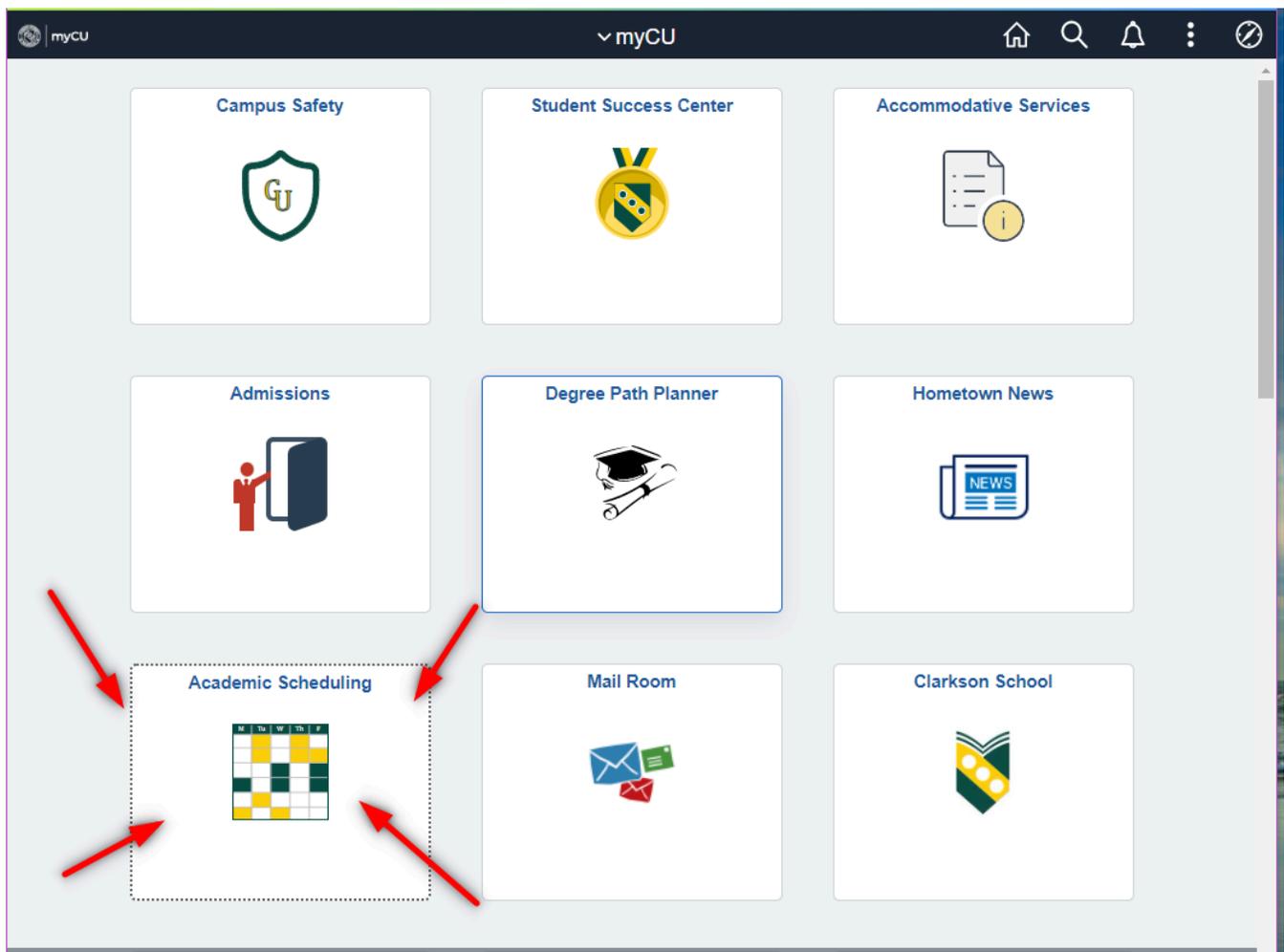


# Entering Data to Create a New Class Schedule

How to:

- [Change the section cap](#)
- [Change the combined section cap](#)
- [Mark a section to be canceled](#)
- [Update the course instructor](#)
- [Request specific room characteristics](#)
- [Adjust the meeting pattern \(day/time\)](#)
  - [Or request a particular time of day](#)
- [Add additional comments](#)
- [Request a new section/course be added](#)

All instructions will start from the Academic Scheduling tile on either the myCU homepage, or the myCU for Faculty and Advisors homepage.



