
System Overview and Guidelines

CLA/Holt Online Class Schedule Building System

Getting Started:

1. Log into FoxLink.
2. Click on the Employee tab.
3. Click on the CLA/Holt Departmental Course Scheduling link.
4. To enter a completely new course, click (instructions begin below).
5. To copy courses entered in a previous term, view courses already entered, or make changes to courses, click .

Note: Certain types of courses, field studies, RCC classes, intersession, and applied music/ensembles, may not be entered using on-line scheduling. These courses are entered in the Schedule after online course scheduling closes, once all approvals are in place, and may not be edited online.

Copying Sections from Prior Terms:

Instructions, helps, and hints are shown below.

Click on and query a prior term (Fall 2015 or Spring 2016). From the result list that appears, click on the section that you would like to copy. On the detailed course page that appears next, you will see an option to copy the course to an upcoming term. Once you select the new term and click on copy, you are in Edit mode for the new section in the new term. You can change instructor, meeting days, or any other field, **OR** you can click continue to save the section exactly as it is.

Entering New Sections:

Instructions, helps, and hints are shown below.

To enter a new course, click

Select a term and subject prefix using the pull down menu and enter the course number that you wish to schedule, then click "Continue". For example:

Please select a term and a subject and enter the course number that you wish to schedule, then click "Continue".

Course Term: Spring 2017 ▼
Course Subject: ART ▼
Course Number: 241

Continue >>

MAIN MENU

The detailed course information form should appear and provide instructions and blocks for you to enter all specific information for the section you are scheduling. Follow all directions and complete all information blocks required. Default course information contained in Banner will fill in some portions of the form.

COURSE INFORMATION

Term: CLA/Holt Fall

Course: ART 241

Title: Sculpture I

Use the pull down menu to **enter the College** for this section (CLA or Holt).

College: Select ▼

Use the pull down menu to **enter the section number** for this section, remember to keep track of your sections if you are entering more than one section of the same course.

Section: 1 ▼

Use the pull down menu to **enter the number of semester hours** for this section. The default value established for the course at the time of approval will appear in parenthesis to the right.

Semester Hours: 4 ▼ (Must be between 4 and 6)

Indicate whether or not the course is cross-listed between CLA and Holt. Use the pull down menu to **enter the maximum student enrollment** for this section. Indicate the maximum enrollment for each program if cross-listed.

Max. Enrollment: 24 ▼

If the course has fees associated with it, use the pull down arrow to selected the type of fee and enter the amount to be charged in the next fill-in box. Please use whole numbers to the nearest \$5.

Fees: **Amount: \$** (no decimals)

The system will next show the default grade mode for the course as set in Banner. If there is a different grade mode desired, you should reflect this information in the *Notes to the Registrar* section at the end of the form.

The system will next show the default schedule type for the course as set in Banner catalogue. If there is a different schedule type to be used, you may enter it in the *Notes to the Registrar* section at the end of the form.

The general education designation, if any, assigned to this course in Banner catalogue will appear next. ***Check the list of courses and instructors approved for general education (CLA available online [here.](#)) to be certain that the particular course and instructor have been approved for the specific general education designation that appears.*** If a course has not been approved for general education a request must be submitted for approval before the general education designation can be added. Otherwise, please make a correction in the boxes provided.

GER: A

If this does not apply, please select those that do:

The prerequisite or corequisite courses assigned to this course in Banner catalogue appear next. ***Check the online catalogs (CLA – Holt) if there are discrepancies.*** Prerequisites MUST match those noted in the College Catalogue. Any changes to prerequisites must be submitted to the Dean's Office for approval. All changes to prerequisites or corequisites must be made via paper or e-mail to the Student Records or Holt School Office. This course has no prerequisites or corequisites, so there was no default information in Banner.

Prerequisites: ART 120

Corequisites:

If this is a Holt course, indicate if it is to be taught in a Blended Learning format. Note: faculty members must be approved to teach designated BL courses. Indicate if the faculty member has participated in required training for certification. Select 'no' if you do not know.

You will now enter instructor(s) for the section and their percentage of responsibility for teaching. Click on the primary instructor button to view a list of all approved instructors (Hint: if you type the first letter of the last name once you are in the pop-up form, you can move through the alphabetical list more quickly.) If there is only one instructor for a course, the responsibility percentage entered is 100-percent. If there is more than one instructor for a course, the responsibility percentages must be entered and equal to 100.

INSTRUCTOR INFORMATION

Click on the "instructor" button to view and select an instructor or instructors from a listing. Responsibility should total 100% for all instructors.

Primary Instructor	Almond, Joshua	% of resp.	50
Other Instructor(s)	Simmons, Rachel	% of resp.	50
Other Instructor(s)		% of resp.	

Next, you'll set the meeting days/times for the section. Click first on the meeting days/times block. Doing so will bring up the meeting block form, from which you will select the matrix time period for the course. Click the matrix time you desire for the section and then click "Select this Time Period."

You will have to select one matrix time slot from each block before you will be able to select the same block again and/or select a non-matrix block.

(HOLT) MEETING INFORMATION

Click on the "meeting days/times" button to select meeting periods.

Meeting Days/Times	
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Select one of the following time blocks:

- Once per week
- Twice per week
- Saturdays

Select this Block

Please note that *Other Non-matrix* is no longer an option. Requests for off matrix courses should be submitted to Laura Pfister @ lpfister@rollins.edu.

