Meetings

Trigger:
A class section meeting pattern (building and room, days, times, and instructor) needs to be edited.

Concept

The Meetings Tab allows the course Meeting Pattern (the building and room number the course will meet in, the days the course meets, the begin and end times of the course), the instructor assigned to teach the course, and any room characteristics (projector, computers, etc.) the room will need in order to teach the course.

Field(s)

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Fields Are Required</td>
</tr>
<tr>
<td>If the Facility ID, Meeting Pattern (Days and meeting times) are left blank, it is assumed that Central Scheduling will schedule the class section.</td>
</tr>
<tr>
<td>The instructor may be left blank if it is unknown who will be teaching the course. Once the instructor has been determined, notification will need to be sent to Central Scheduling if the term has been closed for edits.</td>
</tr>
</tbody>
</table>

Output - Results

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility ID will be changed</td>
</tr>
<tr>
<td>The building and room the class section meets in will be changed correctly</td>
</tr>
<tr>
<td>Changed Meeting Pattern</td>
</tr>
<tr>
<td>The days of the week, start and stop times the class section meets will be changed correctly</td>
</tr>
</tbody>
</table>
Instructor Assigned | The correct instructor(s) will be assigned to the class section.

**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

Define class meeting patterns and facilities, link instructors to classes, assign instructor workload values, and specify room characteristics.
### Step 1

The Meetings header contains the following course information:

1. The term the course is scheduled for
2. The career level of the course (i.e. Undergrad)
3. The Subject Area and subject area description
4. The Catalog Number and course description

### Step 2

The Class Sections header displays the class Session, Class Section, and Component of the record that is currently being scheduled.
Step | Action
--- | ---
3. | Select the **Facility ID** (building and room code) for the class that is being scheduled. Once the **Facility ID** has been selected the system will display the **Capacity** of the room.

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 | Action
---|---
4. | Verify and make any necessary corrections to the meeting pattern, meeting start and end times, meeting days, and the start and end dates of the class.

**Pat Field**
Select the meeting pattern (Pat field) from one of the 5 standard meeting patterns. If a pattern is selected, the system populates the meetings days by default based on what you enter in the Pat field.

**Mtg Start and Mtg End Fields**
Enter the class meeting start and end times. The system defaults an end time once you enter a start time, based on the default Normal Class Duration. If a meeting pattern is not entered in the Pat field, the default duration is 60 minutes. Change the Mtg End to the correct time.

**Start/End Date**
For the first meeting, the system populates these fields to the start and end date from the Session table. Verify that the Start and End Dates are correct for the classes meeting pattern. For all subsequent meetings you add, the system populates this field to the start and end dates on the Basic Data page.

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The day checkboxes will override what has been entered in the Pat field.

<table>
<thead>
<tr>
<th>Standard Meeting Pattern</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARR</td>
<td>Arranged</td>
<td>None</td>
</tr>
<tr>
<td>M-F</td>
<td>Mon &amp; Tues &amp; Wed &amp; Thurs &amp; Fri</td>
<td>50 minutes</td>
</tr>
<tr>
<td>M-W</td>
<td>Monday &amp; Wednesday</td>
<td>75 minutes</td>
</tr>
<tr>
<td>M-W-F</td>
<td>Mon &amp; Wed &amp; Fri</td>
<td>50 minutes</td>
</tr>
<tr>
<td>T-R</td>
<td>Tuesday &amp; Thursday</td>
<td>75 minutes</td>
</tr>
</tbody>
</table>

Step | Action
---|---
5. | If a course has a Topic associated with it, select the Topic ID, or enter the topic in the Free Format Topic field.

6. | 

7. | 

8. | 

9. | 

10. | **End of Procedure.**