

Job Aid

SCHEDULING AN OFF-CAMPUS CLASS SECTION

BUSINESS PROCESS: SCHEDULING AN OFF-CAMPUS CLASS SECTION

MODULE: CURRICULUM MANAGEMENT

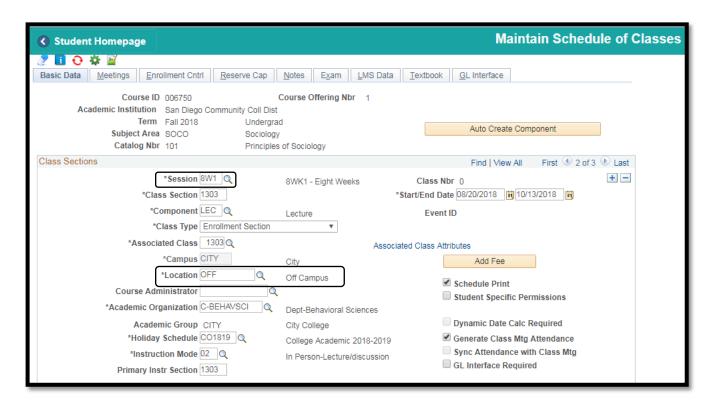
PREREQUISITES

Review Create a New Class Section Job Aid.

INSTRUCTIONS

This Job Aid will go over the process of scheduling an off-campus class section

STEP	Instructions
1)	Reference Create a New Class Job Aid.
2)	Once the correct course is selected, in the Basic Data tab, Set up class as usual refer to Creating a Course Section Job Aid with a few extra steps: If necessary change Session by clicking on Change Location to OFF by clicking on

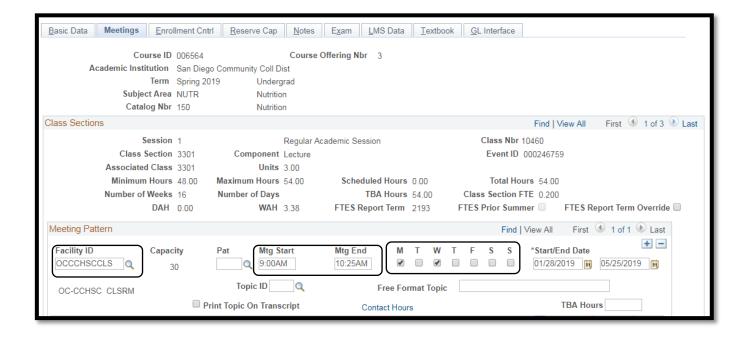


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STEP	Instructions
3)	Click on Meetings tab to add Facility ID and Meeting Pattern. You may click on Q to expand your search for Facility ID .
	Complete creating the course by entering necessary information on Enrollment Cntrl Tab and Notes . Click Save to generate Class Number. End of Process.



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