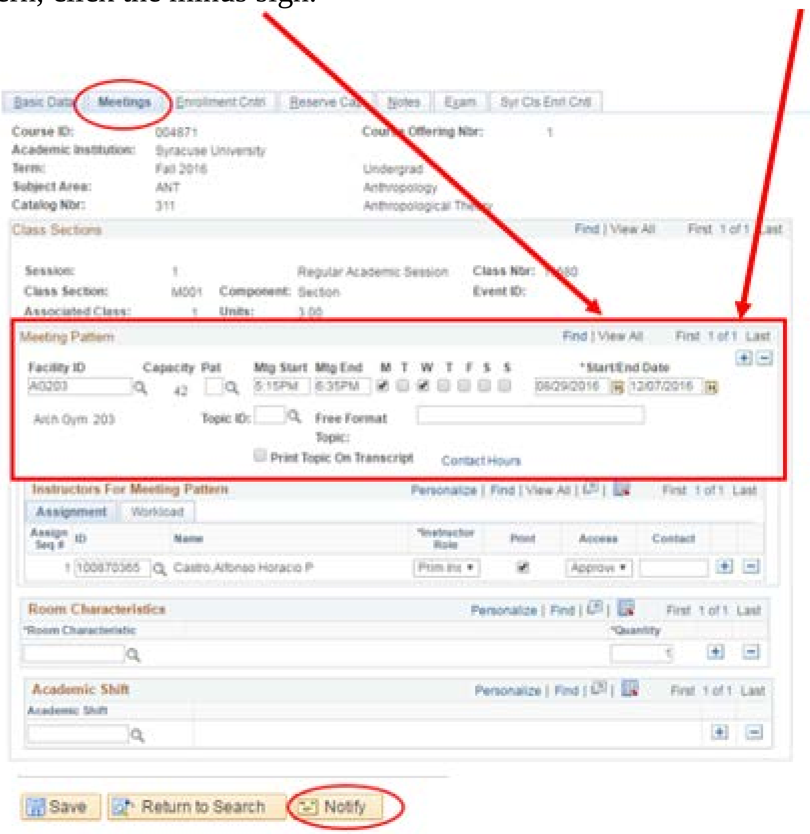
Meetings Page (**Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**) class meeting tab.

Facilities, Days and Times will be modified by the class scheduler in each department or college directly in Peoplesoft replacing the DTR form previously used.

The Meetings page displays the room, day(s) and time(s) the class will meet. There may be more than one meeting pattern for a class. To see multiple meeting patterns of a class you would select "View All". Or to add a second meeting pattern click the plus sign. To remove a meeting pattern, click the minus sign.

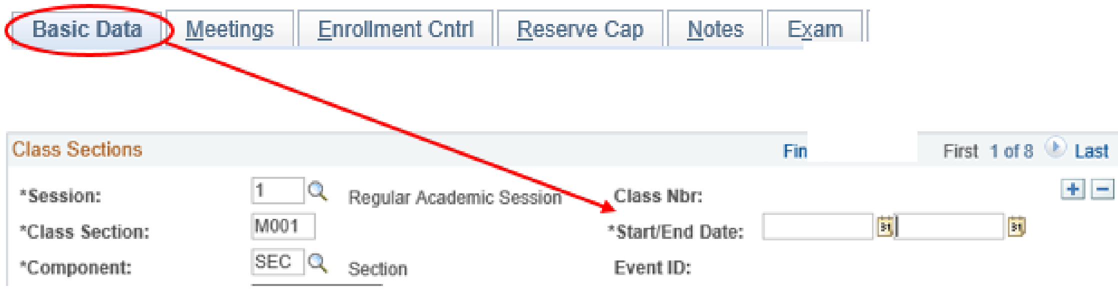


* The Facility ID field is not required to be completed by the scheduler, you can submit a DTR without a room, completing the day/time/start and end date. The Registrar's Office will assign a Registrar Classroom if available. If the time period requested does not have available classroom space, we will notify you providing alternative days/times.

