

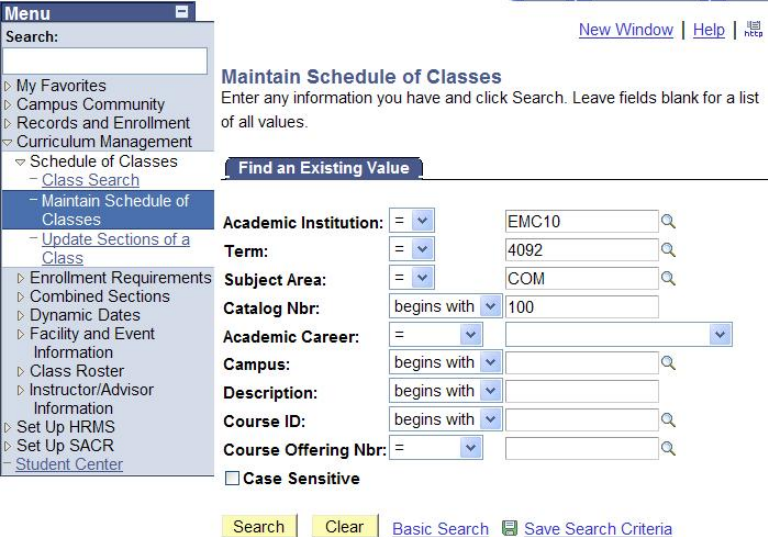
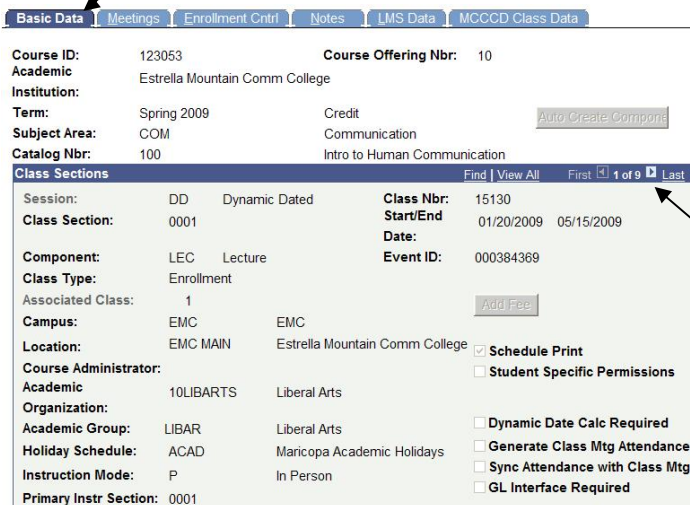


Objective: Use the SIS Maintain Schedule of Classes to search for class offerings.

\*Note: Employees may need to contact their college security administrator(s) for job-related access to the SIS, BOExi and R25 systems.

<p>1.</p>	<p>Go to <a href="http://www.my.maricopa.edu">http://www.my.maricopa.edu</a></p> <p>Select <b>Employees tab</b> and then click on the <b>SIS login</b> link found on the My.Maricopa.edu Student Center Portal page.</p> 
<p>2.</p>	<p>Log into new SIS  <b>User ID:</b> Your Maricopa Enterprise ID  <b>Password:</b> Your MEMO Email password  Click on yellow <b>Sign In</b> button.</p>
<p>3.</p>	<p>The My.Maricopa.edu basic employee home page displays. Select links to  <b>Curriculum Management &gt;</b>  <b>Schedule of Classes &gt;</b>  <b>Maintain Schedule of Classes</b></p> 
<p>4.</p>	<p>The <b>Maintain Schedule of Classes/ Find an Existing Value</b> page displays. This is where you begin searching for classes. Enter the desired information for this example:  Academic Institution = <b>EMC10</b>  Term = <b>4092</b> (Spring 2009)  Subject Area = <b>COM</b>  Catalog Nbr = <b>100</b></p>  <p>Click the <b>Search</b> button.</p>