[Select a Different Meeting Block]

Once per week
Select one of the following time periods:

Time	M	T	W	R	F
4:00 - 6:30 p.m.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6:45 - 9:15 p.m.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select this Time Period

MEETING INFORMATION

Click on the meeting days/times button to select meeting periods.

The final screen will look like this after one of above is selected.

Meeting Days/Times	MWF 0800-0850
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Select the date range (part of term) that best matches the course's starting and ending dates. If you select anything other than full-term, you will be prompted to enter the exact starting and ending date for the course.

Select the **date range** that best matches this course's start and end dates: 08/28/17 - 12/15/2017 (Full Term) ▼

IFT courses have defined parts of term in three week increments. Only IFT courses should use these dates. Other intensive courses, please use either first or second session.

Select
Select
08/28/17 - 12/15/2017 (Full Term)
08/28/17 - 10/23/2017 (First Session)
10/24/17 - 12/15/2017 (Second Session)
08/28/17 - 09/17/2017 (IFT Session 1)
09/18/17 - 10/07/2017 (IFT Session 2)
10/23/17 - 11/11/2017 (IFT Session 3)
11/13/17 - 12/02/2017 (IFT Session 4)

If the course has a laboratory associated with it, or you are completing the non-matrix time form, please use the next block to enter the days and times for the laboratory meetings. Remember that you must enter times in military format (Hint: for afternoon and evening times, it's standard time plus 12, for example: 2pm = 1400, 6pm = 1800, and 10pm = 2200). This course has a Monday afternoon lab from 2-4pm.

LAB INFORMATION

If this course has a lab, select the day(s) and enter times for each day.

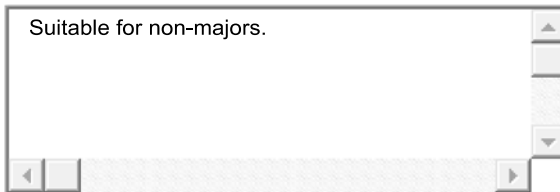
NOTE: Enter time in hour and minute in military format (i.e. 1400 for 2:00 pm)

Day(s):	Begin:	End:
<input checked="" type="checkbox"/> Monday	<input type="text" value="1400"/>	<input type="text" value="1600"/>
<input type="checkbox"/> Tuesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="text"/>

Enter comments that you want to appear in the published schedule.

COMMENTS:

Please enter any additional comments regarding this course. This text will show on the class schedule.

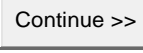
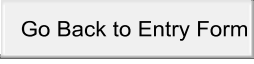



This comment field is not shown on the schedule and should be used to highlight additional information about the course. For example, the title for a new topics course.

Notes to Registrar:

Please enter comments about this course that you would like Student Records to be aware of.



Click on the continue  button to process your work to this point. You will see a confirmation screen similar to the one below for your course. If there are problems that you need to correct, use the  button to correct and repeat parts of the process outlined above. If you are satisfied with your entry, then click the  button and move on the next section.

Please verify the following information. If everything is correct, then click the "Submit Course". If you need to make changes, click on the "Back to Entry Form" button.

YOU MUST CLICK ON THE "SUBMIT COURSE" BUTTON TO COMPLETE THIS ENTRY.

Term: 201701
Course: ART 241
Title: Sculpture I
Section: 1
Cap: 24
Sem. Hours: 4
Fees: ARTF
Amount: 50
Grade Mode: S-Standard Letter
Schedule Type: T-Studio
Instructor(s): Almond, Joshua – 67%
Simmons, Rachel – 33%
Meeting Days/Times: TR 0800-0915
Lab Days/Times: M 1400-1600
GER: A
Prerequisites: ART 131/120
Corequisites:
Comments:

[Go Back to Entry Form](#)

[SUBMIT COURSE](#)

Guidelines for Editing Existing Sections:

To view courses already entered or make changes to courses, click [View Submitted Courses](#)

A query screen will appear that asks you to select a term and to choose your preferred sort method. You can sort by subject, days/times, or instructor. Once you have selected term and sort type, click submit to obtain a list of courses to which you have access

To run a query, select a term and a value to sort by and click "Submit".

Select a Term:

Sort Result By:

A list of courses similar to that below from which you may choose courses to edit will appear. You have the option of clicking on the highlighted subject and course number to get to the section detail for the course, choosing to enter a new course, or returning to the main menu. If you click on the subject and course number link, you will be taken to the detailed schedule form where you can make changes following the steps outlined above for new courses. Note: a new record will be created if you change a course section number. Be certain to delete the previous section or it will remain on the schedule. Click SUBMIT when complete.

Example list of submitted courses.

Term Code	Course	Title	Cap	Grde Mode	Sem Hrs	Course Days/Times	Lab Days/Times	Instructor(s)	Comments	Error
200909	ANT 150-1 90001	Cultures of the World	25	S	4	TR 0800-0915	-	Servigna, Ana	IR Elec	-
200909	ANT 150-2 90002	Cultures of the World	25	S	4	TR 0930-1045	-	Servigna, Ana	IR Elective	-
200909	ANT 200-1 90003	Cultural Anthropology	25	S	4	TR 1100-1215	-	Newcomb, Rachel C	-	-
200909	ANT 200-2 90004	Cultural Anthropology	25	S	4	MW 1100-1215	-	Kistler, Sarah Ashley	-	-
200909	ANT 205B-1 90005	Topic: Pre-Columbian Art/Icon	25	S	4	TR 1400-1515	-	Dulanto, Jalh	ARCH/ARH/LACS Elective	-