If there is a specific Registrar classroom you want the course/class assigned to, you can post it in the Facility ID box on the meeting pattern page, if the room is not available you will receive a room conflict indication, you would then submit the DTR without a room and use the notify

button at the bottom of the Meeting page to provide additional instructions. If we are unable to assign the requested room, we will make every attempt to provide an alternate assignment, if that is not possible, we will contact you with alternative day and time offerings.

Flexible format classes, the start and end dates on the meeting page have to exactly match the class start/end dates on the Basic Data page. Curriculum Management>Schedule of Classes>Maintain Schedule of Classes



Combined Sections

NEW

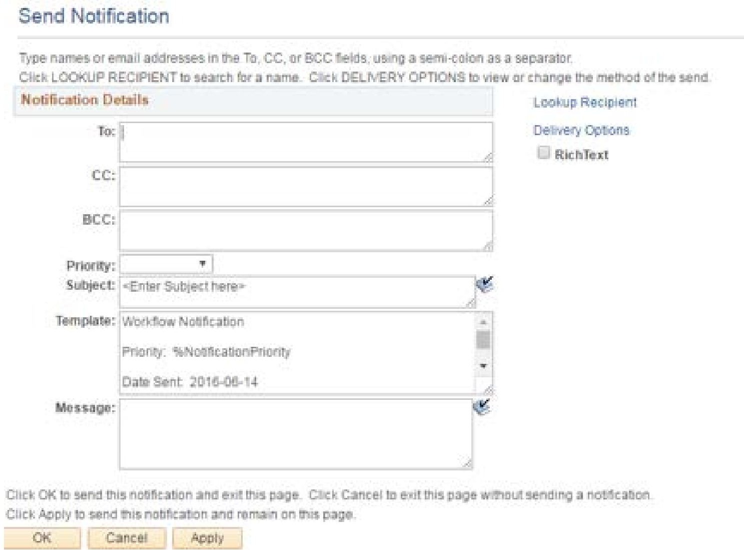
The Combined Sections functionality is used to link sections in Peoplesoft meeting together (Cross Listed/Meets with), it also combines both projected enrollments into a single enrollment capacity, and ensures both classes are scheduled into the same classroom facility. If you have two classes meeting in one room at the same time, you may want to limit the combined enrollment in those sections so that the room capacity is not exceeded. This functionality will be maintained in the Registrar's Office. New classes approved by the Senate Curriculum Committee to be Cross Listed, will be combined at the time of creation in the Course Catalog by the Registrar's Office. The DTRs's for those classes will be updated on the page noted below.

NEW

The Schedule Class Meetings Page (Curriculum Management>Schedule of Classes>Schedule Class Meetings) should be used to submit DTR's for classes that are Combined, both pages look the same, information updated on this page will dynamically be reflected on meetings page in Maintain Schedule of Classes. You only have to update one of the two classes Cross Listed/Meets if a class is combined, it will update the class it's combined with.

NEW

Comments to or additional directions for the Academic Schedulers in the Registrar's Office will now be made by clicking the notify button on this page only. Emails would be sent to mfcortes@syr.edu or bayoung@syr.edu. When you have completed the message press the "OK' button.



Each meeting pattern must include the instructions Emplid ID/Name, their role "PI" and their Access set to "Approve". This is required to be on each row if the class has multiple meeting patterns.

The instructor assigned on this panel is the "instructor of record" and receives access to the class roster, Mid-Semester Progress Report (MSPR) roster, and final grade roster.

Reminder:
You must assign "Approve" access for the instructor to update both their MSPRs Grade Rosters, on each row. Administrative Grader roles have to be pre-approved, the Primary Instructor is the only person who should be completing MSPR or Grade rosters.

This is also the instructor to whom communications will be sent from the Registrar's Office. Some Learning Management tools (such as Blackboard) may use this field for verification of the instruction.