



PeopleSoft Class Section Update: *Documentation*

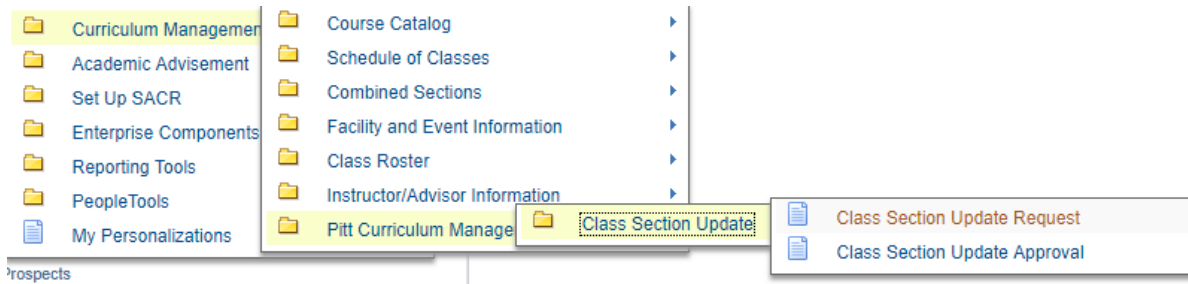
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How to Search for Class Sections Using the *Class Section Update Request Form* in PeopleSoft

To Navigate to the **Class Section Update Request**, you will first go to **Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request**. This navigation is shown below:



The above navigation will bring you to the Search page for the Class Section Update Submit Form. This form allows you to either **Add, Change, or Cancel** a class section. The *default* option is the Change form, but you can switch forms by selecting the appropriate radio button.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

ADD FORM

Once you have selected the form you would like to search with (here we have selected the **Add form**) you can begin searching using the required criteria. For the **Add form** the required fields are Term, Subject, Catalog Number, and Offering Number indicates the campus the class is being held on.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

| | |
|--|---------------------------------------|
| Select Option <input checked="" type="radio"/> Add <input type="radio"/> Change <input type="radio"/> Cancel | <input type="button" value="Search"/> |
| Term <input type="text"/> <input type="button" value="🔍"/> Subject <input type="text"/> <input type="button" value="🔍"/> Catalog <input type="text"/> <input type="button" value="🔍"/> Offer Nbr <input type="text"/> <input type="button" value="🔍"/> | <input type="button" value="Clear"/> |

For each of these required fields you can either type directly into the text box, or use the magnifying glass icon to search for the available options for each field. For example if you know the numerical name for the term you can type that out (2201), but if you know you want Fall 2019 but cannot remember the code, you can search for it.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

| | |
|--|---------------------------------------|
| Select Option <input checked="" type="radio"/> Add <input type="radio"/> Change <input type="radio"/> Cancel | <input type="button" value="Search"/> |
| Term <input type="text" value="2201"/> <input type="button" value="🔍"/> Subject <input type="text"/> <input type="button" value="🔍"/> Catalog <input type="text"/> <input type="button" value="🔍"/> Offer Nbr <input type="text"/> | <input type="button" value="Clear"/> |

The term search will give you the description and number/code for the term if you leave the search blank and just hit 'look up' you will be shown all of the available terms that you can search. The most current 3 terms will be available to search.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term 2201 Subject Catalog Offer Nbr

Look Up Term

Term =

Search Results

View 100 First 1-3 of 3 Last

| Term | Description |
|------|-----------------------|
| 2207 | Summer Term 2019-2020 |
| 2204 | Spring Term 2019-2020 |
| 2201 | Fall Term 2019-2020 |

Next, you can search for the subject. Subjects will be limited by department. For example, if you work for the English department you will only have access to search for English subjects. Here ENGLIT is selected.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term 2201 Subject Catalog Offer Nbr

Look Up Subject

Term 2201

Subject Area begins with

Search Results

View 100 First 1-4 of 4 Last

| Subject Area | Description |
|--------------|----------------------|
| ENGCMP | English Composition |
| ENGLM | English Film Studies |
| ENGLIT | English Literature |
| ENGWRT | English Writing |

After selecting the subject, you can search all active catalog numbers available under the subject for the specified term or you can type in a specific catalog number.

The screenshot shows the 'Look Up Catalog' dialog box overlaid on the 'Class Section Update Submit Form'. The dialog box has the following fields and controls:

- Term: 2201
- Subject Area: ENGLIT
- Catalog Nbr: begins with []
- Buttons: Look Up, Clear, Cancel, Basic Lookup

The 'Search Results' section of the dialog box displays a table with the following data:

| View 100 | First | 1-115 of 115 | Last |
|-------------|-----------|------------------------------|------|
| Catalog Nbr | Course ID | Description | |
| 0040 | 184399 | ESL READING SKILLS | |
| 0055 | 107547 | SURVEY OF ENGLISH LITERATURE | |
| 0088 | 107554 | INTRODUCTION TO LITERATURE | |
| 0300 | 107556 | INTRODUCTION TO LITERATURE | |
| 0310 | 107557 | THE DRAMATIC IMAGINATION | |
| 0315 | 107559 | READING POETRY | |
| 0316 | 107560 | READING POETRY | |
| 0321 | 171631 | ESSAYS AND MEMOIRS | |
| 0325 | 107562 | THE SHORT STORY | |
| 0326 | 107563 | SHORT STORY IN CONTEXT | |
| 0354 | 107566 | WORDS AND IMAGES | |
| 0355 | 183542 | DIGITAL HUMANITIES | |
| 0365 | 107569 | IMAGINING SOCIAL JUSTICE | |
| 0370 | 107570 | LITERATURE AND IDEAS | |

The 'Class Section Update Submit Form' in the background shows the following fields and controls:

- Select Option: Add (selected), Change, Cancel
- Term: 2201
- Subject: ENGLIT
- Catalog: []
- Offer Nbr: []

Once the Catalog Number is selected, you will see the offer number fill in. This field indicates which of Pitt's five campuses the class is held on. **The Oakland/Main campus is number 1.** The offer number will automatically fill in based on your PeopleSoft security. Once all of the search fields have been filled in you can hit the **Search** button to begin your **Add form**.

Class Section Update Submit Form

The screenshot shows the 'Class Section Update Submit Form' with the following fields and controls:

- Select Option: Add (selected), Change, Cancel
- Term: 2201
- Subject: ENGLIT
- Catalog: 0500
- Offer Nbr: 1
- Buttons: Search, Clear

The request form will pop up with all catalog information such as Attributes, Course Component, Course ID, and Class Title filled in. All other information is left blank. You can then fill in the other appropriate information before submitting a new class section to be added.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Combined Sections

Term Subject Catalog Offer Nbr

Class Section Find | View All | First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location Pittsburgh Campus
 Subject ENGLIT English Literature *Session Academic Term
 Catalog Nbr 0500 *Start/End Date
 *Course Component *Class Type Schedule Print

Class Attributes Personalize | Find | View All | First 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|----------------------------|---|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | + |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | + |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctext: Humanistic | + |

Meeting Pattern Find | View All | First 1 of 1 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End
 M T W T F S S *Start/End Date
 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access | |
|----------------------|----------------------|---|--------------------------|----------------------|-----|
| <input type="text"/> | <input type="text"/> | <input type="text" value="Primary Instructor"/> | <input type="checkbox"/> | <input type="text"/> | + - |

CHANGE FORM

In order to change forms from **Add to Change** you can hit the **'Clear'** button and then switch your form selection to Change.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Subject Catalog Offer Nbr

Once you have selected the **Change form** you can start your search. The search criteria are slightly different than the Add form. For the Change form you will input only *the Term and Class Number*. However, if you do not know the specific Class Number you can use the Class Number search to look up all the class sections under a subject and/or catalog number.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add **Change** Cancel

Term Class Nbr

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add **Change** Cancel

 Class Nbr

In order to search for a specific class number, you can use the magnifying glass next to the text box field and type in your desired Subject Area and/or Catalog Number to see a list of all available class sections. Find the section you want to change and select it from the list.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Look Up Class Nbr Help

