

Basic Checklist for Reviewing Sections during Open Scheduling

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
 - Min & Max Units
 - Repeat for Credit
 - Allow Multiple in Term
 - Cross listings
- Check Components
 - Components (Required & Optional)

2. Schedule of Classes Checklist

- Check Basic Data
 - Session
 - Section & Associated Class
 - Class Type
 - Campus & Location
 - Instruction Mode
 - Meetings (If Combined, do this last in CM>SOC>Schedule Class Meetings)
 - Facility ID
 - Standard Meeting Pattern
 - Instructor
 - Enrollment Cntrl
 - Class Status
 - Add Consent
 - Drop Consent
 - Requested Room Capacity
 - Enrollment Capacity
 - Notes
 - Note Nbr
 - Free Format Text
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- If Honors→ Check 1) Class Attributes, 2)Req. Des., & 3) Req. Group
 - If Combined→ Check 1) Combined Sec. Table & 2) Sched Class Meet.