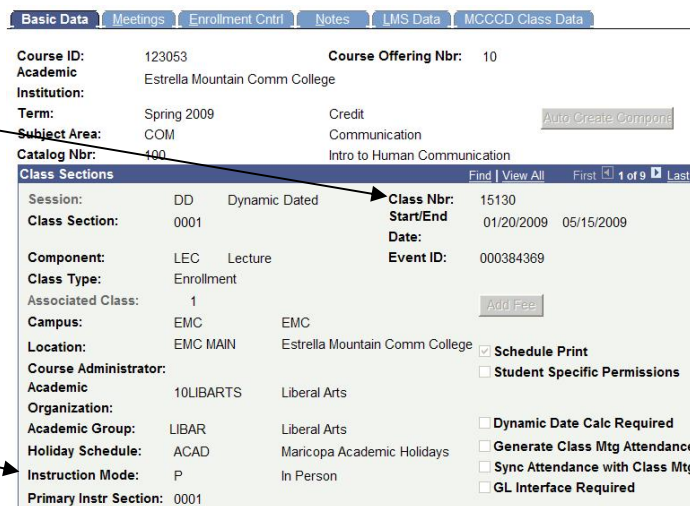
5. The **Basic Data tab/page** displays for the selected course and the top portion auto fills with information from the course catalog. Located at the top are different tabs/pages which are used for viewing class section details.



The arrows are used to navigate to each class section row, for example section 1, then to section 2, etc.

6. The **Basic Data tab/page** is where you find:
1. **Term** (ex. Spring 2009)
  2. **Subject, catalog number & course title** (ex. COM 100, Intro Human Comm.)

3. **Class Section** number (ex. 0001)
4. **Class Number** (ex. 15130)
5. **Component** (ex. LEC or LAB)
6. **Start/End Dates** (ex. 1/20/2009 – 5/15/2009)
7. **Location** – EMC MAIN is default. This is changed for an off-site location.
8. **Instruction Mode** (ex. P for in person, or HY for Hybrid, or IN for Internet)



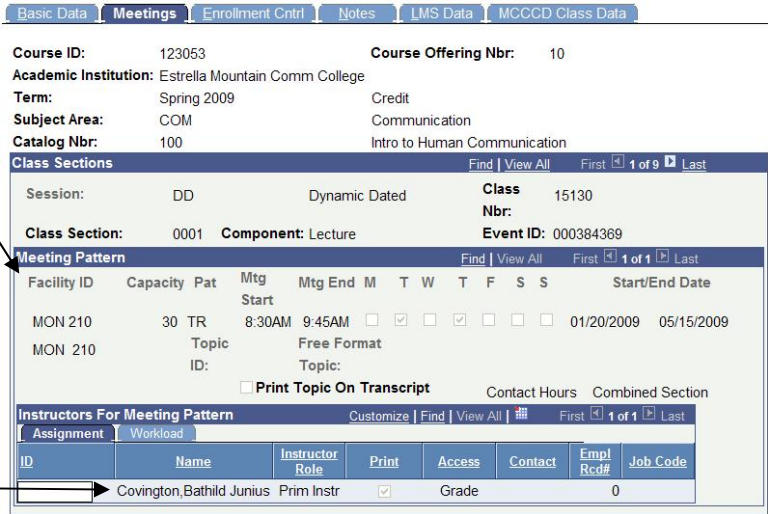
9. **Schedule Print (check box)** – This defaults as checked so that the class will display in the schedule of classes search. If the check box is not selected, the section will not display in the class search function accessed by students through My.maricopa.edu Self Service. When unchecked the class will still display for staff as \*\*Section not shown to student

7.

The **Meetings tab/page** is where you find:

1. **Term** (ex. Spring 2009)
2. **Subject, catalog number & course title** (ex. COM 100, Intro Human Comm.)
3. **Class Section** number (ex. 0001)
4. **Class Number** (ex. 15130)
5. **Component** (ex. LEC or LAB)

6. **Facility ID** (room)  
(ex. MON 210)
7. **Pat** (meeting pattern)  
(ex. TR)
8. **Mtg Start & Mtg End** (times)  
(ex. 8:30AM– 9:45AM)
9. **Start/End Date**  
(ex. 1/20/2009 – 5/15/2009)
10. **Instructor Name**  
(ex. Covington, Bathild Junius)