Term

Class Nbr

Subject Area

Catalog Nbr

Basic

Lookup

Search Results

View 100 First 1-189 of 189 Last

| Subject Area | Catalog Nbr | Class Nbr | Course ID | Course Offering Nbr | Class Section |
|--------------|-------------|-----------|-----------|---------------------|---------------|
| ENGLIT | 0300 | 11355 | 107556 | 1 | 1070 |
| ENGLIT | 0300 | 11356 | 107556 | 1 | 1060 |
| ENGLIT | 0310 | 11225 | 107557 | 1 | 1050 |
| ENGLIT | 0315 | 11103 | 107559 | 1 | 1100 |
| ENGLIT | 0315 | 12222 | 107559 | 1 | 1040 |
| ENGLIT | 0315 | 15634 | 107559 | 1 | 1030 |
| ENGLIT | 0321 | 11680 | 171631 | 1 | 1150 |
| ENGLIT | 0325 | 11465 | 107562 | 1 | 1120 |
| ENGLIT | 0325 | 11711 | 107562 | 1 | 1020 |
| ENGLIT | 0325 | 16169 | 107562 | 1 | 1050 |
| ENGLIT | 0354 | 11466 | 107566 | 1 | 1070 |
| ENGLIT | 0354 | 11467 | 107566 | 1 | 1010 |
| ENGLIT | 0365 | 11226 | 107569 | 1 | 1050 |
| ENGLIT | 0365 | 11227 | 107569 | 1 | 1100 |
| ENGLIT | 0365 | 23552 | 107569 | 1 | 1200 |
| ENGLIT | 0365 | 30070 | 107569 | 1 | 1300 |
| ENGLIT | 0375 | 26753 | 188079 | 1 | 1100 |
| ENGLIT | 0500 | 10592 | 107574 | 1 | 1155 |

Hit the 'Search' button to begin your **Change** request.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Below is an example of what a **Change form** will look like. All of the information currently available in PeopleSoft will automatically be filled into the form. You can then make changes to the existing information, including making changes to the Instructor information. There are some read-only fields in the change form that will not be editable, these include: General Education and Writing Attributes, Class Number, Class and Associated section Number, Course Component, and Reserve Capacities. If you would like to change one of the read-only fields you can make a comment in the 'Instructions/Explanations' field and the Registrar Office Staff will help with these changes if possible.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location Pittsburgh Campus

Subject ENGLIT English Literature *Session Academic Term

Catalog Nbr 0500 *Start/End Date

Class Nbr 10592 *Class Type

Class Section 1155 Associated Class 1155 Schedule Print

*Course Component

Class Attributes Personalize | Find | View All | First 1-2 of 11 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|----------------------------|---|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | + |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | + |

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity 36 Std Mtg Pattern Mtg Start Mtg End

M T W T F S S *Start/End Date

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access | |
|--------------------------------------|------------|---|-------------------------------------|--------------------------------------|-----|
| <input type="text" value="2934668"/> | Carol Bove | <input type="text" value="Primary Instructor"/> | <input checked="" type="checkbox"/> | <input type="text" value="Approve"/> | + - |

CANCEL FORM

The **Cancel form** looks very similar to the **Change form** for its search. The **Cancel form** has two search criteria: *Term and Class Number*.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change **Cancel**

Term Class Nbr

Like the Change form, you can search for a specific class section using the magnifying glass next to *Class Number*.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change **Cancel**

Term **Class Nbr**

Look Up Class Nbr Help

Term

Class Nbr =

Subject Area begins with

Catalog Nbr begins with

 Basic

Lookup

Search Results

View 100 First 1-189 of 189 Last

| Subject Area | Catalog Nbr | Class Nbr | Course ID | Course Offering Nbr | Class Section |
|--------------|-------------|-----------|-----------|---------------------|---------------|
| ENGLIT | 0300 | 11355 | 107556 | 1 | 1070 |
| ENGLIT | 0300 | 11356 | 107556 | 1 | 1060 |
| ENGLIT | 0310 | 11225 | 107557 | 1 | 1050 |
| ENGLIT | 0315 | 11103 | 107559 | 1 | 1100 |
| ENGLIT | 0315 | 12222 | 107559 | 1 | 1040 |
| ENGLIT | 0315 | 15634 | 107559 | 1 | 1030 |
| ENGLIT | 0321 | 11680 | 171631 | 1 | 1150 |
| ENGLIT | 0325 | 11465 | 107562 | 1 | 1120 |
| ENGLIT | 0325 | 11711 | 107562 | 1 | 1020 |
| ENGLIT | 0325 | 16169 | 107562 | 1 | 1050 |
| ENGLIT | 0354 | 11466 | 107566 | 1 | 1070 |
| ENGLIT | 0354 | 11467 | 107566 | 1 | 1010 |
| ENGLIT | 0365 | 11226 | 107569 | 1 | 1050 |
| ENGLIT | 0365 | 11227 | 107569 | 1 | 1100 |
| ENGLIT | 0365 | 23552 | 107569 | 1 | 1200 |
| ENGLIT | 0365 | 30070 | 107569 | 1 | 1300 |
| ENGLIT | 0375 | 26753 | 188079 | 1 | 1100 |
| ENGLIT | 0500 | 10592 | 107574 | 1 | 1155 |
| ENGLIT | 0506 | 26512 | 187351 | 1 | 1010 |

Once you have selected the class you would like to **Cancel**, you can hit the 'Search' button.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

The most significant difference for the **Cancel** form from the other forms, is that all of the fields are read-only and you will not be able to edit any of the fields on the form except to write a comment at the bottom of the page. Since the class is being cancelled no changes should need to be made. This feature will also help avoid accidentally submitting a **Cancel** instead of a **Change** or vice versa.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Class Section Find | View All | First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location Pittsburgh Campus
 Subject ENGLIT English Literature *Session Academic Term
 Catalog Nbr 0500 *Start/End Date
 Class Nbr 10592 *Class Type
 Class Section 1155 Associated Class 1155 Schedule Print
 *Course Component

Class Attributes Personalize | Find | View All | First 1-2 of 11 Last

| *Course Attribute | Description | *Course Attribute Value | Description |
|-------------------|--------------------------------|-------------------------|----------------------------|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature |

Meeting Pattern Find | View All | First 1 of 1 Last

| Facility ID | Capacity | Std Mtg Pattern | Mtg Start | Mtg End | M | T | W | T | F | S | S | *Start/End Date |
|--------------------------------------|----------|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---|
| <input type="text" value="CL00139"/> | 36 | <input type="text" value="MWF"/> | <input type="text" value="2:00PM"/> | <input type="text" value="2:50PM"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="08/26/2019"/> <input type="text" value="12/06/2019"/> |

Topic ID Free Format Topic

Print Topic On Transcript

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|---------|------------|--------------------|-------------------------------------|---------|
| 2934668 | Carol Bove | Primary Instructor | <input checked="" type="checkbox"/> | Approve |

Please note: If students are currently enrolled in the class, which you can see by looking at the **Total** by **Enrollment**, you will need to contact the Registrar’s Office to cancel the class. If there are no enrollments, the Cancel may be submitted.

Room Characteristics Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

| *Room Characteristic | Description |
|----------------------|-----------------------------|
| 25 | PeopleSoft - Scheduled (PS) |

Enrollment Control

*Add Consent: No Special Consent Required
 *Drop Consent: No Special Consent Required
 Auto Enroll from Wait List

Requested Room Capacity: 22
 Enrollment Capacity: 22
 Wait List Capacity: 20

Total: 0
 Total: 0
 Total: 0

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence: [] Enrollment Total: []

Reserve Capacity Requirement Group Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

| *Start Date | *Requirement Group | Cap Enrl |
|-------------|--------------------|----------|
| | | 0 |

Instructions/Explanation (include Reserve Capacity information in this section)

Submit Request

Below is an example of a class that has enrollment. If you try to submit a cancel form for a class with enrollment the picture message will appear, and instead of submitting the cancellation via PeopleSoft you will need to send a **Registrar’s Office Staff** member an email with the class information and they will cancel the class for you.