# Changing the Section Cap

1. From the Academic Scheduling tile, select the Cap, Consent, Cancel menu item
2. Enter the term you wish to work on
3. Enter search criteria (Subject + Catalog number, just subject, course ID, course title, academic organization ID, etc) and click search
  - a. For example, if I wanted to review/adjust caps on all of the Humanities and Social Science courses this fall, I would enter the following:

## Update Sections of a Class

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

Find an Existing Value

▼ Search Criteria

\*Academic Institution = ▾ CLKSN 🔍

\*Term = ▾ 4229 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾

Academic Organization begins with ▾ 20300

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Once you have selected the course you wish to update, choose the Class Enrollment Limits tab

## Update Sections of a Class

Course ID 011800 Course Offering Nbr 1

Academic Institution Clarkson University

Term Fall 2022 Undergrad

Subject Area ANTH Anthropology

Catalog Nbr 201 Intro to Cultural Anthropology

Class Sections Personalize

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc
Regular	01	10059	Lecture	Closed	E 🔍	A 🔍	

Save Return to Search Previous in List Next in List Notify

- Use the **Enrl Cap** field to adjust the enrollment cap. Use the **Wait Cap** field to adjust the Waitlist cap. If the course has more than 1 section, you can review and adjust them all on the same page.

**Class Sections** Personalize | Find | View All | First 1-2 of 2 Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	01	10051	Lecture	<input type="text" value="30"/>	30	<input type="text" value="10"/>		5 <input type="text"/>
Regular	10	10052	Laboratory	<input type="text" value="30"/>	30	<input type="text" value="10"/>		5 <input type="text"/>

Save Return to Search Previous in List Next in List Notify

- If your course is a “combined section” (such as HSS/SD480 or CM445/555), you’ll see a “combined section” link on this page, too (see below)
  - The presence of that link is a good reminder that combined sections have their own cap, and those must be adjusted separately. See the next section of these instructions for how to do that.

**Class Sections** Personalize | Find | View All | First 1 of 1 Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
Regular	01	10072	Seminar	<input type="text" value="20"/>	3	<input type="text"/>			<a href="#">Combined Section</a>

Save Return to Search Previous in List Next in List Notify

- Save when complete. If you are reviewing all of your courses, you can use “previous in list” or “next in list” to quickly move to the next class after you have saved the page.

# Change the Combined Section Cap

## What is a combined section?

A Combined Section is a course that is offered under multiple catalog entries, but meets together in the same room at the same time. Some individuals may refer to these as “cross listed” or “dual listed” courses and this can refer to courses offered with the same number under two different subject areas (like EM/OS/PY 286), or under the same subject but different catalog numbers (like CM 430/530), or both (like MA/CS447/CS547/EE 667). While there are lots of scenarios, they are all set up in the same manner in PeopleSoft.

## How do caps work differently with combined sections?

Combined sections have two different types of caps - individual section caps, and a combined section cap. We will use CM 430/530 as our example here:

If you wish to schedule a course like CM 430/530 into a room that holds 30 people, but want to make sure at least 20 of those people are undergraduates, you may want to set up your caps such that CM 430 is capped at 20, CM 530 is capped at 10, and the combined section cap is set to 30. However, if the distribution of students in the class is unimportant, you would set the cap of CM 430 to be 30, CM 530 to be 30, and the combined section cap to also be 30.

PeopleSoft will show individual sections as closed in two scenarios - if the individual section cap is reached, **or** if the overarching combined cap is reached. The combined section cap should never be greater than the room capacity.

To update a combined section cap, you need to know the combined section ID number. The easiest way to get this is to use the Cap, Consent, Cancel menu option under the Academic Scheduling tile.

**Date:** May 25, 2022

**Author:** Jen Stokes

**Source:** [\(View workflow on Tango\)](#)

## 1. Go to Cap, Consent, Cancel to retrieve the combined section ID

## 2. Search for the Course you wish to modify (Verify the Term!)

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

[Find an Existing Value](#)

▼ **Search Criteria**

*Academic Institution	=	▼	CLKSN	🔍
*Term	=	▼	4229	🔍
Subject Area	=	▼	CM	🔍
Catalog Nbr	begins with	▼		
Academic Career	=	▼		▼
Campus	begins with	▼		🔍
Description	begins with	▼		
Course ID	begins with	▼		🔍
Course Offering Nbr	=	▼		🔍
Academic Organization	begins with	▼		

Case Sensitive

Made with Tango.us

### 3. Click on Class Enrollment Limits tab

Update Sections of a Class

Course ID 007680 Course Offering Nbr 1  
 Academic Institution Clarkson University  
 Term Fall 2022 Undergrad  
 Subject Area CM Chemistry  
 Catalog Nbr 430 Colloids and Interfaces

**Class Sections** Personalize

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc
Regular	01	9540	Lecture	Open	E	A	

Save Return to Search Notify

Made with Tango.us

### 4. Click on Combined Section link

Undergrad  
 Chemistry  
 Colloids and Interfaces

Personalize | Find | View All | First 1 of 1 Last

Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
20	10	5			<a href="#">Combined Section</a>

### 5. Locate and Copy the Combined Section ID number

Once you have copied the ID number, you can exit out of this page.