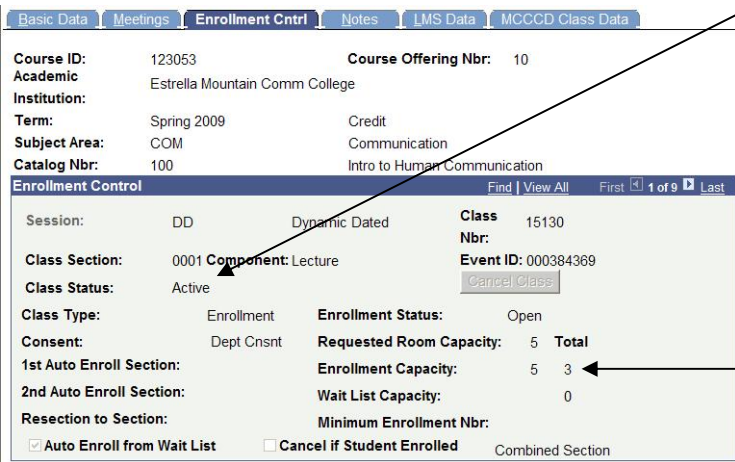


8.

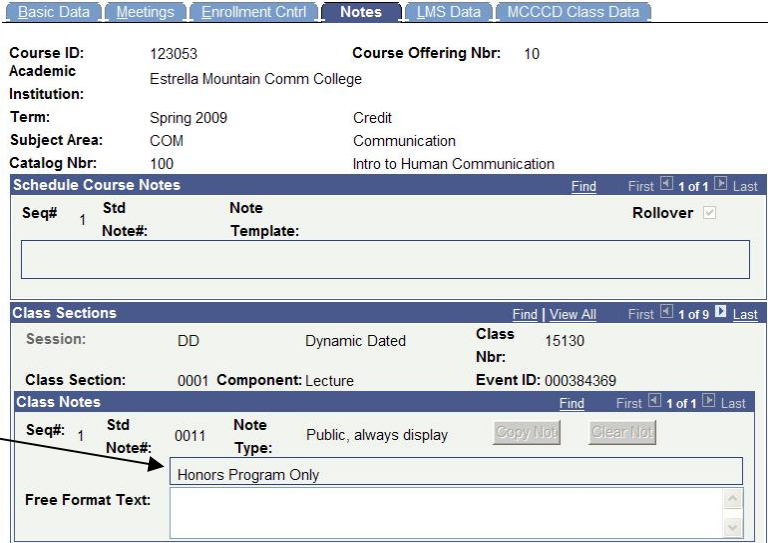
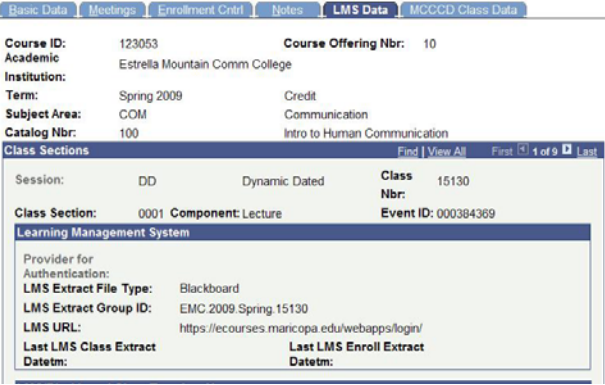
The **Enrollment Control tab/page** is where you find:

1. **Term** (ex. Spring 2009)
2. **Subject, catalog number & course title** (ex. COM 100, Intro Human Comm.)
3. **Class Section** number (ex. 0001)
4. **Class Number** (ex. 15130)
5. **Component** (ex. LEC or LAB)

6. **Class Status**  
(ex. Active) or Cancelled, Stop Further Enrollment, or Tentative
7. **Enrollment Status**  
(ex. Open) or Closed
8. **Consent**, the default is No Consent  
(ex. Dept Cnsnt)
9. **Enrollment Capacity**  
(ex. 5)
10. **Enrollment Total**  
(ex. 3)
11. **Wait List Capacity & Total** (ex. 0)



Note: This is a Combined Section.


