

Checklist for Section Changes

(Never change the status of a Cancelled section. Just create a new section.)

Change in Date from Full Term to Flex Term

- ___ Change Start and/or End Date on SECT screen.
- ___ **Course Type changed** (*This is one of the most common errors!*)
- ___ Double check Status field on SECT to ensure it is set at the desired status.
- ___ Change Start and/or End Date on SOFF screen. (Offering Info)
- ___ Rebuild Meeting Times = Yes
- ___ Double check Actual Meeting Times by drilling down on the SOFF screen. Save and update back to SECT screen.
- ___ If an Instructor is assigned, drill down on the FASC screen to be certain the dates correspond with the Flex term dates and not the Full term dates.
- ___ Change SRGD screen (Reg Dt Ranges) dates using the Short Term Course Table of Term Dates. (Contact Curriculum Mgt. if you require a copy.)

Change in Date from Flex Term to Full Term

- ___ Change Start and/or End Date on SECT screen.
- ___ Change Course Type (16WK).
- ___ Double check Status on SECT to be sure it is the status desired at this time.
- ___ Change Start and/or End Date on SOFF screen (Offering Info).
- ___ Rebuild Meeting Times = Yes
- ___ Double check Actual Meeting Times by drilling down on the SOFF screen
- ___ Change SRGD screen (Reg Dt Ranges) by deleting the Prereg, Reg., Add, Drop, Drop Grades Reqd., and Census Date in order for the section to use the default dates. Place the cursor in the field, hit Delete, it will tab to the next one, hit Delete until all the fields on the left side of the screen are empty. Save and update.
- ___ If an Instructor is assigned, drill down on the FASC screen to be certain the dates correspond with the section term dates and not the Flex term dates

Change an existing section from an existing Short Term to a different Short Term; an example is from 1st5 wk to 1st8 wk

- ___ Change Start and/or End Date on SECT screen.
- ___ Change **Course Types** on SECT screen. *(This is one of the most common errors!)*
- ___ Double check Status on SECT to reflect the desired status of the section.
- ___ Change Start and/or End Date on SOFF screen (Offering Info)
- ___ Adjust the times so all contact hours from the upper portion of the screen are represented in the correct amount. Change times or add days as necessary.
- ___ Enter **Y** in the Rebuild Meeting Times field
- ___ Double check Actual Meeting Times by drilling down from the SOFF screen. Save and update back to the SECT screen.
- ___ If an Instructor is assigned, drill down on the FASC screen to be certain the dates correspond with the new short term dates and not the prior term dates. This can definitely be an issue if a term change on an existing section occurs!
- ___ Change SRGD screen (Reg Dt Ranges) dates using the Short Term Scheduling document. (Contact Curriculum Mgt. if you require a copy)

Change in meeting Days, Time, and/or Instructor Method

- ___ Change on SOFF screen (Offering Info) the Days of Week, St Time, End Time and/or Instr Method. If this is a Web section enter WE into the Inst Delivery field just below the Sect Type field in the middle of the screen.
- ___ Rebuild Meeting Times = Yes
- ___ Double check Actual Meeting Times by drilling down on the SOFF screen. Save and update back to the SECT screen.
- ___ Contact Curriculum Management if you have any problems with changing the Instr Method. (DO NOT EXCEED THE DEFAULT NUMBER OF CONTACT HOURS WHEN YOU CHANGE METHODS.)
- ___ If an instructor is already assigned to an Instr Method and that method is changed, the instructor will no longer be assigned to the section for the hours assigned for that method. Please reassign the instructor with the proper Instr Method on FASC.

Change in Variable Credit Hours (Before Student registration starts)

- ___ On SECT screen delete the Max credits and Incr credits then change the Min credits to the number of Credit Hours the student will earn.
- ___ On SOFF screen enter the correct number of contact hours the instructor is to earn. Be sure to enter the proper Instr Methods and maintain the correct ratio.
- ___ **Place the section on Pending status.**
- ___ Contact Curriculum Management to update the billing for the section to reflect the new credit hours. In the notification email, let Curriculum Mgt know if you want the section changed back to Active status.

(This is one of the most common errors that surface during Integrity Checks and can have a negative impact on the student invoice!)

Change in Restrictions (Section Capacity, Minimum Enrollment, Instructor Consent)

- ___ Change on SRES screen (Restrictions) Section Capacity, Minimum Enrollment, and/or Instructor Consent.
- ___ Contact Central Scheduling to see if the room needs to be updated if the capacity has been changed.

Please note that if there are any changes that need to be made after the start of student registration, Central Scheduling and/or Curriculum Management must be contacted before making the change.