Class Sections

9540 **Combined Section Detail**

Academic Institution CLKSN Clarkson University  
 Term 4229 Fall 2022  
 Session 1 Regular Academic Session  
 Combined Sections ID **0619** CM430/530

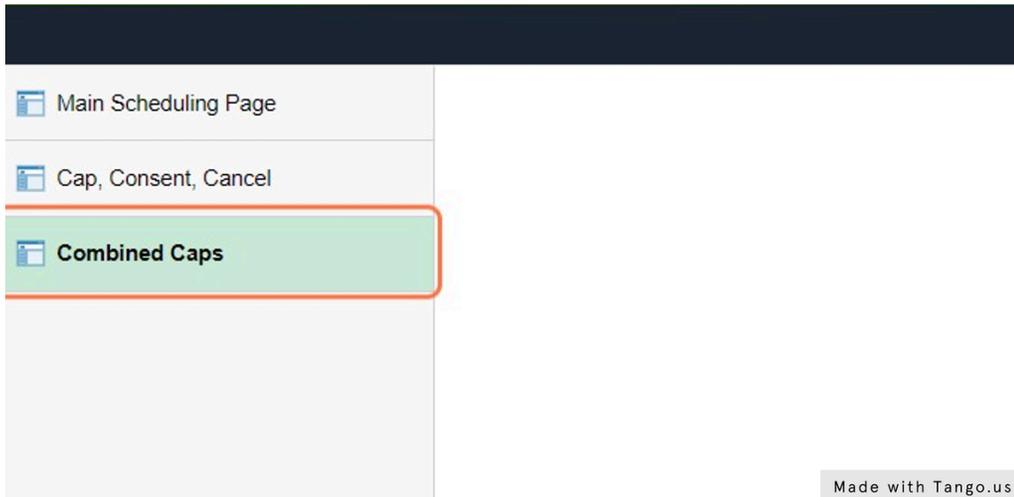
Status: A class may be closed if student enrollment is low. Enrollment restrictions may apply.

**Combined Enrollment Capacities**

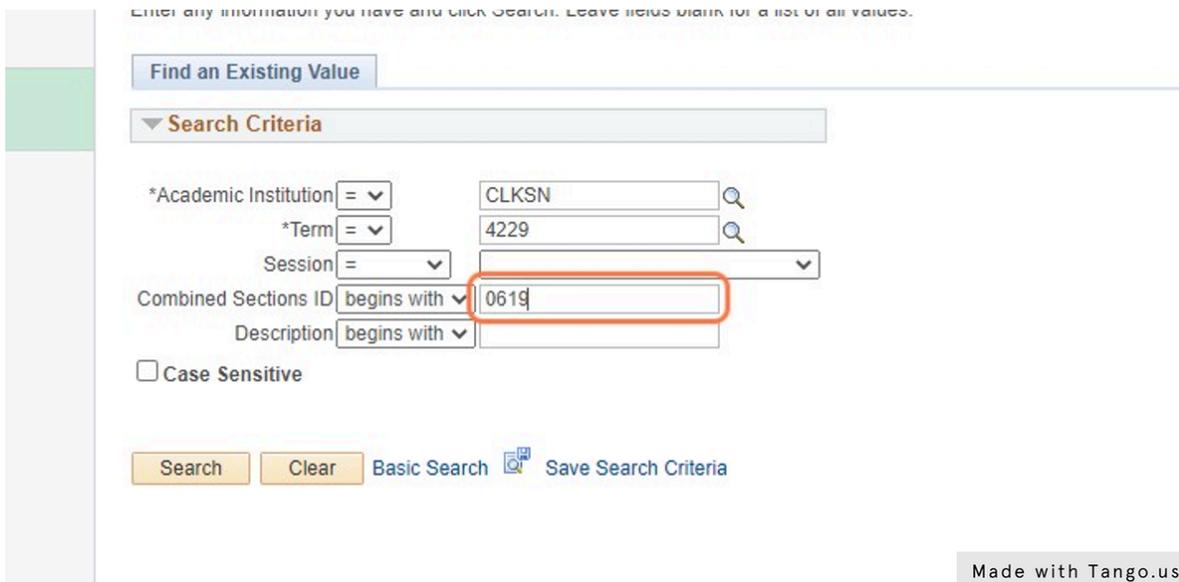
Requested Room Capacity	Enrollment Capacity	Enrollment
0	20	
Wait List Capacity	Wait List Total	

