

Frequently Asked Questions for Schedule Proofs

Missing Courses

I added a course on my last proof but it didn't appear on the next proof. Where is my course?

- If this is a new course, it may not have a valid Master Course Approval. Use the [Online Master Course Approval Interface](#) to check on the status of the course.
- If this course has already been established, make sure that the course number was noted accurately on the proof. Your handwriting may have been misread.
- This course may have been discontinued and replaced by another course. Check your Master Course Approval records to verify that the course number is valid.
- If this is a super course, please make sure the appropriate AA-ZZ designation has been specified.

Instructor Names

I listed an instructor on my last proof but they didn't appear on the next one. Where are they?

- The instructor may not be entered into STAR. Use BROWSE INSTRS/DEPTS from the INSTRUCTOR WORKLOAD MENU on STAR to look up instructors.
- If the instructor is listed in STAR, make sure that the correct instructor name has been noted on the proof. Typically this is the instructor's last name followed by their first and then middle initial. The correct instructor name is listed in the INSTR NAME field under BROWSE INSTRS/DEPTS on STAR.

Removing Instructors

How do I delete a name from the list of instructors published in the Schedule of Classes?

- Delete the instructor number and subject area from the instructor's screen in STAR to remove an instructor name.

Cross-listed/Concurrent Courses

How do I know that a course in my department is being offered concurrently with a course in another department?

- Cross-listed and concurrent courses will be identified on the proof beneath the enrollment code for your course. If the concurrent course is not listed, add it to your proof. Before you do so, please confirm with the other department that the days and times for each concurrent course are the same. Any requested media features must be identical as well. Also remember that the maximum enrollment for a pair of cross-listed or concurrent courses is the combined total of both courses. Coordinate the enrollment totals with the cross-listed department.

Maximum Enrollments

I'm still not sure about the projected enrollment for a course. Should I just leave the maximum enrollment blank?

- Never leave the maximum enrollment for a course at zero. If a course has no specified maximum enrollment, our scheduling software will not assign it a room. Use the third week enrollment total on your proof column to gauge what the projected enrollment should be.
- Remember that the maximum enrollment for a course with required secondaries must equal the combined maximum enrollment for all secondaries.

Classes with No Day or Time Information

We can be pretty flexible with the days and times for this course. Should I just leave those fields blank?

- If no days or times are requested, a room cannot be assigned. Always note at least one preferred date and time.

Requesting Media Attributes

This course has specific media needs. How do I note that on the proof?

- Media needs appear on the proof under the enrollment code as PHYSICAL FEATURES. If there are no attributes listed, then no media has been requested. When adding media features, please use the codes listed in the General Assignment Classroom Inventory available on our website under [Scheduling Resources](#).

How do I request Power Point?

- That depends on the instructor. If they will need a computer, then the code "C" for in-room computer must be noted. If the instructor will be using their own computer, then a data projector coded with "VP" should be sufficient.

Closing Classes/Preventing Enrollment

How do I prevent registration for a specific course?

- Do not list a max of zero. Note the desired maximum and mark the class as closed under the CLS FLG column on the proof or under the Closed field on STAR. Remember that there are two distinct symbols for noting that a class is closed. "Y" will produce a GOLD message that reads "the class is closed" and "R" prompts the message "the class is closed, contact the department/instructor."

Scheduling for Summer Sessions

Where do I note session dates on my proof?

- Session dates appear underneath the days and times listed on your proof. Remember that all courses must be assigned session dates unless they are coded for Delayed Sectioning.

How do I know that my course has met the minimum number of contact minutes?

- Please refer to the [Scheduling Courses for Summer](#) guide available on the Summer Sessions website. This is also a great resource for information on scheduling blocks and non-standard times. Remember that courses which adhere to the established 80 minute time slots will receive priority during scheduling.