Enrollment Control

*Add Consent: No Special Consent Required
 *Drop Consent: No Special Consent Required
 Auto Enroll from Wait List

Requested Room Capacity: 19
 Enrollment Capacity: 19
 Wait List Capacity: 10

Total: 19
 Total: 0
 Total: 0

Reserve Capacity Last

*Reserve Capa [] Last

Reserve Capacity Last

| *Start Date | Cap Enrl |
|-------------|----------|
| 08/21/2019 | 0 |
| 03/01/2019 | 13 |

Instructions/Explanation (include Reserve Capacity information in this section)

Submit Request

Message

Cancel Request for the Term: 2201 and Class Number: 10256 (20000,43)

You cannot submit the cancel request because students already in enrolled in the class. Please contact Office of the Registrar-Class Scheduling to process request

OK

Adding New Class Sections

Navigation to the Class Section Update Request Page

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

Once you have searched for and selected the class you would like to add, the **Add Form** will appear with *Catalog* Information automatically loaded, and all other fields blank for you to add in the new class information.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Combined Sections

Term Subject Catalog Offer Nbr

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment Schedule Print
 *Course Component SEM

Class Attributes

Personalize | Find | View All | First 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|----------------------------|---|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | <input type="button" value="+"/> <input type="button" value="-"/> |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | <input type="button" value="+"/> <input type="button" value="-"/> |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctxt: Humanistic | <input type="button" value="+"/> <input type="button" value="-"/> |

Meeting Pattern

Find | View All First 1 of 1 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W T F S S *Start/End Date 08/26/2019 12/06/2019
 Topic ID Free Format Topic

Instructors For Meeting Pattern

Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access | |
|----------------------|------|--------------------|--------------------------|----------------------|---|
| <input type="text"/> | | Primary Instructor | <input type="checkbox"/> | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

In the top half of the Add Form page, you can find the Course Component and Class Type fields (highlighted below). These fields can be used to change the section to a *Recitation or Lab* component when applicable. Recitations and Labs are **Non-Enrollment** class types. *When adding a Non-enrollment type please add a comment indicating which lecture (enrollment class section) the recitation or lab will be linked to.*

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment Schedule Print

*Course Component SEM

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment
 Enrollment
 Non-Enroll Schedule Print

*Course Component REC

In the first half of this page you can also change the **session** and/or the **start and end dates** of the class. When the session is changed the dates should change automatically in the Class Section and Meeting Pattern Section. But you can manually change these dates as well.

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment

*Course Component REC Schedule Print

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session SE3 Full Term Session
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/14/2019
 *Class Type Enrollment

*Course Component SEM Schedule Print

Class Attributes Personalize | Find | View All First 1-2 of 3 Last

You can also view and change the **Class Attributes**. Two attributes will show automatically but you can select the **View All** link to see all of the attributes on the class. You can add and remove attributes here, but *General Education Requirement* related attributes will not be editable.

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment

*Course Component SEM Schedule Print

Class Attributes Personalize | Find | View All First 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|----------------------------|---|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | + |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | + |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctxt: Humanistic | + |

For the meeting pattern information you can either type in or use the search option for the **Facility ID** (classroom), and type in the **meeting start and meeting end times**. The **meeting end time** will automatically fill in but you can change it to the appropriate time manually. The **Free Format Topic** is also located in the meeting pattern area, this field should be all *capitalized* and has a *character limit of 30* – this field will appear on student transcripts.

Meeting Pattern Find | View All | First 1 of 1 Last

| Facility ID | Capacity | Std Mtg Pattern | Mtg Start | Mtg End | M | T | W | T | F | S | S | *Start/End Date |
|-------------|----------|-----------------|-----------|---------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| CL00235 | 31 | | 1:00PM | 2:15PM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 08/26/2019 12/14/2019 |

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----|------|--------------------|-------------------------------------|--------|
| | | Primary Instructor | <input checked="" type="checkbox"/> | |

Room Characteristics Personalize | Find | First 1 of 1 Last

| *Room Characteristic | Description | *Quantity |
|----------------------|-------------|-----------|
| | | 1 |

When setting a class with Standard Meeting Patterns, please use the **Standard Meeting Pattern** field when applicable. Select the Standard Meeting Pattern in the look-up or type in the letters, enter the Start Time and the End Time and the Days will automatically be filled based on the University's standard meeting pattern you selected. Our current options are EVE (90 minutes, no day), MW (75 minutes, Monday and Wednesday), MWF (50 minutes, Monday, Wednesday, and Friday), and TH (75 minutes, Tuesday and Thursday).

Class Attributes Personalize | Find | View All | First 1-2 of 3 Last

| *Course Attribute | Description | *Course A Value |
|-------------------|--------------------------------|-----------------|
| BRC | Writing Intensive Course | WRIT |
| DSGE | *DSAS General Ed. Requirements | LIT |

Meeting Pattern

| Facility ID | Capacity | Std Mtg Pattern | Mtg Start | Mtg End |
|-------------|----------|-----------------|-----------|---------|
| CL00235 | 31 | | 1:00PM | 2:15PM |

Topic ID Print Topic On Transcript

Instructors For Meeting Pattern

| ID | Name | *Instr |
|----|------|--------------|
| | | Primary Inst |

Room Characteristics

| *Room Characteristic | Description |
|----------------------|-------------|
| | |

Enrollment Control

*Add Consent: No Special Consent Required

*Drop Consent: No Special Consent Required

Auto Enroll from Wait List Wait List Capacity: 20

Look Up Std Mtg Pattern Help

Academic Institution: UPITT
Academic Group: ARTSC

Standard Meeting Pattern: begins with

Description: begins with

Search Results

View 100 First 1-4 of 4 Last

| Standard Meeting Pattern | Description |
|--------------------------|---------------------------|
| EVE | Evening |
| MW | Monday, Wednesday |
| MWF | Monday, Wednesday, Friday |
| TH | Tuesday, Thursday |

Another feature of the Meeting Pattern field is the ability to *add multiple rows*. You can hit the **plus icon** to add a new row. You can see how many rows are currently on a class section with the numbering in the left hand corner. And to see all current meeting patterns you can hit the **View All** link highlighted below. You can then use the **minus icon** to remove any rows that you no longer need for the class.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity 31 Std Mtg Pattern Mtg Start 1:00PM Mtg End 2:15PM
 M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Print Topic On Transcript

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----------------------|------|--------------------|-------------------------------------|----------------------|
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> |

Room Characteristics Personalize | Find First 1 of 1 Last

| *Room Characteristic | Description | *Quantity |
|----------------------|-------------|-----------|
| <input type="text"/> | | 1 |

Meeting Pattern Find | **View All** First 2 of 2 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End
 M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----------------------|------|--------------------|-------------------------------------|----------------------|
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> |

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID Capacity 31 Std Mtg Pattern Mtg Start 1:00PM Mtg End 2:15PM
 M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----------------------|------|--------------------|-------------------------------------|----------------------|
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> |

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End
 M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----------------------|------|--------------------|-------------------------------------|----------------------|
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> |

Below meeting pattern, you can enter Instructor information directly into this form, similar to the Maintain Schedule of Classes page in PeopleSoft. We have also added a feature that will remind you to put in a grading access every time a new instructor is added.

| Instructors For Meeting Pattern | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|---------------------------------|------|--------------------|-------------------------------------|----------------------|-------------|------|----------|-------|--------|------|
| ID | Name | *Instructor Role | Print | Access | | | | | | |
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | |

Next there is the **Room Characteristics** field. This can include requests for Media, Board space, and other room features. The search is helpful if you are unsure of the specific numeric codes. *Please ignore the 25 code, this is for Registrar use only.*

| Instructors For Meeting Pattern | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|---------------------------------|------|--------------------|-------------------------------------|----------------------|-------------|------|----------|-------|--------|------|
| ID | Name | *Instructor Role | Print | Access | | | | | | |
| <input type="text"/> | | Primary Instructor | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | |

| Room Characteristics | | | Personalize | Find | First | 1 of 1 | Last |
|----------------------|-------------|-----------|-------------|------|-------|--------|------|
| *Room Characteristic | Description | *Quantity | | | | | |
| <input type="text"/> | | 1 | | | | | |

Look Up Room Characteristic

Room Characteristic begins with

Description begins with

Basic Lookup

Search Results

View 100 First 1-22 of 22 Last

| Room Characteristic | Description |
|---------------------|--------------------------------|
| 01 | Access - Handicap Instructor |
| 02 | Air Conditioning |
| 03 | Board - Chalk 50-99 Sq Ft |
| 04 | Board - Chalk >= 100 Sq Ft |
| 05 | Board - Dry Erase White Board |
| 06 | Data Port |
| 07 | Lighting - Darkened |
| 09 | Media - DVD/Blue-ray |
| 10 | Media - Laser Disk |
| 12 | Media - Slide Projector |
| 14 | Media - Data Projector/Monitor |
| 15 | Seating - Moveable |
| 16 | Seating - Tables and Chairs |
| 17 | Windows - No |
| 18 | Board - DryE White 50-99 Sq Ft |
| 19 | Board - DryE White >=100 Sq Ft |
| 20 | Board - Handicap Accessible |
| 21 | Media - Instructor Computer |
| 22 | Seating - Active Learning |
| 23 | ITV (Interactive Television) |
| 24 | Solstice Wireless Technology |
| 25 | PeopleSoft - Scheduled (PS) |