Made with Tango.us

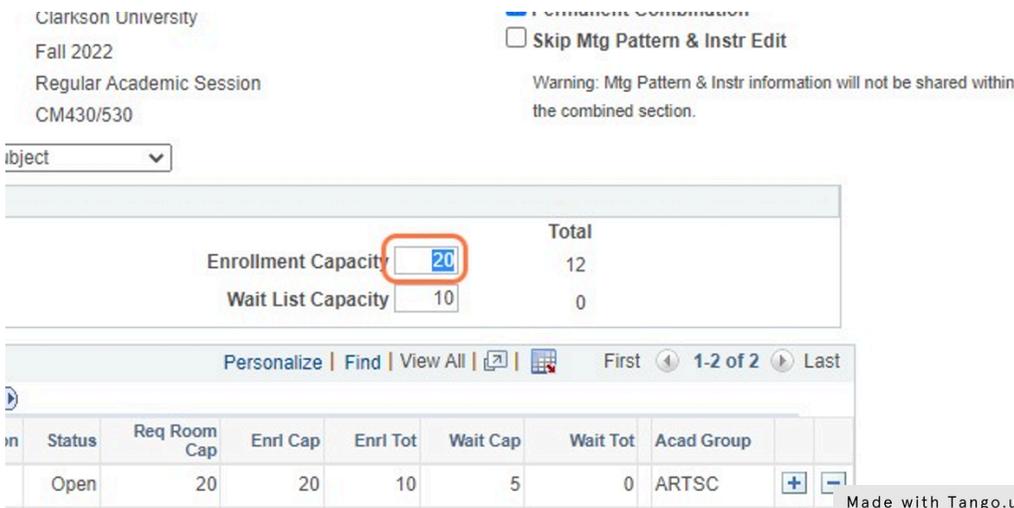
## 6. Click on Combined Caps



## 7. Paste the Combined Section ID number into the search box



## 8. Adjust the Enrollment Cap



## 9. Or the WaitList Cap

Regular Academic Session  
619 CM430/530

Warning: Mtg Pattern & Instr information will not be the combined section.

Within Subject

Enrollment Capacity	<input type="text" value="25"/>	Total	12
Wait List Capacity	<input type="text" value="15"/>		0

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

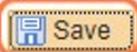
Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
01	Open	20	20	10	5	0	ARTSC
01	Open	15	16	2	5	0	ARTSC

Made with Tango.us

## 10. Save when finished.

*Class Nbr	Subject	Catalog Nbr	Section	Status
<input type="text" value="9540"/>	CM	430	01	Open
<input type="text" value="9541"/>	CM	530	01	Open

View Combined Sections Table



Save



Return to Search



Notify

# Marking a class to be canceled

Date: May 25, 2022

Author: Jen Stokes

Source: [View this workflow on Tango.](#)

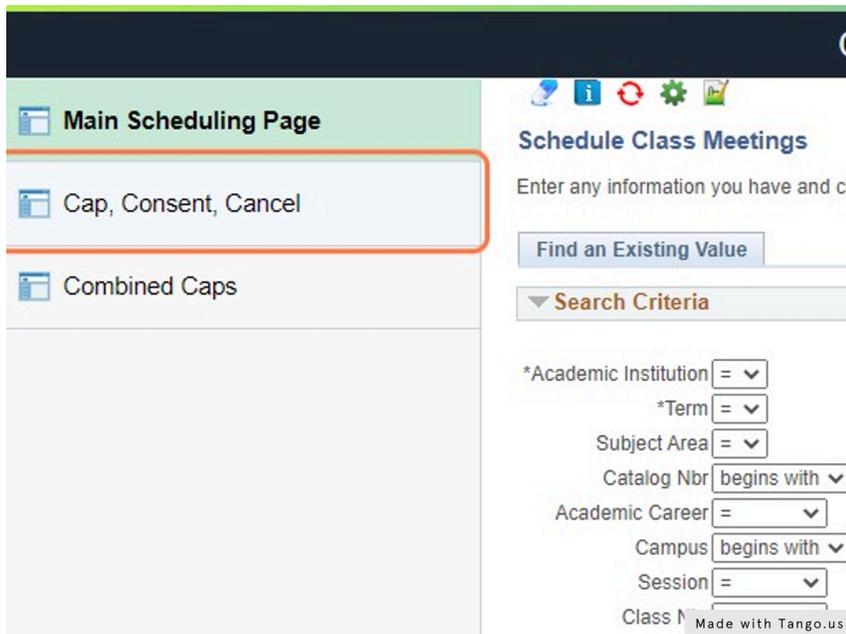
---

1. [Go to your myCU or myCU for Faculty and Advisors homepage](#)

2. Click on Academic Scheduling



3. Click on Cap, Consent, Cancel



## 4. Search for the course

**VERIFY THE TERM!!!** Use any of the search criteria to search for the course you wish to modify.

### Create Sections of a Class

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

Find an Existing Value

#### Search Criteria

Academic Institution	=	▼	CLKSN	🔍
*Term	=	▼	4229	🔍
Subject Area	=	▼	HIST	🔍
Catalog Nbr	begins with	▼		
Academic Career	=	▼		▼
Campus	begins with	▼		🔍
Description	begins with	▼		
Course ID	begins with	▼		🔍
Course Offering Nbr	=	▼		🔍
Academic Organization	begins with	▼		

Case Sensitive

Made with Tango.us

## 5. Select the course you wish to modify from your search results

You can click anywhere on the row in the search results.

