 1 search criteria. Click Search to view your search results.

Class Search Criteria

Subject Group

Course Subject select subject

Course Number is exactly

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Special Programs and Certificates

Use Additional Search Criteria to narrow your search results.

Select your department to view the schedule as students would see it

3.

Fall and Spring Standard Daytime/Evening Meeting Patterns

The 3-day meeting pattern meets for 50 minutes on Monday, Wednesday, and Friday and the 2-day class pattern meets for 75 minutes on Tuesday and Thursday.

There are 17 time-blocks during the daytime 6:40 AM through 4:00 PM; 10 periods are on Monday, Wednesday, Friday and 7 periods are on Tuesday, Thursday or Saturday. There are 4 evening meeting patterns on Monday, Wednesday and 4 evening meeting patterns on Tuesday, Thursday.

Please conform to the official start times, and end times (if possible), as indicated below. This is to assure that there is a balanced *Schedule of Classes*, minimization of course conflicts for students, and maximization of classroom utilization. It is critically important and to the greatest extent possible to follow the meeting patterns provided below for all courses up to and including lectures, labs, cohort programs, etc.

Official Daytime Schedule: Fall and Spring Terms			
Monday, Wednesday, Friday		Tuesday, Thursday or Saturday	
Start	End	Start	End
7:00 AM	7:50 AM	6:40 AM	7:55 AM
8:00 AM	8:50 AM	8:00 AM	9:15 AM
9:00 AM	9:50 AM	9:30 AM	10:45 AM
10:00 AM	10:50 AM	11:00 AM	12:15 PM
11:00 AM	11:50 AM	12:30 PM	1:45 PM
12:00 noon	12:50 PM	2:00 PM	3:15 PM
1:00 PM	1:50 PM	3:30 PM (NOT THURSDAY)	
2:00 PM	2:50 PM	<p><u>Free Period</u> is 3:30 PM - 4:45 PM every Thursday during the Fall/Spring semesters.</p> <p>Do not schedule or overlap course(s) in the Free Period time-block. Only classes that have approval from the Provost's Office can schedule a class during this time.</p> <p>Labs are exempt from the University Free Period Restriction.</p>	
3:00 PM	3:50 PM		
4:00 PM	4:50 PM		
Official Evening Schedule: Fall and Spring Terms			
Monday, Wednesday		Tuesday, Thursday	
Start	End	Start	End
5:00 PM	6:15 PM	5:00 PM	6:15 PM
6:25 PM	7:40 PM	6:25 PM	7:40 PM
7:50 PM	9:05 PM	7:50 PM	9:05 PM
9:15 PM	10:30 PM	9:15 PM	10:30 PM

Revised 10/17/2012
Summer 2013 Standard MWF and/or Tuesday/Thursday Schedule

Summer C- 12 Week Session

Monday, Wednesday & Friday

Day Schedule
 (1 hour & 5 minutes, no break)

7:00 am-8:05 am
 8:15 am-9:20 am
 9:30 am-10:35 am
 10:45 am-11:50 am
 12:00 pm-1:05 pm
 1:15 pm-2:20 pm
 2:30 pm-3:35 pm
 3:45 pm-4:50 pm
 5:00 pm-6:05 pm
 6:15 pm-7:20 pm
 7:30 pm-8:35 pm
 8:45 pm-9:50 pm

Tuesday/Thursday

Day Schedule
 (1 hour and 45 minutes per meeting)

7:00 am-8:45 am
 8:55 am-10:40 am
 10:50 am-12:35 pm
 12:45 pm-2:30 pm
 2:40 pm-4:25 pm
 4:35 pm – 6:20 pm
 6:30 pm-8:15 pm
 8:25 pm-10:10 pm

Summer A & B - 6 Week Sessions

Monday, Wednesday & Friday

(2 hours & 15 minutes per meeting)

7:00 am-9:15 am
 9:30 am-11:45 am
 12:00 am-2:15 pm
 2:30 pm-4:45 pm
 5:00 pm-7:15 pm
 7:30 pm-9:45 pm

Tuesday/Thursday

(3 hours & 20 minutes per meeting)

7:00 am-10:20 am
 10:50 am-2:10 pm
 2:40 pm-6:00 pm
 6:30 pm-9:50 pm

Microsoft Excel Formula for Overcapped Classes

How to check if Enrollment caps are set to a higher number than the classroom can hold

Instructions:

1. First, filter for classes that meet in classrooms only by filtering the **Acad Org** for your department and filtering out “blank” in **Days_Pat_1 column**- so that only classes with days are shown)
 - a. to filter – highlight the row of headers and select **Sort & Filter** button in your **Home Tab** in the top right hand corner- drop down menus should have appeared in each header now
2. Insert a column to the right of your Cap Enrl Column in the query by selecting the Column Letter at the top of the screen, then right click and select Insert. Name your new column “**Overcapped?**”
3. Select the first blank cell in your new column, and type the following: “=T3<Q3” without the quotes and hit enter.
 - a. The cell in your new column should now say True or False
 - i. True means your enrollment cap is too large for the room assigned
 - ii. False means your enrollment cap is okay relative to the room assigned
 - b. The **T** column should be your **Cap Enrl column** and the **Q** column should be your **Room Cap** column
4. To apply to the whole column, hover your mouse over the bottom right corner of the cell until a BLACK plus sign appears. Double click it, and it should apply the formula to all the cells in that column.

