



Business Process Document

myZou Schedule of Courses: Basic Data

Department	Schedule of Courses
Responsibility/Role	
File Name	Basic Data_BUSPROC_1_0
Version	1.0
Document Generation Date	6/11/2007
Date Modified	6/11/2007
Last Changed by	Jeffrey Friel
Status	Current

Basic Data

Trigger:

When a classes Basic Data needs to be viewed/changed.

Concept

The Basic Data tab allows the addition of Class Sections, setting the course component, class type, identifying the Associated Class, identifying repeating Course Topics, and entering any Course Attributes the course section may have.

Field(s)	Comments
Session	Define the sessions of a term, including the significant dates within the session. Sessions subdivide a term into multiple time periods in which to offer classes.
Class Section	<p>For each component that is created, enter the class section number. The system defaults into the Class Schedule Entry page the field values of the pre-existing class section.</p> <p>Enter the class section. It must be unique within course offering and session.</p> <p>The *Class Section field is an alpha-numeric field. When format for entering section numbers is 01, 02, 03 - 09, 10, 11, etc. Formatting the section numbers in this manner will maintain the correct sequence.</p>



	<p>For labs and additional sections that need to be taken in conjunction with the enrollment section, the format is the section number the of the enrollment followed by an alpha character (example: 01A, where 01 is the enrollment section, "A" designates this section as a supplemental/additional section, i.e. lab.)</p>
<p>Component</p>	<p>The system populates this field by default to the graded component on the Catalog Data page (such as Lecture, Laboratory, Discussion, and so on) of the course. You can have multiple components and sections within a course offering.</p> <p>Examples of Components are: Lecture, Laboratory, Seminar, Thesis, Discussion, Field, etc.</p>
<p>Class Type</p>	<p>The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of Enrollment.</p> <p>For example, at Chemistry 1000 has Lecture, Laboratory, and Discussion components. There are 5 lecture, 10 laboratory, and 15 discussion sections. We might select the discussion sections as the Enrollment sections, the lecture sections as the Non-Enrollment section using auto-enrollment, and the laboratory sections as Non-Enrollment sections with a student choice of lab section at enrollment time.</p>
<p>Associated Class</p>	<p>Select an associated class number from the list box, or enter an Associated Class value of your own. By using associated class numbers, you link class sections that constitute a single course offering. For instance, in our previous example, we'd gather a certain number of lecture, lab and discussion sections into one Associated Class number to indicate that the three components are related to one another. If you are scheduling a new section, the system populates the Associated Class field to 1 by default.</p>



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	<p>When you schedule the first section of a course offering and use the prompt box, the system only displays this default value. You can use a prompt value, or you can manually enter any new one to four digit number into the field. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course from within the same associated class number.</p> <p>A special associated class number, 9999, enables you to associate a section with any other section. However, you can only use this associated class number for non-graded components.</p>
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Output - Results	Comments

Additional Information

The Office of the University Registrar will notify the Academic Units and departments that the Class Schedule Process for a specific term is open for the departments to review and edit.

The term will be available for approximately 4 weeks for a first pass through the schedule. The term will then be closed for edits to the academic units and departments for approximately 4 weeks to allow the edits that were made to be updated by the scheduling system; Resource 25/Schedule 25. The myZou system will then open the terms Schedule of Classes Process for another 2 weeks to make any additional changes and to review the schedule for a final time.

Any changes that need to be made to the schedule after the term has been closed will need to be communicated to Central Scheduling by emailing the request to OURSchedul@missouri.edu.



Procedure

Use the Basic Data page to define sections, set permission requirements, and designate any class attributes.

Menu NAV

Schedule of Courses Navigation

Curriculum Management > Schedule of Classes > Schedule New Class
or
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Course ID: 001952 Course Offering Nbr: 1
Academic Institution: Univ of Missouri - Columbia
Term: 2006 Fall Semester Undergrad
Subject Area: CHEM Chemistry
Catalog Nbr: 1320H GNRL CHEMISTRY 2 W LAB

Auto Create Component

Class Sections Find | View All | First 1 of 6 | Last

*Session: 1 Regular Academic Session Class Nbr: 18265
*Class Section: 01 *Start/End Date: 08/21/2006 12/15/2006
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 Add Fee
*Campus: MAIN Main Camp
*Location: ON-CAMPUS On-Campus
Course Administrator: Schedule Print
Academic Organization: C01800 Chemistry Student Specific Permissions
Academic Group: CAS College of Arts and Science Dynamic Date Calc Required
*Holiday Schedule: CSTU MU Academic Holiday Schedule Generate Class Mng Attendance
*Instruction Mode: P In Person Sync Attendance with Class Mng
Primary Instr Section: 01 QL Interface Required

