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.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>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.</td>
</tr>
<tr>
<td>Class Section</td>
<td>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. Enter the class section. It must be unique within course offering and session. 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.</td>
</tr>
</tbody>
</table>
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.)

| Component | 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.  
Examples of Components are: Lecture, Laboratory, Seminar, Thesis, Discussion, Field, etc. |
|---|---|
| Class Type | 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.  
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. |
| Associated Class | 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. |
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.

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
</table>

### 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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Basic Data header contains the following course information:</td>
</tr>
<tr>
<td></td>
<td>1. The term the course is scheduled for</td>
</tr>
<tr>
<td></td>
<td>2. The career level of the course (i.e. Undergrad)</td>
</tr>
<tr>
<td></td>
<td>3. The Subject Area and subject area description</td>
</tr>
<tr>
<td></td>
<td>4. The Catalog Number and course description</td>
</tr>
</tbody>
</table>
2. 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. **Do NOT click the Auto Create Component button.**

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.
Step | Action
--- | ---
3. | Select/Verify the type of session to which the class sections of this course offering belong.

**Available Sessions:**
1 - Regular Academic Session
8W1 - Eight Week 1
8W2 - Eight Week 2
CDIS - Distance and Independent Study
PRT - Part of Term

Verify the **Start/End Date** of the selected session are correct. Make any necessary corrections to the session Start/End Dates.

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.)

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<td>5.</td>
<td>Enter/Verify the <strong>Component</strong> of the section. If the section's component is incorrect, correct it and click the save button. 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. <strong>The following components are used by the University of Missouri - Columbia:</strong> Clinical Exam Only Field Ind Study Inter Vid Internet Laboratory Lecture Lessons Practicum RSD Research Studio Video</td>
</tr>
<tr>
<td>6.</td>
<td>Enter/Verify the <strong>Class Type</strong>. The graded component needs to have a Class Type of &quot;Enrollment&quot; and the non-graded component will be &quot;Non-Enroll&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter/Verify the <strong>Associated Class</strong>. The associated class should numerically match the Class Section (i.e. Class Section = 01A, Associated Class = 1). 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.</td>
</tr>
</tbody>
</table>

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.

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.

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<td>8.</td>
<td>Check/Uncheck the <strong>Schedule Print</strong> field. This field should be checked to make the course section searchable when the students register for classes on line.</td>
</tr>
<tr>
<td>9.</td>
<td>Select the <strong>Student Specific Permissions</strong> check box to set up student specific class permissions. This will normally be unchecked.</td>
</tr>
</tbody>
</table>
Step 10. The following fields default from the Course Catalog and should be verified for accuracy:

- Campus
- Location
- Course Administrator
- Academic Organization
- Academic Group
- Instruction Mode
- Primary Instr Section (primary instructional section)
Step 11. The following fields are not to be changed:

- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required
Step 12. If the course offers repeating topics, you may select the desired Course Topic ID.

When a Course Topic is selected the Print Topic in Schedule check box will become active.

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.
The University of Missouri - Columbia is not utilizing the Equivalent Course Group functionality. This section should always be blank.
14. **Course Attribute and Course Attribute Value**

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.

**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.

15. You have successfully verified or entered information on the Schedule of Courses > Basic Data page.

**End of Procedure.**