SPECIAL CASE for Academic Scheduling

Classes that want Single & Multiple Component Scheduling Options

HIST 101 | HIST 102 | HIST 130 | HIST 131 | PSYC 100 | BUS 304

The classes list above have Catalog information requiring each class to have 2 components: Lecture (LEC) and Second Lecture (LE2). But they are taught (either on alternate semesters or in the same semester) in two different ways:

(1) 2 (or 3) hr Lecture & 1 hr Second Lecture

or

(2) 3 (or 4) hr Lecture & No Second Lecture

Each semester the department can decide:

- 1) To utilize the second lecture component, if they are using the Second Lecture for breakout sections (often taught by TAs),
- 2) Hide the second lecture portion if it is to be taught only with 1 Lecture, or
- 3) Both.

Location in Maintain Schedule of Classes:			Basic Data		Meetings	Basic Data	Enrollment
					Facility	Schedule	Auto-
	Туре	Section	Туре	Enrollment	ID	Print	Enroll
1	Class Using Second Component Regularly	10	Lecture	Non-Enroll		Checked	
		11A	Second Lecture	Enrollment		Checked	10
		12A	Second Lecture	Enrollment		Checked	10
		13A	Second Lecture	Enrollment		Checked	10
2	Class NOT Using	10	Lecture	Enrollment		Checked	11A
	Second Lecture	11A	Second Lecture	Non-Enroll	ARR	Unchecked	
3	Class Using Both	10	Lecture	Non-Enroll		Checked	
		11A	Second Lecture	Enrollment		Checked	10
		12A	Second Lecture	Enrollment		Checked	10
		13A	Second Lecture	Enrollment		Checked	10
		20	Lecture	Enrollment		Checked	21A
		21A	Second Lecture	Non-Enroll	ARR	Unchecked	

The following note should be added to all of the enrollment lecture sections that have a hidden second lecture

• NOTE: This section will be using only the LECTURE for class times and requirements, but students will be autoenrolled into a Second Lecture for enrollment purposes. Nothing is required for this Second Lecture.

HISTORY: We used to change the catalog information back and forth, in sync with the Academic Coordinator, scheduling the courses alternative ways each semester. That process has the possibility of messing up registration and the students' records, so we are now keeping the 2 component version in the catalog no matter which way it is taught.

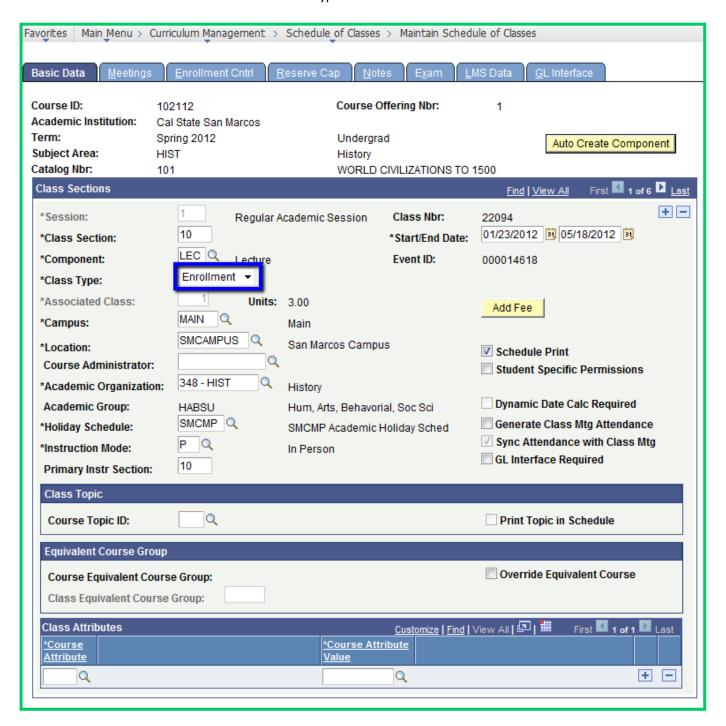
SCREENSHOT REVIEW

- Green Borders are the PRIMARY LECTURE (LEC)
- Blue Borders are the SECOND LECTURE (LE2)

The only difference from a general class is when the second lecture is not being used, a detailed description of how to hid the second lecture with PeopleSoft screenshots is included below.

PRIMARY LECTURE: Basic Data Tab

When building the primary lecture, use the new multiple component numbering system (10, 11A, 20, 21A, etc.), and make sure it is labeled as ENROLLMENT in the Class Type section.