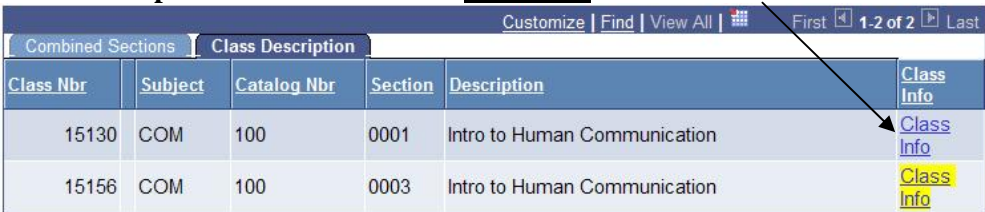
<p>9.</p> <p>The <b>Notes</b> tab/page is where you find:</p> <ol style="list-style-type: none"> <li>1. <b>Term</b> (ex. Spring 2009)</li> <li>2. <b>Subject, catalog number &amp; course title</b> (ex. COM 100, Intro Human Comm.)</li> <li>3. <b>Class Section</b> number (ex. 0001)</li> <li>4. <b>Class Number</b> (ex. 15130)</li> <li>5. <b>Component</b> (ex. LEC or LAB)</li> </ol> <div data-bbox="370 846 695 1003" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>6. Class Notes</b> (ex. Honors Program Only)</p> </div>	
<p>10.</p> <p>The <b>LMS Data</b> tab/page is where you find:</p> <ol style="list-style-type: none"> <li>1. <b>Term</b> (ex. Spring 2009)</li> <li>2. <b>Subject, catalog number &amp; course title</b> (ex. COM 100, Intro Human Comm.)</li> <li>3. <b>Class Section</b> number (ex. 0001)</li> <li>4. <b>Class Number</b> (ex. 15130)</li> <li>5. <b>Component</b> (ex. LEC or LAB)</li> </ol> <div data-bbox="370 1514 831 1633" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>6. Learning Management System</b> (ex. Blackboard)</p> </div>	

11. The **MCCCD Class Data tab/page** is where you find:

1. **Term** (ex. Spring 2009)
2. **Subject, catalog number & course title** (ex. COM 100, Intro Human Comm.)
3. **Class Section** number (ex. 0001)
4. **Class Number** (ex. 15130)
5. **Component** (ex. LEC or LAB)
  
6. **Units** (credits) (ex. 3.00)
7. **Grading Basis** (ex. GRD)
8. **Combined Group ID** (ex. 0037)
  
9. **Class time of day:** Day or Evening (ex. Day)
10. **Honors Class** (ex. box is checked and displays HONJ)

Basic Data	Meetings	Enrollment Cntrl	Notes	LMS Data	MCCCD Class Data		
<b>Course ID:</b> 123053	<b>Course Offering Nbr:</b> 10						
<b>Academic Institution:</b> Estrella Mountain Comm College							
<b>Term:</b> Spring 2009	Credit						
<b>Subject Area:</b> COM	Communication						
<b>Catalog Nbr:</b> 100	Intro to Human Communication						
Class Sections							
Session: DD	Section: 0001	Component: LEC	Class Assoc. 1	Units: 3.00	Grading Basis: GRD	Class Nbr: 15130	
Career: Credit	Start/End Dates: 01/20/2009-05/15/2009	Census Date: 03/02/2009	<a href="#">Combined Group ID: 0037</a>				
MCCCD Additional Data							
<b>Class time of day:</b>	<input checked="" type="radio"/> Day <input type="radio"/> Evening	<b>Class Rollover:</b> <input checked="" type="checkbox"/>	<b>Honors Class:</b> <input checked="" type="checkbox"/> HONJ	<b>Combined Major:</b> <input type="checkbox"/>			
<b>High School Dual Enrollment:</b> <input type="checkbox"/>							
<b>Department Code:</b> 550-111030	Instructional - Day Reg Sem						
<b>Account Code:</b> 110-550-111030	INSTRUCTIONAL						
Get HR Defaults							
<b>Class Offer Site:</b>							
<b>Short Term:</b> N	<b>FTSE Eligibility:</b> <input checked="" type="checkbox"/>						
<b>Course Load Formulas:</b> S - Standard	<table border="1"> <thead> <tr> <th>Dynamic Dates Maintenance</th> </tr> </thead> <tbody> <tr> <td><b>Number Of Days:</b> 116</td> </tr> </tbody> </table>					Dynamic Dates Maintenance	<b>Number Of Days:</b> 116
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<b>Number Of Days:</b> 116							

Note: This is not a High School Dual Enrollment class because no high school name is displayed.