The **Enrollment Control** field allows you to change the room capacity and add consent or drop consent. The **Requested Room Capacity** should always be the same as the **Enrollment Capacity** except in special cases. **Add** consent is used for *Department consent* to stop students from registering without a permission number. **Drop** consent is similar but it will stop students from dropping a course without a permission number.

| Room Characteristics | | | Personalize Find [?] [] | First | 1 of 1 | Last |
|----------------------|--------------------------------|-----------|--------------------------------|-------|--------|------|
| *Room Characteristic | Description | *Quantity | | | | |
| 14 | Media - Data Projector/Monitor | 1 | | | | |

| Enrollment Control | | | |
|--|-----------------------------|-------------------------|----|
| *Add Consent | No Special Consent Required | Requested Room Capacity | 35 |
| *Drop Consent | No Special Consent Required | Enrollment Capacity | 35 |
| <input checked="" type="checkbox"/> Auto Enroll from Wait List | | Wait List Capacity | 20 |

| Reserve Capacity | | | Find View All | First | 1 of 1 | Last |
|------------------|--|--|-----------------|-------|--------|------|
|------------------|--|--|-----------------|-------|--------|------|

The waitlist will automatically be updated when you change the Enrollment Capacity according to the University's waitlist policies.

| Enrollment Control | | | |
|--|-----------------------------|-------------------------|----|
| *Add Consent | No Special Consent Required | Requested Room Capacity | 19 |
| *Drop Consent | No Special Consent Required | Enrollment Capacity | 19 |
| <input checked="" type="checkbox"/> Auto Enroll from Wait List | | Wait List Capacity | 10 |

The **Reserve Capacity Field** will be visible but not editable by administrators. If you would like to add a reserve capacity please leave a detailed description in the **Instructions/Explanation** field and the Registrar's office will add them manually into PeopleSoft.

| Reserve Capacity | | Find View All | First | 1 of 1 | Last |
|---|--------------------|-----------------|--------|--------|------|
| *Reserve Capacity Sequence | Enrollment Total | | | | |
| Reserve Capacity Requirement Group | | | | | |
| Personalize Find [?] [] | | First | 1 of 1 | Last | |
| *Start Date | *Requirement Group | Cap Enrl | | | 0 |
| | | | | | |
| Instructions/Explanation | | | | | |
| | | | | | |

The **Instructions/Explanations** field can be used for any comments or questions about the class section being added. Once you have filled out all of the appropriate information you can hit the **Submit Request** button to send your request to the Registrar's Office staff to approve.

Instructions/Explanation

Test

Submit Request

If your Class Section Add form was successfully requested you will see the below message giving you the request number and a message telling you that the request has been sent. You can click OK and continue adding more Class Sections.

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Search

Term Subject Catalog Offer Nbr Clear

Message

Request Number: 000000097 (20000,36)

You have successfully submitted Class section update request.

OK

Changing Class Sections

Navigation to the Class Section Update Request Page

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

Once you have searched for you Class Section using the **Change** search criteria, all of the available information currently in PeopleSoft will be displayed in the form. Any areas that are grayed-out and therefore *read-only* can be referenced in the **comments section** if a change is needed.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Search

Term Class Nbr

Clear

Class Section

Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location Pittsburgh Campus
 Subject ENGLIT English Literature *Session Academic Term
 Catalog Nbr 0500 *Start/End Date
 Class Nbr 10592 *Class Type
 Class Section 1155 Associated Class 1155 Schedule Print
 *Course Component

Class Attributes

Personalize | Find | View All | First 1-2 of 11 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|----------------------------|---|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | + |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | + |

You can add or remove class attributes, but remember that only the first two attributes display automatically so you can hit **View All** to see the entire list. General Education Requirement attributes will not be editable, as these are determined by the Dean's Office of a given school.

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 Class Nbr 10592 *Class Type Enrollment
 Class Section 1155 Associated Class 1155 Schedule Print
 *Course Component SEM

Class Attributes Personalize | Find | View 2 | First 1-11 of 11 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|--------------------------------|-----|
| BRC | Writing Intensive Course | WRIT | Writing Requirement Course | + |
| DSGE | *DSAS General Ed. Requirements | LIT | Literature | + |
| FNL | Scheduled Final | HOURLY | Hourly Final | + - |
| GSWS | | GSWS | Gender, Sexuality & Women's St | + - |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctxt: Humanistic | + |
| UCIS | UC for International Studies | AFRST | African Studies | + - |
| UCIS | UC for International Studies | ECC | European and Eurasian Studies | + - |
| UCIS | UC for International Studies | GLBST | Global Studies | + - |
| UCIS | UC for International Studies | REES | Russian & East European Studie | + - |
| UCIS | UC for International Studies | TS | Transatlantic Studies | + - |
| UCIS | UC for International Studies | WES | West European Studies | + - |

Meeting Pattern Find | View All First 1 of 1 Last

The Meeting Pattern information that is currently entered in PeopleSoft will be displayed automatically, but you can make changes to all information including dates, times, days, facility, and instructor. *If you see the 25 room characteristic please ignore, the 25 characteristic is for Registrar Use Only.*

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID CL00139 Capacity 36 Std Mtg Pattern MWF Mtg Start 2:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 08/26/2019 12/06/2019
 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|---------|------------|--------------------|-------------------------------------|---------|
| 2934668 | Carol Bove | Primary Instructor | <input checked="" type="checkbox"/> | Approve |

Room Characteristics Personalize | Find | First 1 of 1 Last

| *Room Characteristic | Description | *Quantity |
|----------------------|-----------------------------|-----------|
| 25 | PeopleSoft - Scheduled (PS) | 1 |

Enrollment Control

There may be multiple meeting patterns listed for a given class section. All the multiple meeting patterns can be viewed at once using the **View All** link. If there is more than one meeting pattern, make sure any necessary changes are made to both before submitting. You can also add or remove an extra/incorrect meeting pattern using the plus and minus buttons on the far left side of the meeting pattern area.

The screenshot shows two sections of a web application. The top section, titled "Meeting Pattern", includes a search bar with "Find | View 1" and navigation controls. Below it is a table with columns: Facility ID (CL00139), Capacity (36), Std Mtg Pattern (MWF), Mtg Start (2:00PM), Mtg End (2:50PM), and days of the week (M, T, W, T, F, S, S). The bottom section, titled "Instructors For Meeting Pattern", includes a search bar with "Find | View All" and navigation controls. Below it is a table with columns: ID (2934668), Name (Carol Bove), *Instructor Role (Primary Instructor), Print (checked), and Access (Approve).

In the Enrollment Control tab you can add/remove department consent from the Add Consent or Drop Consent drop down menus. This will not allow students to either add the class, for add consent, or drop the class, for drop consent, without a permission number. You can also adjust the Enrollment Capacity, which should match the Requested Room Capacity except in special circumstances. The Waitlist will automatically be updated to the correct number based on our waitlist policy.

The screenshot shows the "Enrollment Control" tab. It includes a section for "Enrollment Control" with dropdown menus for "*Add Consent" (No Special Consent Required) and "*Drop Consent" (No Special Consent Required), a checked box for "Auto Enroll from Wait List", and input fields for "Requested Room Capacity" (22), "Enrollment Capacity" (22), and "Wait List Capacity" (20). Below this is a "Reserve Capacity" section with a search bar and navigation controls, and a table for "Reserve Capacity Requirement Group" with columns for "*Start Date", "*Requirement Group", and "Cap Enrl" (0). At the bottom is an "Instructions/Explanation" section with a text area and a "Submit Request" button.

If you would like to change the Reserve Capacity please leave a comment with the changes and the Registrar's Office will make the changes on your behalf. Any other comments or concerns can be entered in the Instructions/Explanations textbox, and then the change can be submitted to be approved by the Registrar's Office team. The Request Number of your submitted change will be displayed and a message confirming that you have successfully submitted your request.