### Search Results

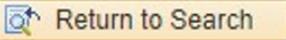
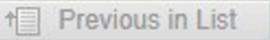
View All

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description
CLKSN	4229	HIST	221	Undergrad	MAIN	AP
CLKSN	4229	HIST	240	Undergrad	MAIN	V
CLKSN	4229	HIST	290	Undergrad	MAIN	Ir
CLKSN	4229	HIST	339	Undergrad	MAIN	E
CLKSN	4229	HIST	343	Undergrad	MAIN	V
CLKSN	4229	HIST	365	Undergrad	MAIN	T

## 6. Use the Magnifying Glass by Class Stat(us) to update the status

Course ID 008520 Course Offering Nbr 1  
Academic Institution Clarkson University  
Term Fall 2022 Undergrad  
Subject Area HIST History  
Catalog Nbr 221 America: 1877 - Present

Class Sections								Personalize	Find
Class Status		Class Enrollment Limits							
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl	
Regular	01	10056	Lecture	Closed	E	A		1	

 Save  Return to Search  Previous in List  Next in List  Notify

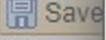
Made with Tango.us

## 7. Click on Stop Further Enrollment

Marking a section as Stop Further Enrollment will alert the Registrar's office that the section in question should be canceled. While "Canceled Section" is an option here, you'll find that if you try to select it, you'll get an error. The Registrar's office will cancel all courses marked Stop Further Enrollment once all initial data has been entered into the system.

Subject Area HIST  
Catalog Nbr 221

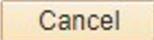
Class Sections	
Class Status	Class Enrollment Limits
Regular	

 Save

**Look Up CI**

Select one of the following values:

- A Active
- S **Stop Further Enrollment**
- T Tentative Section
- X Cancelled Section

 Cancel

## 8. Click on Save!

# Request Specific Room Characteristics

You can use this tool to let us know if you need things like a computer lab, specific technology, configurable furniture, or if you prefer to hold the class in a specific building.

1. Select the “Main Scheduling Page”
2. Search for the course (**VERIFY THE TERM!**)
3. Click on the look-up (magnifying glass) next to the box under “Room Characteristics”

The screenshot shows the SR Master Schedule & Catalog interface. At the top, there are tabs for Meetings, Enrollment Control, and Exam. Below this, course information is displayed: Course ID 007318, Academic Institution Clarkson University, Term Fall 2022, Subject Area AC, Catalog Nbr 205, Course Offering Nbr 1, Undergrad Accounting, and Intro Fin & Managerial Acct. The Class Sections section shows Session 1, Class Section 01, Component Lecture, Units 3.00, Class Nbr 9989, and Event ID 000056781. The Meeting Pattern section includes Facility ID SN213, Capacity 86, Pat MWF, Mtg Start 2:00PM, Mtg End 2:50PM, and a weekly schedule of M T W T F S S. The Instructors For Meeting Pattern section shows an instructor named Lin, Guoyu with a Primary Instructor role. The Room Characteristics section has a search box with a magnifying glass icon circled in red. The Academic Shift section is also visible.

4. From the pop-up box, select the Room Characteristic that you need.

For example if you need a computer lab for the course you would select “**PC Lab**”

Use the “plus sign” to add additional characteristics.

The “quantity” field is informational only and will not be used during scheduling.

5. Click “Save”

The screenshot shows the Look Up Room Characteristic pop-up window. It has a search box for Room Characteristic and Description, both with dropdown menus. Below the search box are buttons for Look Up, Clear, Cancel, and Basic Lookup. The Search Results section shows a list of room characteristics with a quantity field. The entry "PC Lab" is circled in red. The list includes: 01 Tablet Seating, 02 Tables and Chairs, 03 Configurable Space, 04 White Board, 09 Tiered Seating, 10 Black Board, 11, 13 PC Lab, 14, 15 Snell Hall, 16 Camp Building, 17 Science Center Lecture, 18 Science Center, 19 Rowley Lab Building, 20 ERC Building, 21 TC Building, 22 Price Hall, 23 Distance Learning Room, 24 LCD Projector - no PC in room, 25 Echo360, 26 Wireless Lapel Mic, 27 Webcam, 28 Pentouch Display Monitor, 29 Student Facing Webcam, 30 Classroom Capturing Microphone, 31 Flat Seating, 33 Podium Mic, 34 Ceiling Mic, 35 Hybrid (Zoom Room), 36 In-Room Amplification, and 37 Document Camera.