<p>12.</p>	<p style="text-align: center;"><b>Combined Class Sections</b></p> <p>Combined classes allow the linking of identical class sections that will be held in the same facility (room), at the same time, with the same instructor. Students are only able to register for one of the sections when the classes are combined.</p> <p>Combined Class Sections can be viewed from the Maintain Schedule of Classes MCCCC Class Data tab/page. First click on the <b>Combined Group ID</b> link:</p> 																																																																							
<p>13.</p>	<p>The <b>Identify Combined Sections</b> component will display. This is where you find:</p> <ol style="list-style-type: none"> <li><b>Enrollment Capacity</b> limit total for all sections (ex. 25)</li> <li><b>Total</b> students enrolled (ex. 27)</li> <li><b>Combined Sections Class Nbrs</b> (ex. 15130 &amp; 15156)</li> <li><b>Status</b> (ex. both Closed)</li> <li><b>Enrl Cap</b> for each section (ex. 5 &amp; 20)</li> <li><b>Enrl Tot</b> for each section (ex. 3 &amp; 24)</li> </ol> <p><b>Identify Combined Sections</b></p> <p>Academic Institution: EMC10 Estrella Mountain Comm College <input checked="" type="checkbox"/> <b>Permanent Combination</b>          Term: 4092 Spring 2009 <input type="checkbox"/> <b>Skip Mtg Pattern &amp; Instr Edit</b>          Session: DD Dynamic Dated          Warning: Mtg Pattern &amp; Instr information will not be shared within the combined section.          Combined Sections ID: 0037 COM100 (m0003+hon0001)          Combination Type: Within Subject</p> <table border="1" data-bbox="402 1262 1325 1367"> <thead> <tr> <th colspan="4">Combined Capacities</th> </tr> </thead> <tbody> <tr> <td>Requested Room Capacity:</td> <td>25</td> <td>Enrollment Capacity:</td> <td>25</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>27</td> </tr> <tr> <td></td> <td></td> <td>Wait List Capacity:</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="402 1381 1365 1535"> <thead> <tr> <th colspan="11">Customize   Find   View All   First 1-2 of 2 Last</th> </tr> <tr> <th colspan="2">Combined Sections</th> <th colspan="9">Class Description</th> </tr> <tr> <th>Class Nbr</th> <th>Subject</th> <th>Catalog Nbr</th> <th>Section</th> <th>Status</th> <th>Req Room Cap</th> <th>Enrl Cap</th> <th>Enrl Tot</th> <th>Wait Cap</th> <th>Wait Tot</th> <th>Acad Group</th> </tr> </thead> <tbody> <tr> <td>15130</td> <td>COM</td> <td>100</td> <td>0001</td> <td>Closed</td> <td>5</td> <td>5</td> <td>3</td> <td>0</td> <td>0</td> <td>LIBAR</td> </tr> <tr> <td>15156</td> <td>COM</td> <td>100</td> <td>0003</td> <td>Closed</td> <td>0</td> <td>20</td> <td>24</td> <td>0</td> <td>0</td> <td>LIBAR</td> </tr> </tbody> </table>	Combined Capacities				Requested Room Capacity:	25	Enrollment Capacity:	25			Total	27			Wait List Capacity:	0	Customize   Find   View All   First 1-2 of 2 Last											Combined Sections		Class Description									Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	15130	COM	100	0001	Closed	5	5	3	0	0	LIBAR	15156	COM	100	0003	Closed	0	20	24	0	0	LIBAR
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<p>14.</p>	<p>To return to the Maintain Schedule of Classes MCCCC Class Data tab/page first choose the <b>Class Description</b> tab. Then click the <b>Class Info</b> link.</p> 																																																																							
<p>15.</p>	<p>Maintain Schedule of Classes component was used to display class details.  <b>End of Procedure.</b></p>																																																																							