To check the second meeting pattern cap

1. First, filter for classes that meet in classrooms only by filtering the **Acad Org** for your department and filtering out “blank” in **Days_Pat_2 column**- so that only classes with days are shown)
 - a. to filter – highlight the row of headers and select **Sort & Filter** button in your **Home Tab** in the top right hand corner- drop down menus should have appeared in each header now
2. Same as above
3. Same as above but replace **Room Cap column (Column Q)** with **Room Cap 2 column (Column AT)** – It might be a different letter if you have added columns to your query
 - a. Your formula should look something like this now “=T3<AT3” without quotes
4. Same as above

****Double check in the system all of the classes that are showing up as **True** are genuinely overcapped- these need to be corrected before students begin registering for classes.**

Notify CASsched@fiu.edu immediately if you cannot lower the enrollment capacity yourself in the Enrl Tab

Microsoft Excel Formula for Overcapped Combined Classes

How to check if your Combined Enrollment Caps are set to a higher number than the classroom can hold

1. First, filter for classes that meet in classrooms only by filtering the **Acad Org** for your department and filtering out “blank” in **Days_Pat_1 column**- so that only classes with days are shown)
 - a. to filter – highlight the row of headers and select **Sort & Filter** button in your **Home Tab** in the top right hand corner- drop down menus should have appeared in each header now
2. Insert a column to the right of your **Comb Cap Enrl** column in the query by selecting the Column Letter at the top of the screen, then right click, and select Insert. Name your new column “**Overcapped?**”
3. Select the first blank cell in your new column, and type the following: “=W3<Q3” without quotes and hit enter.
 - a. The cell in your new column should now say True or False
 - i. True means your comb enrollment cap is too large for the room assigned
 - ii. False means your comb enrollment cap is okay relative to the room assigned
 - b. The **W** column should be your **Comb Cap Enrl column** and the **Q** column should be your **Room Cap** column
4. To apply to the whole column, hover your mouse over the bottom right corner of the cell until a BLACK plus sign appears. Double click it, and it should apply the formula to all the cells in that column.

To check the second meeting pattern cap

1. First, filter for classes that meet in classrooms only by filtering the **Acad Org** for your department and filtering out “blank” in **Days_Pat_2 column**- so that only classes with days are shown)
 - a. to filter – highlight the row of headers and select **Sort & Filter** button in your **Home Tab** in the top right hand corner- drop down menus should have appeared in each header now
2. Same as above
3. Same as above but replace **Room Cap column (Column Q)** with **Room Cap 2 column (Column AT)** – It might be a different letter if you have added columns to your query
 - a. Your formula should look something like this now “=W3>AT3” without quotes
4. Same as above

****Double check in the system that all of the classes that are showing up as **True** are genuinely overcapped- these need to be corrected before students begin registering for classes.**

Notify CASSched@fiu.edu immediately if you cannot lower the enrollment capacity yourself in the Enrl Tab

OCM Helpdesk

When to use OCM Helpdesk: Once the official keying-in deadline passes to edit the schedule inside PantherSoft, schedulers will have to submit any additions, cancellations, and modifications via OCM Helpdesk.

Login Information

Website: <https://intranet.fiu.edu/daa/opir/ocmhelp>

Username: your AD username

Password: your AD password

**If you don't have access: contact CASsched@fiu.edu to request access

For the official OCM Helpdesk manual: [Click Here](#)

Tickets

-**Special Room Request Forms** – **are only to be used before classrooms are assigned** in Panthersoft- these must be submitted prior to the keying-in deadline to have the schedule inputted into the schedule. Special Room Requests are processed by OCM based on availability, and are not guaranteed to be honored.

- Fill out special room requests for classes that need polycom technology, course capturing technology (Panapto), and for professors with disabilities.

-**For Classroom Change Requests** – submit Modify Course Tickets ONLY

(DO NOT USE SPECIAL ROOM REQUESTS TICKETS to request a change of classroom once classrooms have been assigned to the schedule)

-**For Changes to a Class on the Schedule** – submit Modify Tickets

- Professor/instructor changes
- Time/day changes
- Topic title changes
- Course prefix changes (example: EXP 4603 U01 change to SOP 3650 U02)

-**For New Classes or Sections** – submit Add Course Tickets

- Includes independent studies, thesis, online classes, and on-campus classes

-**For Cancellations** – submit Delete Course Tickets

- Includes independent studies, thesis, online classes, and on-campus classes