# How to Adjust the Meeting Pattern (Day/Time)

Meeting pattern days and times must follow the standard time periods, if you're unsure what those are, please refer to the scheduling guidelines [here](#).

1. Use the "Main Scheduling Page"
2. Search for the course (**VERIFY THE TERM!**)
3. Use the "Pat" box to select your meeting pattern
  - a. Using the look-up you can see a description of the patterns. For example, "1R" would be used for One 50 minute discussion section.

Meetings | Enrollment Control | Exam

Course ID 007318      Course Offering Nbr 1  
Academic Institution Clarkson University  
Term Fall 2022      Undergrad  
Subject Area AC      Accounting  
Catalog Nbr 205      Intro Fin & Managerial Acct

**Class Sections**

Session 1      Regular Academic Session      Class Nbr 9989  
Class Section 01      Component Lecture      Event ID 000056781  
Associated Class 1      Units 3.00      Associated Class Attributes

**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  
SN213      86      MWF      2:00PM      2:50PM                                                08/29/2022 | 12/09/2022

Snell Hall 213      Topic ID      Free Format Topic

Print Topic On Transcript      Contact Hours      Combined Section

**Look Up Pat**

Academic Institution CLKSN  
Academic Group BUS  
Standard Meeting Pattern begins with  
Description begins with

Look Up    Clear    Cancel    Basic Lookup

Search Results  
View 100    First 1-29 of 29    Last

Standard Meeting Pattern	Description
1DR	1 Day/Week, 110 Mins/Day
1DX	1 Day/Week, 165 Mins/Day
1R	1 Day/Week, 50 Mins/Day
1X	1 Day/Week, 75 Mins/Day
2DR	2 Days/Week, 110 Mins/Day
2DX	2 Days/Week, 165 Mins/Day
2R	2 Days/Week, 50 Mins/Day
2X	2 Days/Week, 75 Mins/Day
DI	Distance Learning
E1DR	Evening, 1 Day, 110 Mins
E1DX	Evening, 1 Day, 165 Mins
E1H	Evening, 1 Day, 60 Mins
E1Q	Evening, 1 Day, 205 Mins
E1R	Evening, 1 Day, 50 Mins
E1X	Evening, 1 Day, 75 Mins
E2DR	Evening, 2 Days, 110 Mins
E2DX	Evening, 2 Days, 165 Mins
E2R	Evening, 2 Days, 50 Mins
E2S	Evening, 2 Days, 200 Mins
E2X	Evening, 2 Days, 75 Mins
E3DR	Evening, 3 Days, 110 Mins
E3R	Evening, 3 Days, 50 Mins
MB1	MBA MW
MB2	MBA TTH
MWF	Mon,Wed,Fri, 50 Mins/Day
MWX	Mon/Wed, 75 Mins/Day
SUM	Summer Standard Class Pattern
TBA	Hours to be arranged
TTH	Tues Thurs Extended

MWF (Monday/Wednesday/Friday) and TTH (Tuesday/Thursday) are standard time periods for lecture courses.

If you are requesting Monday/Wednesday (MWX), or an extended evening period special permission is required.

MWF (MWX), and TR will automatically fill in the days of the week boxes. For all other pattern requests, please check the boxes to indicate which day(s) of the week the class is to be held.

- Enter the start time.** The end time will automatically be calculated based on the meeting pattern. Be sure to enter a start time that is in line with the standard time periods, otherwise approval is needed.

Catalog NDR 205 Intro Fin & Managerial Acct

**Class Sections**

Session 1 Regular Academic Session Class Nbr 2  
 Class Section 01 Component Lecture Event ID  
 Associated Class 2 Units 3.00 Associated Clk

**Meeting Pattern**

Facility ID  Capacity  Pat TTH  **Mtg Start** 2:00PM  **Mtg End** 3:15PM   
 M  T  W  Th  F  S

Topic ID  Free Format Topic   
 Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find

Assignment

ID	Name	*Instructor Role	Print	Ac
<input type="text" value="0935760"/>	Eller, Anna B	Primary Instructor	<input type="checkbox"/>	<input type="checkbox"/>

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- Click "Save"**

ROOM CHARACTERISTIC

**Academic Shift**

Academic Shift

# Requesting a Particular Time of Day

If a specific time is not needed, but a specific time of day is, you can enter your preferences under **Academic Shift**.

