

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, Leave empty for Centrally Scheduled Rooms)
 - 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.