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Message

Request Number: 0000000098 (20000,36)

You have successfully submitted Class section update request.

Adding a Combined Section

Navigation to the Class Section Update Request Page

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

First navigate to the **Add** form in the Class Section Update Request page. You will then enter the information for the class section in **your department** that is being combined. Once the information is added you can **Search**.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Subject Catalog Offer Nbr

Once you have searched for your class section you will notice the **Combined Section** check box appears next to the search button. In order to add combined section information you will first check the box.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Combined Sections

Term Subject Catalog Offer Nbr

Class Section Find | View All First 1 of 1 Last

Course ID 107572 INTRODUCTION TO FILM *Location PGH Pittsburgh Campus
 Subject ENGFLM English Film Studies *Session AT Academic Term
 Catalog Nbr 0400 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment Schedule Print
 *Course Component SEM

Class Attributes Personalize | Find | View All First 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description |
|-------------------|--------------------------------|-------------------------|--------------|
| DSGE | *DSAS General Ed. Requirements | ART | The Arts |
| FILM | Film Studies | FILM | Film Studies |

If you are combining with an existing class section you can use the magnifying class to search for the class number, or enter it manually if you already know it.

Meeting Pattern

Facility ID: CL0244A Capacity: 36 Std Mtg Pattern: TH Mtg Start: 1:00PM Mtg End: 2:15PM M: T: W: T:

Topic ID:

Instructors For Meeting Pattern

| ID | Name | *Instructor Role |
|----------------------|------|--------------------|
| <input type="text"/> | | Primary Instructor |

Room Characteristics

| *Room Characteristic | Description |
|----------------------|-------------|
| <input type="text"/> | |

Enrollment Control

*Add Consent: No Special Consent Required

*Drop Consent: No Special Consent Required

Auto Enroll from Wait List

Reserve Capacity

*Reserve Capacity Sequence: Enrollment Total:

Reserve Capacity Requirement Group

*Start Date: *Requirement Group:

Combined Sections (Cross Listed)

| Subject Area | Catalog Nbr | Class Nbr | Enrollment Capacity | CGS |
|--------------|-------------|----------------------|---------------------|--------------------------|
| FMST | 0120 | <input type="text"/> | 10 | <input type="checkbox"/> |

Look Up Class Nbr

Term: 2204
Subject Area: FMST
Catalog Nbr: 0120
Class Nbr: =

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-13 of 13 Last

| Class Nbr | Description |
|-----------|----------------------|
| 30962 | INTRODUCTION TO FILM |
| 30964 | INTRODUCTION TO FILM |
| 30969 | INTRODUCTION TO FILM |
| 30970 | INTRODUCTION TO FILM |
| 30971 | INTRODUCTION TO FILM |
| 30972 | INTRODUCTION TO FILM |
| 30973 | INTRODUCTION TO FILM |
| 30974 | INTRODUCTION TO FILM |
| 30975 | INTRODUCTION TO FILM |
| 30978 | INTRODUCTION TO FILM |
| 30979 | INTRODUCTION TO FILM |
| 31509 | INTRODUCTION TO FILM |
| 31781 | INTRODUCTION TO FILM |

Instructions/Explanation (include Reserve Capacity information in this section)

Another important feature is the check box labeled **CGS** -- this is only for use by the College of General Studies. If you are not part of the College of General Studies school please do not use this checkbox.

Combined Sections (Cross Listed)

| Subject Area | Catalog Nbr | Class Nbr | Enrollment Capacity | CGS |
|--------------|-------------|-----------|---------------------|-------------------------------------|
| FMST | 0120 | 30962 | 10 | <input checked="" type="checkbox"/> |

Instructions/Explanation (include Reserve Capacity information in this section)

Once you have filled out the information for the class section you are combining with, you can hit the Submit Request button to send the section to be approved by the other department involved in the combined section.

| Combined Sections (Cross Listed) | | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|----------------------------------|-------------|-----------|---------------------|--------------------------|----------------------------------|----------------------------------|------|----------|-------|--------|------|
| Subject Area | Catalog Nbr | Class Nbr | Enrollment Capacity | CGS | | | | | | | |
| FMST | 0120 | | 10 | <input type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | | | | | |

Instructions/Explanation (include Reserve Capacity information in this section)

When submitted you will receive a message with the Request Number, which is an easy way to keep track of your class section update.

Message

Request Number: 0000000119 (20000,36)

You have successfully submitted Class section update request.

Changing or Cancelling a Combined Section

Navigation to the Class Section Update Request Page

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

After navigating to the **Class Section Update Submit Form** use the search to find the section you would like to change. If the section is combined you will see the **Combined Section** link in the *meeting pattern tab*. In order to view the combined section information you can click on this link.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Search

Term

Class Nbr

Clear

Class Section

Find | View All | First 1 of 1 Last

Course ID 107572 INTRODUCTION TO FILM *Location PGH Pittsburgh Campus
 Subject ENGFLM English Film Studies *Session AT Academic Term
 Catalog Nbr 0400 *Start/End Date 01/06/2020 04/17/2020
 Class Nbr 10855 *Class Type Enrollment
 Class Section 1030 Associated Class 1030 Schedule Print
 *Course Component SEM

Class Attributes

Personalize | Find | View All | First 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description | |
|-------------------|--------------------------------|-------------------------|---------------------------|-----|
| DSGE | *DSAS General Ed. Requirements | ART | The Arts | + |
| FILM | Film Studies | FILM | Film Studies | + - |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctext: Humanistic | + |

Meeting Pattern

Find | View All | First 1 of 1 Last

Facility ID Capacity 36 Std Mtg Pattern Mtg Start 1:00PM Mtg End 4:50PM M T W T F S S
 *Start/End Date 01/06/2020 04/17/2020
 Topic ID Free Format Topic

Combined Section

Below is the *combined section information* for this class. This include the enrollment information and both class identifiers. If this is the correct section, can hit return to go back to the request form.

Combined Section

Title Name Part

Combined Section Detail

Academic Institution UPITT University of Pittsburgh
 Term 2204 Spring Term 2019-2020
 Session AT Academic Term
 Combined Sections ID 0043 FMST/0120/ENGFLM/0400 Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.
 Enrollment restrictions may apply to open classes.

Combined Enrollment Capacities

| Requested Room Capacity | Enrollment Capacity | Enrollment Total | Available Seats |
|-------------------------|---------------------|------------------|-----------------|
| 36 | 36 | 0 | 36 |
| Wait List Capacity | Wait List Total | | |
| 29 | 0 | | |

| Combined Sections | | | | | | Personalize | Find | 1-2 of 2 |
|-------------------|---------|---------|-----------|----------------------|--------|------------------|----------|----------|
| Subject | Catalog | Section | Class Num | Description | Status | Enrollment Total | Wait Tot | |
| ENGFLM | 0400 | 1030 | 10855 | INTRODUCTION TO FILM | Open | 0 | 0 | |
| FMST | 0120 | 1105 | 30979 | INTRODUCTION TO FILM | Open | 0 | 0 | |

Return

If the class information for the combined section is correct, you can make changes normally. For this example I will be changing the enrollment capacity.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W T F S S *Start/End Date

Topic ID Free Format Topic

Combined Section

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

| ID | Name | *Instructor Role | Print | Access |
|----------------------|------|--------------------|--------------------------|----------------------|
| <input type="text"/> | | Primary Instructor | <input type="checkbox"/> | <input type="text"/> |

Room Characteristics Personalize | Find First 1-2 of 2 Last

| *Room Characteristic | Description |
|----------------------|--------------------------------|
| 14 | Media - Data Projector/Monitor |
| 25 | PeopleSoft - Scheduled (PS) |

Enrollment Control

*Add Consent Requested Room Capacity Total

*Drop Consent Enrollment Capacity 0

Auto Enroll from Wait List Wait List Capacity 0

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence Enrollment Total

Reserve Capacity Requirement Group Personalize | Find First 1 of 1 Last

*Start Date *Requirement Group Cap Enr

Instructions/Explanation (include Reserve Capacity information in this section)

Submit Request

Once all of your changes have been made you can submit your request. It may be beneficial to add a comment noting your change, to help the other approvers know what has been altered.

