Room & Course Scheduling (RCS)

BASIC CHECKLIST FOR SECTION REVIEW

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)
    - ❏ Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - ❏ Standard Meeting Pattern
    - ❏ Instructor
    - ❏ Room Characteristics
- ❏ Enrollment Cntrl
    - ❏ Class Status
    - ❏ Add Consent
    - ❏ Drop Consent
    - ❏ Requested Room Capacity
    - ❏ Enrollment Capacity
    - ❏ Waitlist
- ❏ Reserve Cap* *Optional - May leave tab blank*
    - ❏ Reserve Capacity
    - ❏ Reserve Capacity Sequence
    - ❏ Enrollment Total
    - ❏ Start Date
    - ❏ Requirement Group
    - ❏ Cap enroll
- ❏ Notes* *Optional - May leave tab blank*
    - ❏ Note Nbr
    - ❏ Free Format Text
- ❏ Additional Items* *Optional*
    - ❏ If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - ❏ If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.