[Meetings](#) | [Enrollment Control](#) | [Exam](#)

Course ID 007318      Course Offering Nbr 1  
 Academic Institution Clarkson University  
 Term Fall 2022      Undergrad  
 Subject Area AC      Accounting  
 Catalog Nbr 205      Intro Fin & Managerial Act

**Class Sections**

Session 1      Regular Academic Session      Class Nbr 9989  
 Class Section 01      Component Lecture      Event ID 000056781  
 Associated Class 1      Units 3.00      Associated Class Attributes

**Meeting Pattern** [Find](#) | [View All](#)

Facility ID       Capacity 86      Pat       Mtg Start 2:00PM      Mtg End 2:50PM      M       T       W       T       F       S       S       \*Start/En 08/29/2022

Snell Hall 213      Topic ID       Free Format Topic

Print Topic On Transcript      Contact Hours       Combined

**Instructors For Meeting Pattern** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#)

**Assignment** [Add](#)

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text" value="0939188"/>	Lin,Guoyu	<input type="text" value="Primary Instructor"/>	<input checked="" type="checkbox"/>	<input type="text" value="Approve"/>	<input type="text"/>

**Room Characteristics** [Personalize](#) | [Find](#) | [Print](#) | [Calendar](#)

*Room Characteristic	*Quan
<input type="text" value="11"/> Computer Projection	<input type="text"/>

**Academic Shift** [Personalize](#) | [Find](#) | [Print](#) | [Calendar](#)

Academic Shift

[Save](#)    [Return to Search](#)    [Notify](#)

## Look Up Academic Shift

Academic Institution   
 Academic Shift begins with   
 Description begins with

[Look Up](#)    [Clear](#)    [Cancel](#)    [Basic Lookup](#)

Select the preferred time of day, and save when finished.

### Search Results

View 100    First    1-5 of 5    Last

Academic Shift	Description
AFTERNOON	Start time between 12pm noon &
EVENING	Start time after 4pm
MORNING	Start time before 12pm noon
NOT 8AM	Start time not 8AM
PRIME TIME	Start time between 10am and 3p

# Adding Additional Comments

If you need to let the Registrar's Office know about something that isn't covered elsewhere, please use the "Add Comment" button, which will pop open a free-text box.

myCU Schedule Class Meeting

Meetings Enrollment Control Exam

Course ID 007318 Course Offering Nbr 1  
Academic Institution Clarkson University  
Term Spring 2023 Undergrad  
Subject Area AC Accounting  
Catalog Nbr 205 Intro Fin & Managerial Acct

**Class Sections**

Session 1 Regular Academic Session Class Nbr 2157  
Class Section 01 Component Lecture Event ID  
Associated Class 2 Units 3.00 Associated Class Attributes

**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  
TTH 1:30PM 2:45PM [ ] [x] [ ] [x] [ ] [ ] [ ] 01/12/2023 04/28/2023

Topic ID Free Format Topic Add Comment

Print Topic On Transcript Contact Hours Combined Section

**Instructors For Meeting Pattern** Personalize | Find | View All | 1 of 1 | Last

Assignment	ID	Name	*Instructor Role	Print	Access	Contact	Load Factor
	0935760	Eller, Anna B	Primary Instructor	[x]	Approve		

**Room Characteristics** Personalize | Find | 1 of 1 | Last

*Room Characteristic	*Quantity
	1

**Academic Shift** Personalize | Find | 1 of 1 | Last

Academic Shift

Save Return to Search Notify

Add Comment

Add Comment

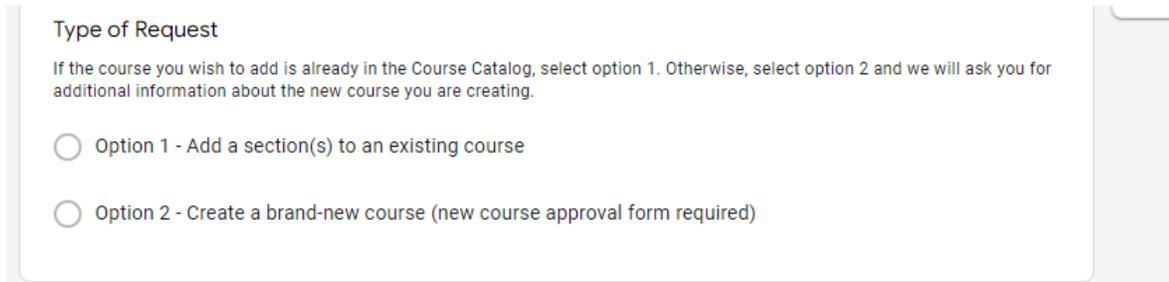
OK Cancel

Enter your comment, click "OK", then click "Save"

# Requesting a new course/section be added

Using this google form: <https://forms.gle/4ryaGAVtFGYzfVc1A>

Step 1: Choose the type of request - if you are requesting that a brand-new course be offered, be prepared to submit a course approval form with your request.



