

SECTION VERIFICATION CHECKLIST

Items to pay attention to during initial scheduling for your department.

- Change class numbers listed in the notes for classes with associated lecture/discussion lecture/labs.
- Update the meeting dates on all mini and hybrid classes.
- Update Instructors
 - ***NEW*** SVL now includes multiple instructors, including TA's or GA's names, if more than one instructor is assigned to a class.
 - If there are multiple meeting patterns, the instructor(s) will be listed multiple times
- Schedule Print (Sch Prt)
 - ***NEW*** SVL will indicate if the section will print in the Schedule of Classes on the web
 - **Y** if the class is viewable on the Schedule of Classes
 - **N** if the class is suppressed from Schedule of Classes
- Review class notes for updates:
 - Enrollment requirement groups
 - Pre-requisites
 - Meeting locations for arranged classes (on and off campus)
 - Course Fees
 - Open Educational Resources
 - Class Permissions
 - Fully Online
 - Blended/Hybrid
 - Cross listed
- Combined sections- Department of the parent sections need to communicate with child sections of any changes (capacities, days/times, cancellation).
- Review Topics Courses. See if updates are needed or if a topic needs to be indicated.
- Grading basis – review for accuracy.
- Variable credit classes – review for accuracy.
- If class is being offered in departmental room please review and make sure indicated.

Note: Please be advised that section/class numbers do not need to be changed or reordered.