Schedule a Class

This section is still in development.

Are you a Scheduling Coordinator for your department? If so, then the content in this section will help you:

- Add a new section to a course
- Edit an existing section to a course
- Add or change an instructor
- Create reserve capacities
- Change or edit a class association
- Create a wait list for a section
- Find a room for a class section
- Schedule a permission only class section
- Schedule a cross listed / combined class section
- Scheduling Coordinator Reports
- Add a note to a class section

Need Help Searching?

Click here to submit an RT ticket

Related Forms & Links

- Glossary
- Add a Note to a class section
- Scheduling Coordinator Documents by Term
- Add a New Class Section
- Edit an existing section to a course
- Edit the instructor for an Existing Section
- Create reserve capacities
- Create a Wait List for a Class Section
- Change or edit a class association
- Find a room for a class section
- Schedule a permission only class section
- Schedule a cross listed / combined class section
- Scheduling Coordinator Reports
- Registrar Controlled Rooms
- How to Use a Permission Number when Registering for a Class