

# Important Scheduling Phases

## Large Lecture and Active Learning Classroom Scheduling

### Identifying Which Classes May Need a Large Lecture Room

In person classes that have a Projected Enrollment Capacity of 50 or greater will typically require a Large Lecture Room for instruction. To identify which primary course sections that are already entered into Coursedog, you can use a filter to identify those Primary Sections that have a Projected Enrollment Capacity of 50 or greater. In order for the filter results to be meaningful Projected Enrollment Capacity values should be filled in on primary course sections.

### Enter Large Lecture / Active Learning Classroom Request for Course Sections

Refer to the instructions on how to use Large Lecture or Active Learning Request card to enter large lecture room requests for those primary sections with a Projected Enrollment Capacity of 50 or more.

### Large Lecture Request Data in Course Section List Report

The Large Lecture Request card fields are included in the Course Section List Report.

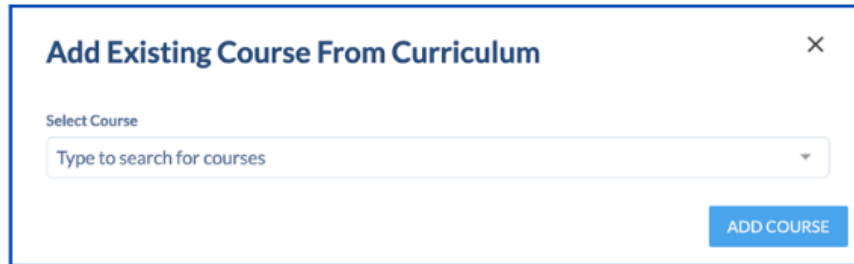
## Primary Section Scheduling



Adding a course and section to your schedule

1. Navigate to the Section Dashboard tab from the left hand navigation menu.
2. Select +COURSE if you're adding a course for the first time for the for quarter.
3. And/or click "+ SECTION" and find the course name/number you want to add.

- Tip: Try searching by the course number first.
- 4. Choose the primary class component type.
- 5. Complete all required fields in the course editor cards & SAVE!



**TIP:** if you cannot find the course you are looking for, [add the course](#) first, then add its section(s)s.

If you add a course to a term but do not add at least one section for that same course for the selected term, overnight the course will be removed from that term during the syncing process.

For each primary section of a course, identify the planned enrollment values for Projected Enrollment Capacity and for Max AIS Enrollment (Capacity). Depending on the scheduling phase, these enrollment setting values are required fields in Coursedog. During the Planning Phase, these values are not required, but we strongly recommend entering the enrollment values if known!

- The Projected Enrollment Capacity impacts planning and initial room assignment.
- The Max AIS Enrollment (Capacity) is the maximum enrollment enforced in AIS student registration (e.g. similar to AIS Initial Enrollment in CCLP). It's also the number used to assign GA classrooms with the Optimizer engine!

## Secondary Section Scheduling

The *Class Section* number for secondary sections will need to be adjusted to have a capital letter appended to the 2-digit number (e.g., a secondary section for 01 will be 01A, for 02 will be 02A etc.).

The *Associated Primary Section* will need to be adjusted and should be the first two digits of the Class Section number (e.g. for a Class Section value of 01A the *Associated Primary Section* should be entered as 01).

For example, to create the secondary section POLI 174-01A, change the default *Class Section* (02) to 01A. Change the *Associated Primary Section* to 01 (see right).

**Adding POLI 174 - 02**

**General Information**

UCSC Link  
<https://docs.google.com/document/d/ ...>

**Class Section** required ? **Component** required

02 ← 01A  
2 characters (4 allowed)

**Associated Primary Section**

02 ← 01

If known, for each secondary section of a course, identify the planned enrollment values for *Projected Enrollment Capacity* and for *Max AIS Enrollment (Capacity)*.

- The Projected Enrollment Capacity impacts planning and initial room assignment.
- The Max AIS Enrollment (Capacity) is the maximum enrollment enforced in AIS student registration (e.g. similar to AIS Initial Enrollment in CCLP).