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 3 | Last

Course Attribute	Value
FIG Freshman Interest Group	FIG Freshman Interest Group
HONR Honors Courses	HONOR Honors Course

Save | Return to Search | Previous in List | Next in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Internet



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Step	Action
1.	The Basic Data header contains the following course information: <ol style="list-style-type: none">1. The term the course is scheduled for2. The career level of the course (i.e. Undergrad)3. The Subject Area and subject area description4. The Catalog Number and course description

myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

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

Course ID: 001952 Course Offering Nbr: 1
Academic Institution: Univ of Missouri - Columbia
Term: 2006 Fall Semester Undergrad
Subject Area: CHEM Chemistry
Catalog Nbr: 1320H GNRL CHEMISTRY 2 W/LAB

Class Sections Find | View All | First | 1 of 2 | Last

*Session: 1 Regular Academic Session Class Nbr: 18265
*Class Section: 01 *Start/End Date: 08/21/2006 12/15/2006
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 Add Fee
*Campus: MAIN Main Camp
*Location: ON-CAMPUS On-Campus Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: C01800 Chemistry Dynamic Date Calc Required
Academic Group: CAS College of Arts and Science Generate Class Mtg Attendance
*Holiday Schedule: CSTU MU Academic Holiday Schedule Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 01

Class Topic Print Topic in Schedule
Course Topic ID:

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

Class Attributes Customize | Find | View All | First | 1-2 of 3 | Last

Course Attribute	Course Attribute Value
FIO Freshman Interest Group	FIO Freshman Interest Group
HONR Honors Courses	HONORS Honors Course

Save | Return to Search | Previous in List | Next in List

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

Internet

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myZou Schedule of Courses: Basic Data



Step	Action
2.	<p>The University of Missouri - Columbia is NOT utilizing the Auto Create Component functionality, course sections will be created manually by clicking on the Add a New Row icon.</p> <p>Do NOT click the Auto Create Component button.</p> <p>The Auto Create Component button allows the system to automatically create one component for each of the components you have selected to auto create on the Course Catalog - Components page. The system populates the pages in the schedule of classes with the required data for first of each component. This ensures that one section for each component is scheduled. If you have multiple class sections for each component type, you must still define the remaining class sections manually.</p>

The screenshot displays the 'myZou' web application interface. At the top, there is a navigation bar with the 'myZou' logo and 'University of Missouri-Columbia' text. Below this, a series of tabs are visible: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', and 'GL Interface'. The 'Basic Data' tab is active, showing a form for course section management. The form includes fields for Course ID (001952), Academic Institution (Univ of Missouri - Columbia), Term (2006 Fall Semester), Subject Area (CHEM), and Catalog Nbr (1320H). It also shows Course Offering Nbr (1) and Course Nbr (18265). A prominent yellow button labeled 'Auto Create Component' is visible. Below these fields, there are sections for 'Class Sections' and 'Class Attributes'. The 'Class Sections' section includes fields for Session (1), Class Section (01), Component (LEC), Class Type (Enrollment), Associated Class (1), Campus (MAIN), Location (ON-CAMPUS), Course Administrator, Academic Organization (C01800), Academic Group (CAS), Holiday Schedule (CSTU), Instruction Mode (P), and Primary Instr Section (01). The 'Class Attributes' section includes fields for FIG (Freshman Interest Group) and HONR (Honors Courses). At the bottom of the form, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. The footer of the page shows the same navigation tabs as the top bar.



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myZou Schedule of Courses: Basic Data

Step	Action
3.	<p>Select/Verify the type of session to which the class sections of this course offering belong.</p> <p>Available Sessions: 1 - Regular Academic Session 8W1 - Eight Week 1 8W2 - Eight Week 2 CDIS - Distance and Independent Study PRT - Part of Term</p> <p>Verify the Start/End Date of the selected session are correct. Make any necessary corrections to the session Start/End Dates.</p>

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

Course ID: 001952 Course Offering Nbr: 1
 Academic Institution: Univ of Missouri - Columbia
 Term: 2006 Fall Semester Undergrad [Auto Create Component](#)
 Subject Area: CHEM Chemistry
 Catalog Nbr: 1320H GNRL CHEMISTRY 2 W LAB

Class Sections Find | View All First 1 of 2 Last

*Session: 1 Regular Academic Session Class Nbr: 18265
 *Class Section: 01 *Start/End Date: 08/21/2006 12/15/2006
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: MAIN Main Camp [Add Fee](#)
 *Location: ON-CAMPUS On-Campus Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: C01800 Chemistry Dynamic Date Calc Required
 Academic Group: CAS College of Arts and Science Generate Class Mfg Attendance
 *Holiday Schedule: CSTU MU Academic Holiday Schedule Sync Attendance with Class Mfg
 *Instruction Mode: P In Person GL Interface Required
 Primary Instr Section: 01

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 of 2 Last

Course Attribute	Value
FIG Freshman Interest Group	FIG Freshman Interest Group
HONOR Honors Courses	HONORS Honors Course

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

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

Step	Action
4.	Enter/Verify the Class Section .