Enrollment Control

| | | | | | | | | | | |
|--|---|-------------------------|---------------------------------|-------|---------------------|---------------------------------|---|--------------------|---------------------------------|---|
| <p>*Add Consent <input type="text" value="No Special Consent Required"/></p> <p>*Drop Consent <input type="text" value="No Special Consent Required"/></p> <p><input checked="" type="checkbox"/> Auto Enroll from Wait List</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Requested Room Capacity</td> <td style="width: 10%; text-align: center;"><input type="text" value="15"/></td> <td style="width: 30%;">Total</td> </tr> <tr> <td>Enrollment Capacity</td> <td style="text-align: center;"><input type="text" value="15"/></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Wait List Capacity</td> <td style="text-align: center;"><input type="text" value="10"/></td> <td style="text-align: center;">0</td> </tr> </table> | Requested Room Capacity | <input type="text" value="15"/> | Total | Enrollment Capacity | <input type="text" value="15"/> | 0 | Wait List Capacity | <input type="text" value="10"/> | 0 |
| Requested Room Capacity | <input type="text" value="15"/> | Total | | | | | | | | |
| Enrollment Capacity | <input type="text" value="15"/> | 0 | | | | | | | | |
| Wait List Capacity | <input type="text" value="10"/> | 0 | | | | | | | | |

Reserve Capacity Find | View All | First 1 of 1 Last

*Reserve Capacity Sequence Enrollment Total

Reserve Capacity Requirement Group Personalize | Find | First 1 of 1 Last

| *Start Date | *Requirement Group | Cap Enrl |
|-------------|--------------------|----------|
| | | 0 |

Instructions/Explanation (include Reserve Capacity information in this section)

Updated enrollment capacity

Once you submit your request you will be given the **request number**, which can be a tool to help keep track of your different requests. To monitor your request after submission you can use the *approval page (shown before approved)* and *history page (shown after approved)*.

Class Section Update Submit Form

Select one of the action item and other parameters

| | |
|--|---------------------------------------|
| Select Option <input type="radio"/> Add <input checked="" type="radio"/> Change <input type="radio"/> Cancel | <input type="button" value="Search"/> |
| Term <input type="text"/> <input type="button" value="Q"/> Class Nbr <input type="text"/> <input type="button" value="Q"/> | <input type="button" value="Clear"/> |

Message

Request Number: 0000000135 (20000,36)

You have successfully submitted Class section update request.

To see the progress of your request you can go to the **Class Section Update Approval** Page, and select the request you would like to view. If it is not shown here, check the History page, which is where it shows once it is approved.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Pitt Curriculum Management ▾ > Class Section Update ▾ > Class Section Update Approval

SEB171 Logged On PITCSTST

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

Search Results

View All First 1-11 of 11 Last

| Class Section Update ID | Course ID | Term | Catalog Nbr | Subject Area | Option Type | Special Request | Back To Back | Submitted Update Oprid | Created Datetime |
|-------------------------|-----------|-----------|-------------|--------------|-------------|-----------------|--------------|------------------------|--------------------|
| 000000007 | 188435 | 2204 0815 | | ENGLIT | Change | No | No | SEB171 | 09/17/2019 1:59PM |
| 000000013 | 188027 | 2201 1703 | | ANTH | Change | No | No | SEB171 | 09/18/2019 9:20AM |
| 000000019 | 110790 | 2204 1776 | | HIST | Change | No | No | KMS164 | 09/19/2019 8:12AM |
| 000000039 | 100916 | 2204 3000 | | ANTH | Change | No | No | SEB171 | 10/03/2019 3:56PM |
| 000000065 | 187454 | 2201 1617 | | ANTH | Add | No | No | SEB171 | 10/10/2019 11:12AM |
| 000000066 | 107572 | 2201 0400 | | ENGFLM | Add | No | No | SEB171 | 10/10/2019 11:13AM |
| 000000080 | 107572 | 2201 0400 | | ENGFLM | Add | No | No | SEB171 | 10/16/2019 3:57PM |
| 000000084 | 107477 | 2204 0200 | | ENGCOMP | Add | No | No | SEB171 | 10/18/2019 11:08AM |
| 000000087 | 110512 | 2204 0676 | | HIST | Add | No | No | KMS164 | 10/24/2019 11:15AM |
| 000000133 | 107477 | 2207 0200 | | ENGCOMP | Change | No | No | SEB171 | 10/28/2019 8:57AM |
| 000000135 | 107572 | 2204 0400 | | ENGFLM | Change | No | No | SEB171 | 10/28/2019 11:24AM |

As you can see, the change you made will be highlighted in red, and at the bottom of the page you will be able to see where in the approval workflow your request stands in the process. Here you can see that it has been sent to the second department approver but has not been approved or denied yet.

Enrollment Control

Add Consent No Special Consent Required Requested Room Capacity 15

Drop Consent No Special Consent Required Enrollment Capacity 15

Auto Enroll From Waitlist Wait List Capacity 10

Reserve Capacity Find | View All First 1 of 1 Last

Reserve Capacity Sequence Enrollment Total 0

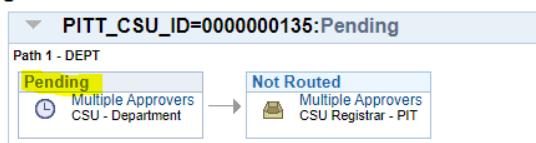
Reserve Capacity Requirement Group Personalize | Find | First 1 of 1 Last

| Start Date | Requirement Group | Enrollment Capacity |
|------------|-------------------|---------------------|
| | | 0 |

Instructions/Explanation

Updated enrollment capacity

Stage 1



The process for **cancelling** a combined section is very similar to changing a combined section. Search for the class you would like to cancel, and like the change you will see **the combined section link** in the *Meeting Pattern* tab.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Pitt Curriculum Management ▾ > Class Section Update ▾ > Class Section Update Request

SEB171 Logged On PITCSTST

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Class Section Find | View All First 1 of 1 Last

Course ID 107572 INTRODUCTION TO FILM *Location Pittsburgh Campus
 Subject ENGFLM English Film Studies *Session Academic Term
 Catalog Nbr 0400 *Start/End Date
 Class Nbr 10857 *Class Type
 Class Section 1080 Associated Class 1080
 *Course Component

Class Attributes Personalize | Find | View All | 1-3 of 3 Last

| *Course Attribute | Description | *Course Attribute Value | Description |
|-------------------|--------------------------------|-------------------------|---------------------------|
| DSGE | *DSAS General Ed. Requirements | ART | The Arts |
| FILM | Film Studies | FILM | Film Studies |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathic Ctext: Humanistic |

Meeting Pattern Find | View All First 1 of 1 Last

| Facility ID | Capacity | Std Mtg Pattern | Mtg Start | Mtg End | M | T | W | T | F | S | S | *Start/End Date |
|--------------------------------------|----------|----------------------|--------------------------------------|--------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="text" value="CL0244A"/> | 36 | <input type="text"/> | <input type="text" value="11:00AM"/> | <input type="text" value="12:50PM"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="01/06/2020"/> <input type="text" value="04/17/2020"/> |

Topic ID Free Format Topic

Print Topic On Transcript **Combined Section**

Instructions/Explanation (include Reserve Capacity information in this section)

For the cancel form you **cannot make any changes**, except for comments. So you can leave a comment about the reason for cancellation, and it may also be helpful to clarify here whether you want to cancel just *one* section of the combined class or *all* sections. Then you can submit your cancel request.

Once submitted you will be notified of the Request Number, and you can go to your approval page to monitor the progress of your request.

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Class Nbr

Message

Request Number: 0000000136 (20000,36)

You have successfully submitted Class section update request.

In the approval page you will select your request, and as you can see below there is a column designating the type of request (add, change, or cancel).