Type of Request

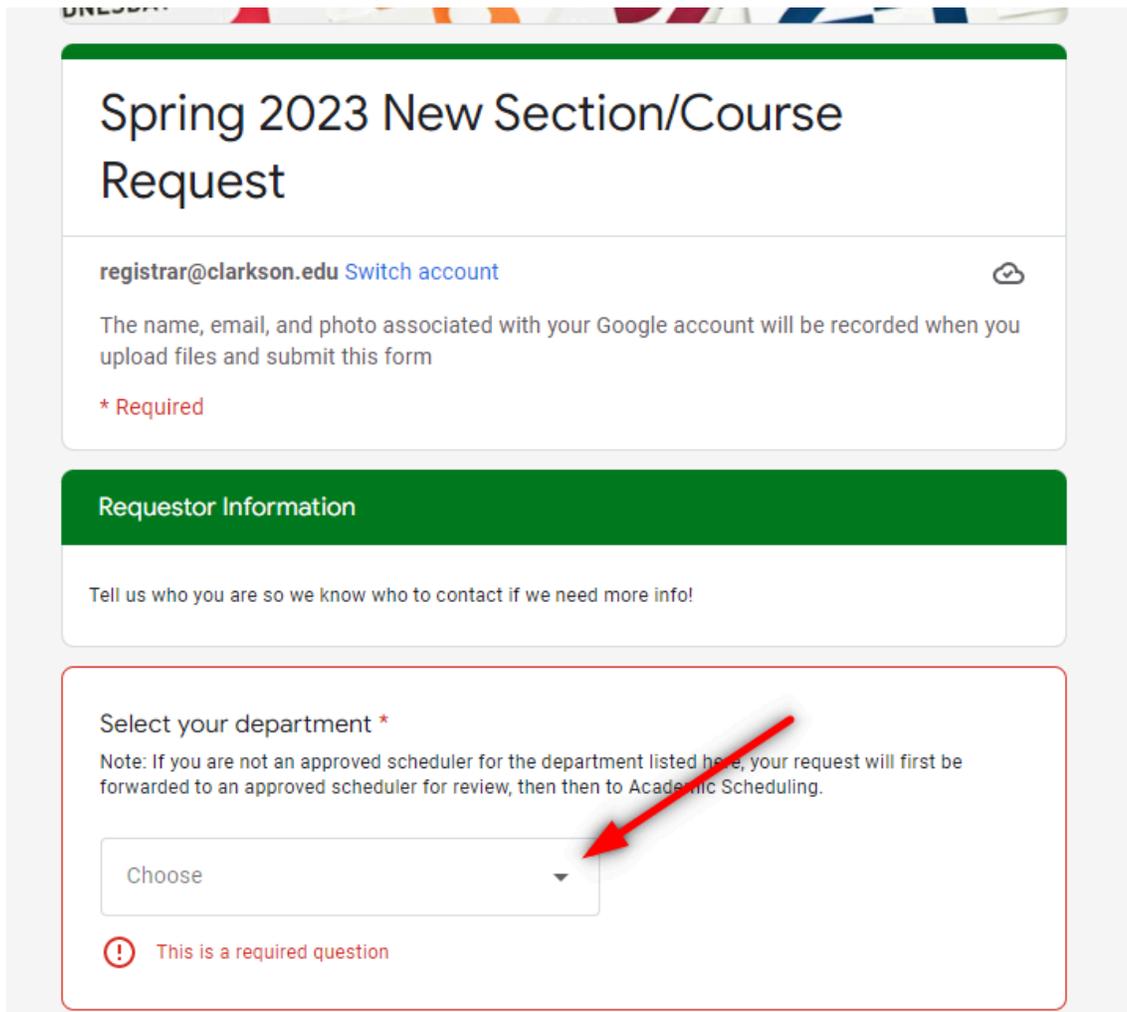
If the course you wish to add is already in the Course Catalog, select option 1. Otherwise, select option 2 and we will ask you for additional information about the new course you are creating.

Option 1 - Add a section(s) to an existing course

Option 2 - Create a brand-new course (new course approval form required)

The Google Form will lead you through a series of questions based on your responses.

Approved department schedulers will have their requests submitted directly to [academicscheduling@clarkson.edu](mailto:academicscheduling@clarkson.edu). All other submissions will route to the approved schedulers assigned to the academic department selected on the form.



Spring 2023 New Section/Course Request

registrar@clarkson.edu [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Required

**Requestor Information**

Tell us who you are so we know who to contact if we need more info!

Select your department \*

Note: If you are not an approved scheduler for the department listed here, your request will first be forwarded to an approved scheduler for review, then then to Academic Scheduling.

Choose

! This is a required question