

# FALL/SPRING/SUMMER

## SCHEDULE OF CLASSES PREPARATION

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The Course Scheduler in GUS is ready to prepare your Schedule of Classes. Below is an outline of the fields within the program that you will be utilizing as you build your department's schedule. Under Course Management most of you will want to copy your previous schedule over and begin making updates. Only copy (**copy, don't import**) courses you know will be taught.

If it is a new course or new section you'll add it to your schedule with the "Add New" function in the schedule. The system will determine the appropriate section number based on your choice of delivery. If the delivery method changes prior to any enrollment please delete the course and create a new course with the corrected delivery type, don't just change it.

After enrollment has occurred in the class, sections can only be closed by changing the capacity to "0", TBA the room, and building a new course. All students enrolled in the class should be notified of the different delivery method and the Registrar staff will help you move your enrollment from the old roster to the new one. Please note that changes to delivery type must be approved by the department/college leadership.

**\*\*If there are any "Study Abroad" courses taught by Melinda Roelfs, do not copy them over to your new schedule. We will add those as needed.**

1. **Course Name**: If course is a topic course or if taught as WL or Honors, you will need to select the correct name indicating this additional detail. If WL or H is a new option to this class, you will need to call Michelle at Ext 4206 to see if these have been approved. When adding a topic title, name of the entire title can be no more than 30 characters including spaces. Keep in mind – if the course with a sub-title is repeatable only when the title is different, you must abbreviate differently or add a year/term to the course title to distinguish it from previous semesters and to aid in student enrollment.
2. **Minimum/Maximum Credit Hours**. Insert the correct credit hour(s) for the course. For variable credit courses, list the minimum and the maximum credits permitted, for example (1-3), (1-6), etc. These hours must conform to catalog listing. If credit is 1/2, use .5. If the course is set up for multi-credit hour choices and does actually have seat time and only designates time for 1 credit hour, you will need to add the footnote #!# indicating if enrolled in more than one hour of credit, additional work is required outside of class.
3. **Maximum Capacity**. Enter the maximum enrollment allowed for the course keeping in mind the room capacity.
4. **Instructor**. Enter the instructor's name. **MUST ALSO CLICK "ADD"**. Utilize Faculty Maintenance also under Course Management in GUS to add a new faculty – **BE CAREFUL** that you have the correct ID#, HR is also using this for employment records. (In the case of duplicate ID's, we can link them, but the preferred is the one you should be using.)
  - a. **Dual instructors**. **ONLY ONE** instructor may enter grades (listed on top) in your course scheduler. The dual instructor may utilize CANVAS and GUS rosters.
5. **Pass Fail**. This function is pre-determined by how the course is created in the catalog. If the course is set as optional, you must make a choice of PF (pass/fail) or Graded. The grade roster will only allow for one or the other – you **CANNOT** have a combination of PF and Graded

students on the same grade roster when presenting grades on-line. It may be necessary to establish a different section of the course in order to split the class roster to Graded and PF or print paper grade rosters to accommodate a combination of grades.

6. Start / End Date. Please allow the system to default to the full-semester dates for courses that will run all semester. For short courses you may select the start and end dates. **Do NOT enter your own dates for night classes that will meet the entire semester. Showing anything less than the full semester restricts access for instructors to drop students for excessive absences through GUS.**
7. Day. Enter the correct days-of-the-week code. If class is an appointment class, enter "APT" in Day column. If a time has not been determined, enter "TBA" (To Be Announced). If the combination of days is not listed in the dropdown selection, you will need to enter a day at a time (i.e. M and new line F). **This needs updated prior to students enrolling to avoid time conflict. Or it needs to be listed as a Footnote if there is no actual day/time necessary.**
8. Begin and End Time: Follow the preferred times for MWF and TTH classes whenever possible. Scheduling outside the preferred times creates challenges for students as they build their schedule.) **Enter AM or PM after the time....** watch because it is possible to enter incorrectly having a class start at 3:00 AM and end at 3:50 PM. Many times, if you are having trouble finding a selection of rooms, this could be why.
9. Building Code and Room Number. Select building from the dropdown selection. Select your room the same way. Only rooms that are available and have a capacity at least equal to your course capacity maximum will be shown. PLEASE consider using the room that best fits the size of your class (allow some room for expansion should you decide to increase by a few seats later). If two or more courses have not been taught **concurrently** previously, you'll need to call Michelle at Ext 4206 for assistance in allowing more than one course to be listed in the same room at the same time. If a room is already established for a concurrent class, it will show in red to remind you to double check that the conflict should be allowed.
10. Footnotes. We use several footnote symbols uniformly throughout the schedule. **Please pay close attention to the NEW footnotes representing the updates to course meeting (delivery) types. Every course should include the footnote representing the appropriate meeting (delivery) type.** Standard footnotes utilized for every department remain:

#	Permission of instructor required.
##	Permission of department required.
###	Initially closed.
#^	Must be admitted to Teacher Education Program.
@	Meets General Education requirements. See General Education section in this class schedule and/or University Catalog.
A0, etc.	Pitt State Pathway course.
WL	Meets Writing to Learn. English 101 is a prerequisite.
H	Limited to members of Honors College only.
~	Enroll in the Professional Semester in Room 110 Hughes Hall or call 235-4489.
InP	In-person instruction
APPT	By Appointment instruction
WWW-A	Online Asynchronous (classic online format)

WWW-S	Online Synchronous (see #13 below) must list meeting dates/times.
HYB	Hybrid – be sure to list on-campus meeting dates/times.
##	Additional outside work is required over noted class time
#!	More than one hour of credit requires outside work
KC	Course is part of the Kansas City Metro cohort group
ZTC	Zero Textbook Cost, no student incurred textbook expense for this class
CF\$	Required Course Fee (you use the footnote, Robin adds the AR code)
\$¢	Intersession courses must be paid by the second day of class.
&	Placeholder for TBA class.
LC	This course is part of a learning community and has a required co-requisite course.
SC	Short course description.

**For other footnotes, use symbols such as \*, \$, %, &, #, @, ~, and + or multiples of these.**

When adding a new footnote, you will be asked if this is a **requirement** or informative only. A **requirement** footnote should be used only for courses that require permission of instructor or permission of the department and will stop the student from enrolling in this course without permission being granted (preferably through GUS). If you create a footnote symbol with this stipulation, **you will enter the same footnote symbol when granting special permission through GUS**. An **Informative** footnote means that this footnote will appear on the on-line Schedule of Classes.

11. Corequisites. Enter as needed.
12. Concurrent Courses. Enter as needed.
13. Additional Information. It is necessary to include meeting days/times if the delivery types WWW-S and Hybrid are used. Keep in mind that in many cases students are selecting courses based on delivery type. It's important that they understand course expectations when enrolling.
14. Course Meeting Type. You must enter meeting type for each course.
15. Waiting List. Watch when copying a course from a previous semester, because it does copy this option as you saved it from the past semester. The system will provide you choices of maximum number to be allowed on the waitlist. **Remember the email notifications can be directed to the department secretary/chair and/or to the instructor. You need to designate your choice by clicking on "Closed" course wait list in the Enrollment menu in GUS; the "manage" link will be found on the side tool bar once you are in the wait list page.**
16. Sub-Department. For those departments that utilize sub-departments to compartmentalize your majors, it will be necessary to select the appropriate header. There may be times when you enter a screen to edit a specific course that this field may clear automatically and it will need to be re-entered. **I suggest you check to make certain the sub-department is in place before saving any changes.** – bottom of screen

**\*\*\*Beware of these Common Pitfalls when preparing your schedule\*\*\***

-selecting Hybrid, WWW-S/WWW-A, In Person, By Appointment delivery method, but forgetting its footnote. **All courses must have the corresponding footnote.**

-not adding the CF\$ footnote, which denotes a course fee should be added, failure to add footnote could result in fee not being assessed.

-forgetting Pathway footnotes—those change from year to year. Make sure you are working from a current list - <https://academics.pittstate.edu/pathway/pitt-state-advisors.html>.

-pathway footnotes must also be used for online classes.

-checking your AM/PM.

-when closing a class, be sure to change room to TBA so that room is available to others.

-contact Michelle in advance for concurrent room assignments.

If you have questions or comments regarding the preparation of the schedule, please call Melinda Roelfs at 4205 [mroelfs@pittstate.edu](mailto:mroelfs@pittstate.edu) or Robin Stricklin 4202 [rstricklin@pittstate.edu](mailto:rstricklin@pittstate.edu).