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-12 of 12 Last

| Class Section Update ID | Course ID | Term | Catalog Nbr | Subject Area | Option Type | Special Request | Back To Back | Submitted Update | Oprid | Created Datetime |
|-------------------------|-----------|------|-------------|--------------|-------------|-----------------|--------------|------------------|-------|--------------------|
| 0000000007 | 188435 | 2204 | 0815 | ENGLIT | Change | No | No | SEB171 | | 09/17/2019 1:59PM |
| 0000000013 | 188027 | 2201 | 1703 | ANTH | Change | No | No | SEB171 | | 09/18/2019 9:20AM |
| 0000000019 | 110790 | 2204 | 1776 | HIST | Change | No | No | KMS164 | | 09/19/2019 8:12AM |
| 0000000039 | 100916 | 2204 | 3000 | ANTH | Change | No | No | SEB171 | | 10/03/2019 3:56PM |
| 0000000065 | 187454 | 2201 | 1617 | ANTH | Add | No | No | SEB171 | | 10/10/2019 11:12AM |
| 0000000066 | 107572 | 2201 | 0400 | ENGFLM | Add | No | No | SEB171 | | 10/10/2019 11:13AM |
| 0000000080 | 107572 | 2201 | 0400 | ENGFLM | Add | No | No | SEB171 | | 10/16/2019 3:57PM |
| 0000000084 | 107477 | 2204 | 0200 | ENGCOMP | Add | No | No | SEB171 | | 10/18/2019 11:08AM |
| 0000000087 | 110512 | 2204 | 0676 | HIST | Add | No | No | KMS164 | | 10/24/2019 11:15AM |
| 0000000133 | 107477 | 2207 | 0200 | ENGCOMP | Change | No | No | SEB171 | | 10/28/2019 8:57AM |
| 0000000135 | 107572 | 2204 | 0400 | ENGFLM | Change | No | No | SEB171 | | 10/28/2019 11:24AM |
| 0000000136 | 107572 | 2204 | 0400 | ENGFLM | Cancel | No | No | SEB171 | | 10/28/2019 11:33AM |

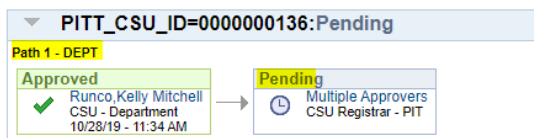
When your request is selected you will be able to see the step of approval it is on at the bottom of the page. In this example you can see that the other department has approved the request and it has been sent to the Registrar's Office for final approval.

Instructions/Explanation

low enrollment. Please cancel both combined sections.

Approve Deny

Stage 1



Approving Combined Sections

In order to monitor your Class Section Update form when it has been submitted you can go to the Class Section Update Approval Page. You can either search for a specific class section update or leave the search field blank and hit search to be given the full list of Class Sections waiting for approval.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Pitt Curriculum Management](#) > [Class Section Update](#) > [Class Section Update Approval](#)
SEB171 Logged On PITCSTST

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Class Section Update ID begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Search Results

View All First 1-10 of 10 Last

| Class Section Update ID | Course ID | Term | Catalog Nbr | Subject Area | Option Type | Special Request | Back To Back | Submitted Update Oprid | Created Datetime |
|-------------------------|-----------|------|-------------|--------------|-------------|-----------------|--------------|------------------------|--------------------|
| 000000007 | 188435 | 2204 | 0815 | ENGLIT | Change | No | No | SEB171 | 09/17/2019 1:59PM |
| 000000013 | 188027 | 2201 | 1703 | ANTH | Change | No | No | SEB171 | 09/18/2019 9:20AM |
| 000000019 | 110790 | 2204 | 1776 | HIST | Change | No | No | KMS164 | 09/19/2019 8:12AM |
| 000000039 | 100916 | 2204 | 3000 | ANTH | Change | No | No | SEB171 | 10/03/2019 3:56PM |
| 000000065 | 187454 | 2201 | 1617 | ANTH | Add | No | No | SEB171 | 10/10/2019 11:12AM |
| 000000066 | 107572 | 2201 | 0400 | ENGFLM | Add | No | No | SEB171 | 10/10/2019 11:13AM |
| 000000080 | 107572 | 2201 | 0400 | ENGFLM | Add | No | No | SEB171 | 10/16/2019 3:57PM |
| 000000084 | 107477 | 2204 | 0200 | ENGCOMP | Add | No | No | SEB171 | 10/18/2019 11:08AM |
| 000000087 | 110512 | 2204 | 0676 | HIST | Add | No | No | KMS164 | 10/24/2019 11:15AM |
| 000000119 | 107572 | 2204 | 0400 | ENGFLM | Add | No | No | SEB171 | 10/25/2019 1:57PM |

If you would like more search criteria you can use the advanced search function, shown below:

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Class Section Update ID begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Class Section Update ID begins with

Course ID begins with

Term begins with

Catalog Nbr begins with

Subject Area begins with

Option Type =

Special Request =

Back To Back =

Submitted Update Oprid begins with

Created Datetime =

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Select the desired class section update, and you will be able to view all the information submitted by the other department. If you are looking at your own proposal then you will be able to scroll to the bottom to view what stage of approval it is on.

Class Section Update Approval

Class Section Update Approval Special Request
 Back To Back

CSU ID 0000000119 Submitted By SEB171

Term 2204 Catalog Nbr 0400 Course ID 107572 Combined Sections

Option Type Add Created Date 10/25/19 1:57PM Approval Status In Approval Process

Class Section Find | View All First 1 of 1 Last

Session Code AT Academic Term Location PGH Pittsburgh Campus
Class Section Class Nbr 1
Subject ENGLM Start Date 01/06/2020 End Date 04/17/2020
Course Component SEM Associated Class
Class Type Schedule Print

Class Attributes Personalize | Find | View All | 1-3 of 3 | Last

| Course Attribute | Description | Course Attribute Value | Description |
|------------------|--------------------------------|------------------------|--------------------------|
| DSGE | *DSAS General Ed. Requirements | ART | The Arts |
| FILM | Film Studies | FILM | Film Studies |
| SCGE | *SCI General Ed. Requirements | PMATHC HUM | Pmathc Ctext: Humanistic |

Meeting Pattern Find | View All First 1 of 1 Last

| Facility ID | Capacity | Mtg Pattern | Mtg Start | Mtg End | M | T | W | T | F | S | S | Start Date | End Date |
|-------------|----------|-------------|-----------|---------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|------------|
| CL0244A | 36 | TH | 1:00PM | 2:15PM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 01/06/2020 | 04/17/2020 |

Topic ID Print Topic On Transcript Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

| ID | Name | Instructor Role | Print | Access | Contact |
|----|------|--------------------|-------------------------------------|--------|---------|
| | | Primary Instructor | <input checked="" type="checkbox"/> | | |

Room Characteristics Personalize | Find | 1 of 1 | Last

| Room Characteristic | Description |
|---------------------|-------------|
| | |

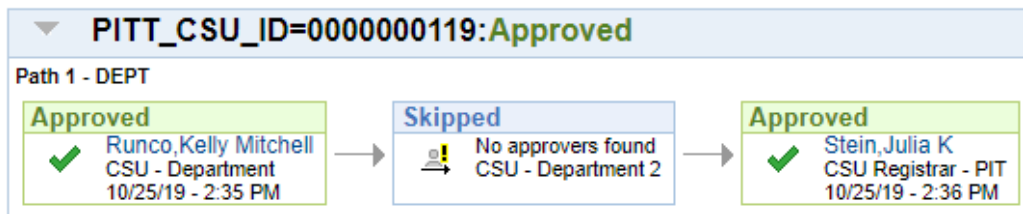
If you are the originator of the combined section the approve and deny buttons will be greyed out, but you will be able to see what class it is combined with, and below the approval options is the workflow, which shows where in the approval process. The screenshot below shows a fully approved proposal – by both departments and the Registrar’s Office.

