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
  o *NEW* SVL now includes multiple instructors, including TA’s or GA’s names, if more than one instructor is assigned to a class.
  o If there are multiple meeting patterns, the instructor(s) will be listed multiple times
— Schedule Print (Sch Prt)
  o *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:
  o Enrollment requirement groups
  o Pre-requisites
  o Meeting locations for arranged classes (on and off campus)
  o Course Fees
  o Open Educational Resources
  o Class Permissions
  o Fully Online
  o Blended/Hybrid
  o 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.