SECTION VERIFICATION CHECK LIST:

Items to pay attention to when updating the Campus Planning Interface (CPI) during initial scheduling for your department.

— Change class numbers listed in the notes for a classes with associated lecture/discussion lecture/labs.
— Update the meeting dates on all mini and hybrid classes.
— Review class notes for updates:
  o Enrollment requirement groups
  o Pre-requisites
  o Meeting locations for arranged classes (on and off campus)
— Combined sections- Department of the parent sections need to communicate with child sections of any changes (capacities, days/times).
— Variable credit classes – review for accuracy.
— If class is being offered in departmental room please review and make sure indicated.

Items not to worry about when reviewing Section Verification:

— Putting class sections in order by updating Class Numbers or Section Numbers.