The ***Class Section** field is an alpha-numeric field. The format for entering section numbers is 01, 02, 03 - 09, 10, 11, etc. Formatting the section numbers in this manner will maintain the correct sequence.

For labs and additional sections that need to be taken in conjunction with the enrollment section, the format is the section number the of the enrollment followed by an alpha character (example: 01A, where 01 is the enrollment section, "A" designates this section as a supplemental/additional section, i.e. lab.)

Step	Action
5.	<p>Enter/Verify the Component of the section. If the section's component is incorrect, correct it and click the save button</p> <p>The system populates this field by default to the graded component on the Catalog Data page (such as Lecture, Laboratory, Discussion, and so on) of the course. You can have multiple components and sections within a course offering.</p> <p>The following components are used by the University of Missouri - Columbia: Clinical Exam Only Field Ind Study Inter Vid Internet Laboratory Lecture Lessons Practicum RSD Research Studio Video</p>
6.	<p>Enter/Verify the Class Type. The graded component needs to have a Class Type of "Enrollment" and the non-graded component will be "Non-Enroll".</p>
7.	<p>Enter/Verify the Associated Class. The associated class should numerically match the Class Section (i.e. Class Section = 01A, Associated Class = 1)</p> <p>A special associated class number, 9999, enables you to associate a section with any other section. However, you can only use this associated class number for non-graded components.</p>



Select an associated class number from the list box, or enter an



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Associated Class value of your own. By using associated class numbers, you link class sections that constitute a single course offering. For instance, in our previous example, we'd gather a certain number of lecture, lab and discussion sections into one Associated Class number to indicate that the three components are related to one another. If you are scheduling a new section, the system populates the Associated Class field to 1 by default.

When you schedule the first section of a course offering and use the prompt box, the system only displays this default value. You can use a prompt value, or you can manually enter any new one to four digit number into the field. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course from within the same associated class number.

A special associated class number, 9999, enables you to associate a section with any other section. However, you can only use this associated class number for non-graded components.



NOTE: A new Associated Class Number will not be available from the look-up menu. Type over the existing number to create a new entry. This field is a numeric field and should be numbered 1 - 9, 10, 11, etc.

Step	Action
8.	Check/Uncheck the Schedule Print field. This field should be checked to make the course section searchable when the students register for classes on line.
9.	Select the Student Specific Permissions check box to set up student specific class permissions. This will normally be unchecked.

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myZou Schedule of Courses: Basic Data



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

Course ID: 001952 Course Offering Nbr: 1

Academic Institution: Univ of Missouri - Columbia Undergrad [Auto Create Component](#)

Term: 2006 Fall Semester Chemistry

Subject Area: CHEM GNRL CHEMISTRY 2 W LAB

Catalog Nbr: 1320H

Class Sections Find | View All | First 1 of 2 | Last

*Session: 1 Regular Academic Session Class Nbr: 18265

*Class Section: 01 *Start/End Date: 08/21/2006 12/15/2006

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1 [Add Fee](#)

*Campus: MAIN Main Campus

*Location: ON CAMPUS On-Campus

Course Administrator:

*Academic Organization: C01800 Chemistry

Academic Group: CAS College of Arts and Science

*Holiday Schedule: CSTU MU Academic Holiday Schedule

*Instruction Mode: P In Person

Primary Instr Section: 01

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

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

*Course Attribute	Value
FIG Freshman Interest Group	FIG Freshman Interest Group
HONR Honors Courses	HONORS Honors Course

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

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

Step	Action
10.	<p>The following fields default from the Course Catalog and should be verified for accuracy:</p> <ul style="list-style-type: none"> Campus Location Course Administrator Academic Organization Academic Group Instruction Mode Primary Instr Section (primary instructional section)



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myZou University of Missouri-Columbia

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New Window | Help | Customize Page

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Course ID: 001952 Course Offering Nbr: 1

Academic Institution: Univ of Missouri - Columbia Undergrad [Auto Create Component](#)

Term: 2006 Fall Semester Chemistry

Subject Area: CHEM GNRL CHEMISTRY 2 W LAB

Catalog Nbr: 1320H

Class Sections Find | View All | First 1 of 6 | Last

*Session: 1 Regular Academic Session Class Nbr: 18265

*Class Section: 01 *Start/End Date: 08/21/2006 to 12/15/2006

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1 Add Fee

*Campus: MAIN Main Camp

*Location: ON-CAMPUS On-Campus Schedule Print

Course Administrator:

*Academic Organization: C01800 Chemistry Student Specific Permissions

Academic Group: CAS College of Arts and Science Dynamic Date Calc Required

*Holiday Schedule: CSTU MU Academic Holiday Schedule Generate Class Mtg Attendance

*Instruction Mode: P In Person Sync Attendance with Class Mtg

Primary Instr Section: 01 GL Interface Required

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 of 3 | Last

Course Attribute	Value
FIG Freshman Interest Group	FIG Freshman Interest Group
HONR Honors Courses	HONORS Honors Course

Save | Return to Search | Previous in List | Next in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Step	Action
11.	<p>The following fields are not to be changed:</p> <p>Dynamic Date Calc Required</p> <p>Generate Class Mtg Attendance</p> <p>Sync Attendance with Class Mtg</p> <p>GL Interface Required</p>

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myZou Schedule of Courses: Basic Data



The screenshot shows the 'myZou' interface for the 'Basic Data' page of course 001952. The page is divided into several sections:

- Course Information:** Course ID: 001952, Course Offering Nbr: 1, Academic Institution: Univ of Missouri - Columbia, Term: 2006 Fall Semester, Subject Area: CHEM, Catalog Nbr: 1320H, Undergrad Chemistry, GNRL CHEMISTRY 2 W LAB.
- Class Sections:** A table showing session details. The selected session is 'Regular Academic Session' with Class Nbr: 18265, Start/End Date: 08/21/2006 to 12/15/2006, and Event ID.
- Class Attributes:** A table listing attributes like FIG (Freshman Interest Group) and HONR (Honors Courses).
- Class Topic Section:** This section is highlighted and contains a 'Course Topic ID' input field and a 'Print Topic in Schedule' checkbox.

Step	Action
12.	<p>If the course offers repeating topics, you may select the desired Course Topic ID.</p> <p>When a Course Topic is selected the Print Topic in Schedule check box will become active</p>

 If you enter a topic ID, this check box becomes available for entry. The system selects this check box by default. You can change the setting.

Note: In order for the topic to appear on the transcript, you must select the Print Course Topic check box on the Transcript Type - Enrollment/Statistics page.



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myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Course ID: 001952 Course Offering Nbr: 1

Academic Institution: Univ of Missouri - Columbia Undergrad [Auto Create Component](#)

Term: 2006 Fall Semester Chemistry

Subject Area: CHEM GNRL CHEMISTRY 2 W LAB

Catalog Nbr: 1320H

Class Sections Find | View All | First | 1 of 2 | Last

*Session: 1 Regular Academic Session Class Nbr: 18265

*Class Section: 01 *Start/End Date: 08/21/2006 12/15/2006

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1 Add Fee

*Campus: MAIN Main Camp

*Location: ON-CAMPUS On-Campus Schedule Print

Course Administrator: Student Specific Permissions

*Academic Organization: C01800 Chemistry Dynamic Date Calc Required

Academic Group: CAS College of Arts and Science Generate Class Mng Attendance

*Holiday Schedule: CSTU MU Academic Holiday Schedule Sync Attendance with Class Mng

*Instruction Mode: P In Person QL Interface Required

Primary Instr Section: 01

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 3 | Last

Course Attribute	Course Attribute Value
FIG Freshman Interest Group	FIG Freshman Interest Group
HONR Honors Courses	HONORS Honors Course

Save | Return to Search | Previous in List | Next in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL Interface

Step	Action
13.	The University of Missouri - Columbia is not utilizing the Equivalent Course Group functionality. This section should always be blank.

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myZou Schedule of Courses: Basic Data



The screenshot shows the 'Basic Data' page for course 001952. Key fields include:

- Course ID:** 001952
- Course Offering Nbr:** 1
- Academic Institution:** Univ of Missouri - Columbia
- Term:** 2006 Fall Semester
- Subject Area:** CHEM
- Catalog Nbr:** 1320H
- Class Sections:** Regular Academic Session, Class Nbr: 18265, Start/End Date: 08/21/2006 to 12/15/2006
- Class Attributes:** FIG (Freshman Interest Group), HONR (Honors Courses)

Step	Action
14.	<p>Course Attribute and Course Attribute Value</p> <p>Use the Course Attributes field to link attributes to class sections. The system populates this field and the related course attribute values from the course catalog. You can override or amend these values. Values for course attributes are defined on the Catalog Data page.</p> <p>Note: Course attributes are used primarily for institutional research and reporting purposes and to print repetitive text in the course catalog and schedule of classes. Course attributes are not used by the Academic Advisement application.</p>
15.	<p>You have successfully verified or entered information on the Schedule of Courses > Basic Data page.</p> <p>End of Procedure.</p>