



CLASS BUILD CHECKLIST

SSASECT Main Page

- Credit Units and Billing Hours have **NOT** been changed or check that they have been entered correctly (if building a new class). Tuition Waiver remains **unclicked** (unless told otherwise).
- Status marked **Active**
- Campus location correct
- Schedule type correct
- If night class, **N** entered in Session
- If open learning class, open learning dates (need to be updated every year) and rules are in effect
- Class is linked properly with link identifier present (if applicable)
- Class is cross-listed properly with code present (if applicable)
- VR/Web Avail is clicked. If Ghost section, Web/Avail is unclicked.
- Sections not currently offered, but may be offered in future years are marked Cancelled, the web/avail is unclicked, enrolment limit is set to 0, are unlinked and removed from cross list groups

SSASECT Meeting Times Page

- All meeting times correct
- If multi-term class, **ensure dates reflect only term in which you are working**
- Start times are on the hour or half hour. End times are 10 minutes prior to full or half hour (ie) 1250 not 1300
- Times entered in 24 hour clock
- Building and Room fields are blank unless your Department/College is responsible for the building and room space assignments for your area
- Where space is **NOT** required, enter NA for Building, and NO ROOM for Room
- Lab dates and times correct
- Under all linked LAB, TUT or SEM, sections, **0** (zero) is entered in Sess Cred

SSASECT Section Enrolment Information Page

- Review current reservations for accuracy
- Remove reservations that are no longer required (use delete reserved seats to easily remove all or record-remove to delete just one)
- Update reserved maximum numbers if required

SSADETL

- Link is in place (if needed).
- Degree Program Attributes are correct including ON/OFF campus attribute, TC code, audit allowed.
- All St. Thomas more sections have an STM Attribute

SSARRES

- All restrictions are in place for College, Major, Degree, etc
- When using reserved seating do not use the restrictions in SSARRES

SSASYLB

- Copy from course if values do not exist in the Long Title and Technical Requirements

