



How Do I? Update a Class Schedule

PeopleSoft Version 9

If your goal is to update a class schedule for the semester:

1. Sign In to PeopleSoft Version 9.
Remember to use CAPS when entering your User ID.
2. Select Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
3. On the Schedule Class Meetings page, Find an Existing Value tab, complete following fields before you do a search:
 - **Academic Institution:**
Should be auto populated with **SLULA**
 - **Term:**
Key in the Term or click on the magnifying glass next to the Term field and the click the **Lookup** button to find the desired term.
 - **Subject Area:**
Key in the Subject Area or click on the magnifying glass next to the Subject Area field and the click the **Lookup** button to find the desired term.
 - **Catalog Number:**
Key in the catalog number of the course you need to update.
4. Click the **Search** button and a search results list of all courses meeting the specified criteria will display. Click on class that needs to be changed.

5. On the Basic Data page, you **CAN** change:
 - **Class Section:**
Key in Section Number. *Be sure to use proper Section Extensions. (e.g. Technology Courses must begin with "9".)*
 - **Component:**
Auto-populates as "LEC." Click the magnifying glass next to the Component field and then click the **Lookup** button to make any necessary changes.
 - **Location:**
Defaults to "Hammond." Click the magnifying glass next to the Location field and click the **Lookup** button to make necessary changes. *Remember to choose "_DEF" extension with technology courses.*
6. On the Meeting page, you **CAN** change:
 - Under Instructors for Meeting Pattern:
 - **Assignment Tab:**
 - ◆ **ID:** - Key in Faculty ID number or click the magnifying glass next to the ID field and then click the Lookup button to find correct ID number.
 - **Instructor Role:**
 - ◆ Auto-populates as "Prim Instr." Click the drop down button to make any necessary changes.
 - **Access:**
 - ◆ Click drop down button to make necessary changes.
 - **Workload Tab:**
 - ◆ **Assign Type** - Click drop down button and choose correct Assign Type.
 - ◆ **Workload field:** Should be default to correct workload hours. Highlight and key in any changes
7. On Enrollment Control page, you **CAN** change:
 - **Class Status:**
Click drop down button to make changes. *Do not choose "Cancel Section". You have to submit request to Records & registration to cancel a section*

- **Consent:**
Click drop down button to make changes.
 - **Enrollment Capacity:**
Key in Enrollment Capacity. *Enrollment capacity can only be equal or less than the room capacity*
8. Click the **Save** button to save your work.
 9. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when updating a class schedule:

On the **Basic Data** Page:

- You CANNOT change Session field or Start/End Date.

On the **Meeting** page:

- After Final Proofing with Rooms and Meeting Pattern, info can ONLY be changed by submitting request to Records & Registration.