Combined Sections (Cross Listed) Personalize | Find | View All | 1 of 1 | Last

| Subject Area | Catalog Nbr | Class Nbr | Enrollment Capacity | CGS |
|--------------|-------------|-----------|---------------------|--------------------------|
| FMST | 0120 | | 10 | <input type="checkbox"/> |

Instructions/Explanation

Stage 1



If you are the approver for the combined section, in this case for FMST 0120, then you will scroll to the bottom of the page and find that you can either **approve** or **deny** the proposal. If you deny the proposal an email will be sent to the originator to notify them of the denied request, and the form will be visible in your **History** page. If the information for the section is correct you will approve the proposal and it will be sent for final approval by the Registrar's Office.

| Combined Sections (Cross Listed) | | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|----------------------------------|-------------|-----------|---------------------|--------------------------|-------------|------|----------|-------|--------|------|
| Subject Area | Catalog Nbr | Class Nbr | Enrollment Capacity | CGS | | | | | | |
| FMST | 0120 | | 10 | <input type="checkbox"/> | | | | | | |

Instructions/Explanation

Approve
Deny

Consent No Special Consent Required Enrollment Capacity 20

Auto Enroll From Waitlist Wait List Capacity 20

Capacity Sequence Enrollment Total 0

Capacity Requirement Group

| Requirement Group |
|-------------------|
| |

Sections (Cross Listed) Personalize

| Catalog Nbr | Class Nbr |
|-------------|-----------|
| 0120 | |

Instructions/Explanation

Approve
Deny

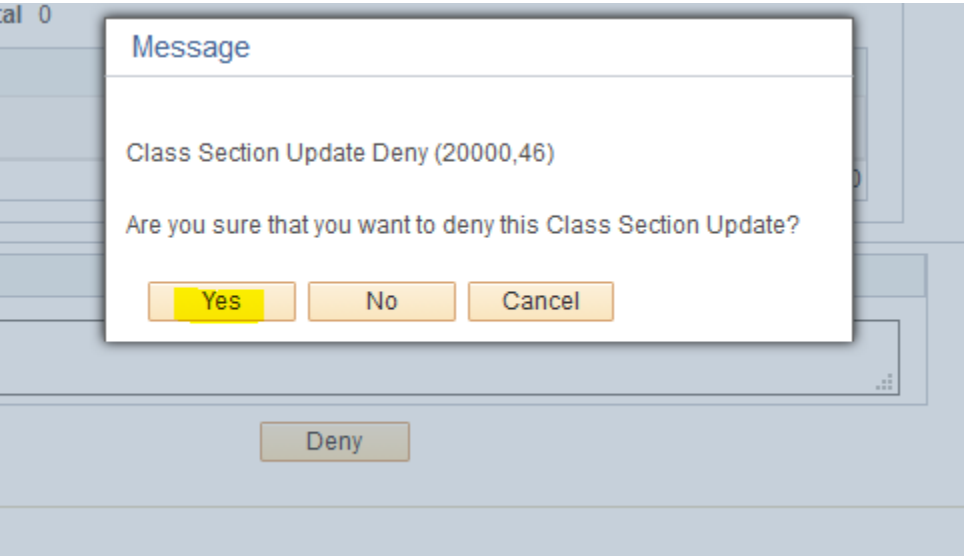
Message

Class Section Approval (20000,38)

Are you sure that you want to approve this class section update?

Yes
No
Cancel

Below are the sequence of events for denying a request. Once you select deny and confirm that you want to deny, you will be able to leave a comment to explain why the request is being denied.



GCR Deny Secondary Page

*Reason for Deny: incorrect information



Once the proposal has been approved by the *Registrar's Office* it will disappear from the **Class Section Update Approval** page. But will still be viewable on the **Class Section Update History** Page, where you can see the approval status and view what changes were made.

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-9 of 9 Last

| Class Section Update ID | Course ID | Term | Catalog Nbr | Subject Area | Option Type | Special Request | Back To Back | Submitted Update Oprid | Created Datetime |
|-------------------------|-----------|------|-------------|--------------|-------------|-----------------|--------------|------------------------|--------------------|
| 000000012 | 115965 | 2204 | 3902 | MATH | Cancel | No | No | KMR123 | 09/17/2019 3:02PM |
| 000000013 | 188027 | 2201 | 1703 | ANTH | Change | No | No | SEB171 | 09/18/2019 9:20AM |
| 000000015 | 110753 | 2201 | 1677 | HIST | Change | No | No | KMR123 | 09/18/2019 9:34AM |
| 000000017 | 175718 | 2201 | 1051 | HIST | Change | No | No | KMR123 | 09/18/2019 9:49AM |
| 000000020 | 182591 | 2204 | 1780 | HIST | Change | No | No | KMR123 | 09/19/2019 8:14AM |
| 000000070 | 182608 | 2204 | 1240 | RELGST | Change | No | No | DEREKMCD | 10/10/2019 3:05PM |
| 000000089 | 110512 | 2204 | 0676 | HIST | Change | No | No | KMR123 | 10/24/2019 11:40AM |
| 000000095 | 121737 | 2204 | 0020 | PUBSRV | Add | No | No | KMR123 | 10/24/2019 2:17PM |
| 000000096 | 114815 | 2204 | 0020 | LEGLST | Add | No | No | KMR123 | 10/24/2019 2:20PM |

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Pitt Curriculum Management](#) > [Class Section Update](#) > [Class Section Update History](#)

KMR123 Logged On PITCSTST

Class Section Update History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-29 of 29 Last

| Class Section Update ID | Approval Status | Course ID | Term | Catalog Nbr | Subject Area | Option Type | Special Request | Submitted Update Oprid | Created Datetime |
|-------------------------|-----------------|-----------|------|-------------|--------------|-------------|-----------------|------------------------|--------------------|
| 000000010 | All App | 123467 | 2204 | 2381 | STAT | Add | No | KMR123 | 09/17/2019 2:46PM |
| 000000011 | All App | 115694 | 2204 | 0240 | MATH | Change | No | KMR123 | 09/17/2019 2:54PM |
| 000000025 | All App | 115677 | 2204 | 0200 | MATH | Add | No | KMR123 | 09/20/2019 8:18AM |
| 000000060 | All App | 123464 | 2204 | 2310 | STAT | Add | No | KMR123 | 10/10/2019 9:40AM |
| 000000061 | Denied | 182991 | 2204 | 3902 | FILMG | Change | No | KMR123 | 10/10/2019 9:52AM |
| 000000062 | All App | 110812 | 2204 | 1903 | HIST | Cancel | No | KMR123 | 10/10/2019 10:01AM |
| 000000063 | All App | 172374 | 2204 | 0125 | HIST | Add | No | KMR123 | 10/10/2019 10:17AM |
| 000000064 | All App | 190499 | 2204 | 1885 | FMST | Add | No | KMR123 | 10/10/2019 10:25AM |
| 000000067 | All App | 110468 | 2204 | 0187 | HIST | Cancel | No | KMR123 | 10/10/2019 11:15AM |
| 000000071 | Denied | 187007 | 2204 | 1672 | HIST | Add | No | KMR123 | 10/10/2019 3:08PM |
| 000000072 | All App | 122111 | 2204 | 1520 | RELGST | Cancel | No | DEREKMCD | 10/10/2019 3:15PM |
| 000000082 | All App | 187458 | 2204 | 1794 | HIST | Change | No | KMR123 | 10/18/2019 10:54AM |
| 000000083 | All App | 115655 | 2204 | 0120 | MATH | Add | No | KMR123 | 10/18/2019 11:02AM |
| 000000088 | All App | 188471 | 2204 | 1361 | STAT | Add | No | KMR123 | 10/24/2019 11:34AM |
| 000000091 | All App | 182991 | 2204 | 3902 | FILMG | Cancel | No | KMR123 | 10/24/2019 11:43AM |
| 000000092 | All App | 190268 | 2204 | 0120 | FMST | Add | No | KMR123 | 10/24/2019 1:43PM |
| 000000093 | Denied | 107572 | 2204 | 0400 | ENGFLM | Cancel | No | SEB171 | 10/24/2019 1:53PM |
| 000000094 | All App | 100056 | 2204 | 0500 | ADMJ | Add | No | KMR123 | 10/24/2019 2:14PM |
| 000000097 | All App | 174475 | 2204 | 1145 | RELGST | Add | No | DEREKMCD | 10/24/2019 2:35PM |
| 000000104 | All App | 115625 | 2204 | 0020 | MATH | Change | No | KMR123 | 10/25/2019 9:32AM |
| 000000105 | All App | 115655 | 2204 | 0120 | MATH | Change | No | KMR123 | 10/25/2019 10:49AM |
| 000000106 | All App | 115655 | 2204 | 0120 | MATH | Change | No | KMR123 | 10/25/2019 10:50AM |
| 000000107 | All App | 115655 | 2204 | 0120 | MATH | Change | No | KMR123 | 10/25/2019 10:55AM |
| 000000109 | All App | 115655 | 2204 | 0120 | MATH | Change | No | KMR123 | 10/25/2019 10:58AM |
| 000000113 | All App | 123386 | 2204 | 0200 | STAT | Change | No | KMR123 | 10/25/2019 11:13AM |
| 000000116 | All App | 110501 | 2204 | 0600 | HIST | Change | No | KMR123 | 10/25/2019 1:15PM |
| 000000119 | All App | 107572 | 2204 | 0400 | ENGFLM | Add | No | SEB171 | 10/25/2019 1:57PM |