Editing Combined Courses

Trigger:
The meeting pattern and/or instructor needs to be changed on combined courses.

Concept

When sections have been combined, the individual course section's meeting pattern and instructor cannot be edited from the Maintain Schedule of Classes page. When a change to the meeting pattern needs be made, navigate to the Schedule Class Meetings page.

Additional Information

The Office of the University Registrar will notify the Academic Units and departments that the Class Schedule Process 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 2 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 OURScheduling@missouri.edu.
Procedure

The Schedule Class Meetings page is used to edit the meeting pattern and/or the instructor of course sections that have been combined. Using the Schedule Class Meeting page allows editing the meeting pattern and/or the instructor of combined sections by changing only one course section that is in the combination. The system will automatically apply the changes to all course sections that have been combined.

1.) Schedule Class Meetings
Add, view, and update meeting, facility, and instructor assignments for a class. This form has to be used to change the meeting pattern and instructor of combined sections.

Navigation
Home>Curriculum Management>Schedule of Classes>Schedule Class Meetings

2.) Schedule New Course
Schedule a new class for a specified term.

Navigation
Home>Curriculum Management>Schedule of Classes>Schedule New Course

3.) Maintain Schedule of Classes
Add, view, and update schedule of classes data.

Navigation
Home>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes
Step | Action
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1. | The Schedule Class Meeting page is located in the Curriculum Management menu. Click the **Curriculum Management** link.
### Step 2
2. Click the **Schedule of Classes** button.

![Schedule of Classes button](Image)

### Step 3
3. Clicking the **Schedule Class Meetings** button, will launch the Schedule Class Meetings page.

![Schedule Class Meetings button](Image)

### Step 4
4. The Schedule Class Meetings - Find an Existing Value page allows courses to be found by several criteria. In this example, the meeting pattern for Communications 4476. Changing the meeting pattern for one course in the combined section will change the meeting pattern for all courses in the combined section.

### Conducting a Search
When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.
To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
Search keys
Operators
Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.
### Step 5
The Schedule Class Meetings search page has two (2) required fields to search for courses: Academic Institution and Term.

If the Academic institution does not default to COLUM, enter "COLUM" in the Academic Institution field.

Enter the desired term code into the **Term** field. Enter "3443".

If a look up field has a list of values associated with it, clicking on the Magnifying Glass icon will display the Look Up field page. To search the list of values, enter the desired search information and click the Look Up button. Once the desired value is located, click on the value and it will automatically populate the field on the original page.

### Step 6
Enter the desired subject area into the **Subject Area** field.

For example, enter "COMMUN".

### Step 7
Enter the desired course number/catalog number into the **Catalog Nbr** field. Enter "4476".

### Step 8
Click the **Search** button.

### Step 9
Make the necessary changes to the Meeting Pattern or the Instructors for Meeting Pattern and click the Save button. For courses that are combined, changes to the Enrollment Cntrl tab cannot be made on from the Schedule Class Meetings page.

**End of Procedure.**