

Good Morning,

The initial SUMMER 2010 Schedule of Classes, rolled over from Summer 2009, is now available. You may now begin construction of your department's schedule. We will follow the same process as used in developing the Spring & Fall Schedules, taking advantage of an on-line system instead of the paper based Scheduling Forms. We encourage all units to do their scheduling on-line, however you may still submit your information to us using the old paper based process, with an earlier deadline for submission to provide for processing time.

Designated departmental users may now begin entry of changes, additions and corrections to the Summer 2010 schedule directly in People Soft.

The navigation is: Curriculum Management / Schedule of Classes / Maintain Schedule of Classes and the term is **2106** for Summer 2010.

For any department that has not already used People Soft to enter schedule information, please contact us for additional instructions and assistance.

NOTE: Please do not change the session of a class that is already established in People Soft.

See the directions below to change a session.

When making adjustments to your classes, should you wish to **change** the **session in which a class is offered**, you **must cancel** the original section by clicking on the Enrollment Control panel and change the Class Status to "CANCELLED SECTION". Next, click on the yellow "CANCEL CLASS" button to the right of the Class Status bar.

To add a new section of the same class, during a different session, return to the BASIC DATA panel and insert a row to establish a new class.

Select the new session desired and continue filling in the necessary information.

Please remember the Class Section Number and the Associated Class Number should be the same unless there are disc/labs involved.

Each class should have their own distinct Associated Class number as well.

Also, please note there will be four – 6 week sessions as indicated on the attached memo.

If you have any questions please feel free to contact Debbie Brown or myself.

Thank you,