

USING WEB-BASED COURSE SCHEDULE ENTRY

Go to www.unca.edu/enroll/

Click on "Annual Curriculum Development and Course Schedule Planning"

OR Go to www.unca.edu/enroll/schdev/schedule.html

Click on " Access to Web-Based Course Schedule Entry"

1. Enter your SSN.
2. Tab to the CHOOSE TERM box and select the term.
3. Click on LOGIN.

Several options will appear:

Add Course
Delete Course or Change Information
Edit Special Topic Course Descriptions
Edit Web Notes

ENTERING (ADDING) A COURSE

Click on ADD COURSE. A list of fields will appear with boxes for you to fill in on the right side of the page. Required fields are marked with an asterisk.

Course Number:	Choose a course number from the drop down box. Only approved catalog courses will appear. When you click on the course number you wish to add, the course title, limit and hours credit will be loaded from the SIS database. If you have courses which are pending APC/Faculty Senate approval, you will need to send an e-mail to Marilyn Lonon to find out under what conditions they may be added.
Course Section:	Single sections could be assigned an 001 section number. Section numbers are three digits/letters. If it is a lab section, the number should be 0L1, 0L2, etc. Honors sections should be 0H1, 0H2, etc.
Course Title:	Title is populated from the database. Please don't modify the title; changes must be approved by Faculty Senate.
Course Limit:	Maximum enrollment limit for the class. You may update this field.
Course Hours:	Credit hours come from the catalog. Please don't modify this field; changes must be approved by Faculty Senate.
Days (1):	Enter days the course will meet. Enter only one letter per day in caps, no spaces: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday
Days (2):	Enter this field only if the class has a second meeting time or a second meeting location.
Start Time (1) (HHMM):	Enter the begin time for the class in HHMM format: 0900, 0305, etc. Click on the drop down box and choose AM or PM.

Start Time (2) (HHMM):	Use this field ONLY if there is a second meeting time for the class.
End Time (1) (HHMM):	Enter the end time for the class in HHMM format: 0900, 0305, etc. Click on the drop down box and choose AM or PM.
End Time (1) (HHMM):	Use this field ONLY if there is a second meeting time for the class.
Session:	The default is "FULL", which indicates that the course meets for the entire semester. If the course is fast-track and meets the first term, choose "1"; if it meets during second term, choose "2".
Preferred Building/Room (1):	<p>From the drop down list, choose the room that you would like to have for this course. NOTE: Choosing a room this way does not guarantee that this room will be available for the class.</p> <p>You may leave this field blank by choosing the dashes (---) at the top of the list, if you do not have a room preference.</p> <p>You will notice that all the rooms in the campus inventory appear on this list. Choose carefully - if you choose a room which is not on our classroom inventory, we will assume that you have made arrangements with the 'owner' for the use of that room and will not look for another room for you.</p>
Preferred Building/Room (2):	Use this field for the second meeting of the class, if there is one.
Instructor:	Enter instructor's last name and first initial. You may use STAFF as a valid instructor name.
Smart Classroom:	Check this field if you would prefer a smart classroom for the course. This does not guarantee that a smart classroom will be available. NOTE: If this conflicts with the "Preferred Building/Room" chosen earlier, it will delay assignment of the class to a room because we will need to contact you for clarification.
Instructor Permission Required:	Check this field only if students must have permission to enroll.
Special Attention:	Check this field if you need us to contact you about some special circumstance or question about this course.

Finished - When you have finished all the information:

1. Click on SUBMIT at the bottom.
2. You will be asked for any missing information. When it is corrected, click SUBMIT again.
3. Go to the bottom of the page and click on RETURN TO COURSE LISTING. You will be returned to a page which lists all of the courses you have entered.

TO DELETE OR CHANGE COURSE INFORMATION:

On the DEPARTMENTAL COURSE SCHEDULE page, the first two columns are EDIT and DELETE. To change information on a course:

1. Click on the EDIT column beside the course you want to change. You will be taken back to the entry screen, where you can make changes.
2. Click on SUBMIT when the changes have been made. NOTE: If you don't click on SUBMIT before you click on RETURN TO COURSE LISTING, the changes will not be saved!

To Delete a course, click on the DELETE column beside the course you want to change.

SPECIAL TOPICS COURSE DESCRIPTIONS:

You may now submit descriptions for Special Topics courses on-line. To do this:

1. Click on EDIT SPECIAL TOPICS COURSE DESCRIPTIONS on the main schedule page.
2. At the COURSE ID field, click on the drop-down menu. You will get a list of the Special Topics courses you have entered. Choose the course for which you want to enter a description.
3. In the COURSE TITLE box, enter the title. Special Topics course titles must always begin with "ST:". Please use the SAME title in the course listing and in the description. Also, please remember that we are limited to 32 characters (including the ST:) in the database, so make the title as short and meaningful as possible. This is the title which will appear on student transcripts; we would like for these titles to be easily deciphered.
4. Click in the COURSE DESCRIPTION box and type the description. Type in one continuous line - do not use carriage returns at all.
5. When the course description is finished, click on SUBMIT. You will get a message that a description has been recorded for the course. You may then click on RETURN TO COURSE LISTING or RETURN TO SPECIAL TOPICS COURSE DESCRIPTIONS.

ADDING A WEB NOTE

WEBNOTES are what we use to attach the information blurbs to the schedule - "Open to Honors students only or by permission of instructor.", etc. If you wish to have a note attached to a course:

1. Click on EDIT WEB NOTES. On the WEB Note Description screen, choose the course to which you wish to attach the note.
2. Tab to the DESCRIPTION field and type in the note. These notes should be as short as possible but descriptive.
3. When you are finished, click on SUBMIT. You may then click on RETURN TO COURSE LISTING or RETURN TO SPECIAL TOPICS COURSE DESCRIPTIONS.

THINGS TO REMEMBER:

Course section start and end times should conform to the published grid times (see below).

Courses (not including science labs) which overlap two grid times should be offered in the late afternoons for the convenience of students, since these courses effectively eliminate the possibility of taking another course which may start before the overlapping course ends.

Course titles and credit hours may not be creatively altered; we have to stick with the catalog listings. If the change is in the process of being approved, we can add it as soon as Faculty Senate has approved it. If it is not approved by the time preregistration begins, we will need to list the course as a Special Topics course.

Deadline Dates:

You may update your schedule online UNTIL the date it is due in Enrollment Services. As of the end of the day on the due date, the schedule will close and become view only.

After this deadline, any changes will need to be submitted by email to Student Data Services (Linda Rhymes (lrhymes@unca.edu) or Marilyn Lonon (mlonon@unca.edu)).

Room Assignments on First-Come Basis - If you finish your schedule before the due date and would like to ensure a good choice of rooms, you may let us know as soon you are finished. When you do this, your schedule will close and become view only. This will enable us to begin to assign rooms based on your request. No room assignments will be made until you tell us you are finished with your schedule or the deadline for submission arrives.

Course Schedule Grid Times:

M-W-F	T-R	Evening M-R
8:00 - 8:50	8:00 - 9:15	6:00 - 8:30 pm
9:00 - 9:50	9:25 - 10:40	
10:00 - 10:50	10:50 - 12:10	
11:00 - 12:10	12:20 - 1:35	
12:20 - 1:10	1:45 - 3:00	
1:20 - 2:10	3:10 - 4:25	
2:20 - 3:10	4:35 - 5:50	
3:20 - 4:10		
4:20 - 5:10		

Student Data Services Contact Information

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