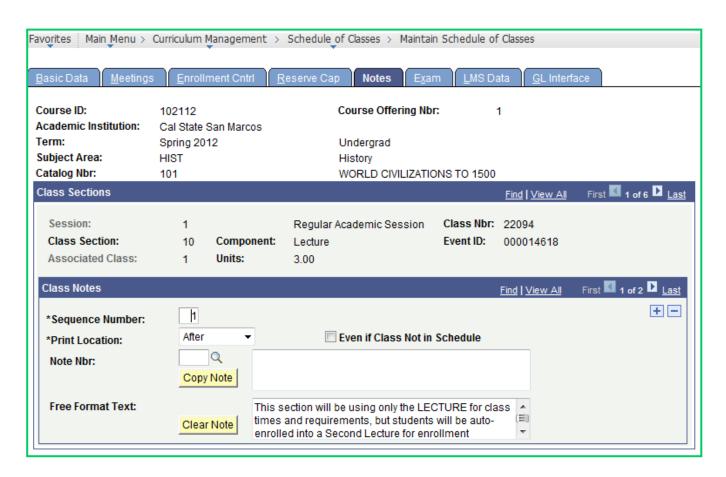


PRIMARY LECTURE: Meetings Tab

Schedule the lecture as normal.

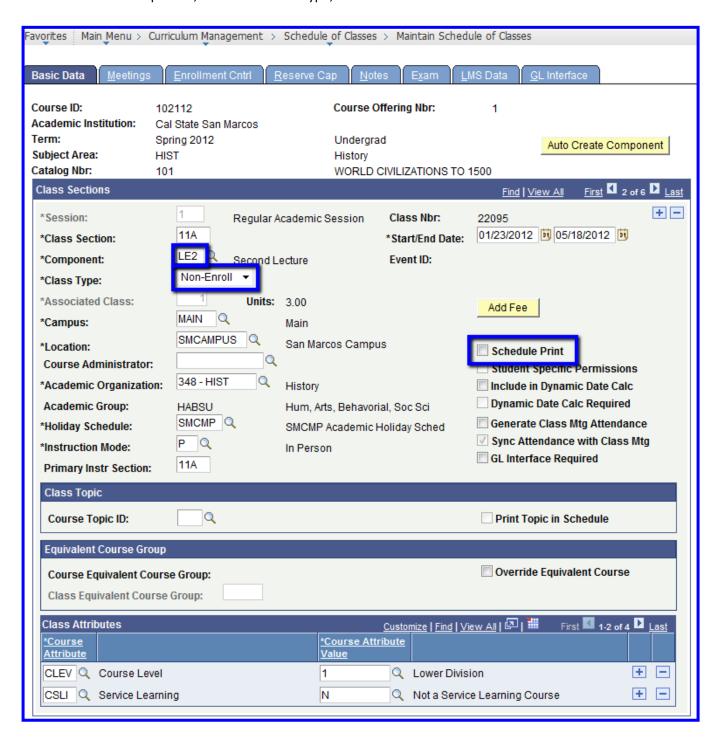
PRIMARY LECTURE: Notes Tab

The PRIMARY LECTURE should include a NOTE: This section will be using only the LECTURE for class times and requirements, but students will be auto-enrolled into a Second Lecture for enrollment purposes. Nothing is required for this Second Lecture.



SECOND LECTURE: Basic Data Tab

Needs to be the LE2 Component, Non-Enroll Class Type, and the Schedule Print needs to be unchecked.

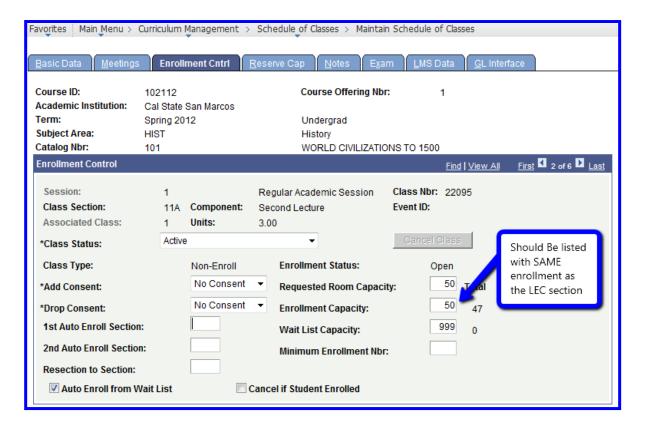


SECONDARY LECTURE: Meetings Tab

- Facility ID: ARR
- Instructor: Input the same instructor teaching the primary lecture, so they get full credit for teaching the class.

SECONDARY LECTURE: Enrollment Control Tab

Should show "Non-Enroll" and the Room Capacity and Enrollment Capacity



PRIMARY LECTURE: Enrollment Control Tab

Once the Second Lecture has been added, go back to the Enrollment Control tab for the Primary Lecture and add the Secondary Lecture's section number to the Auto Enroll Section box (in blue below).

