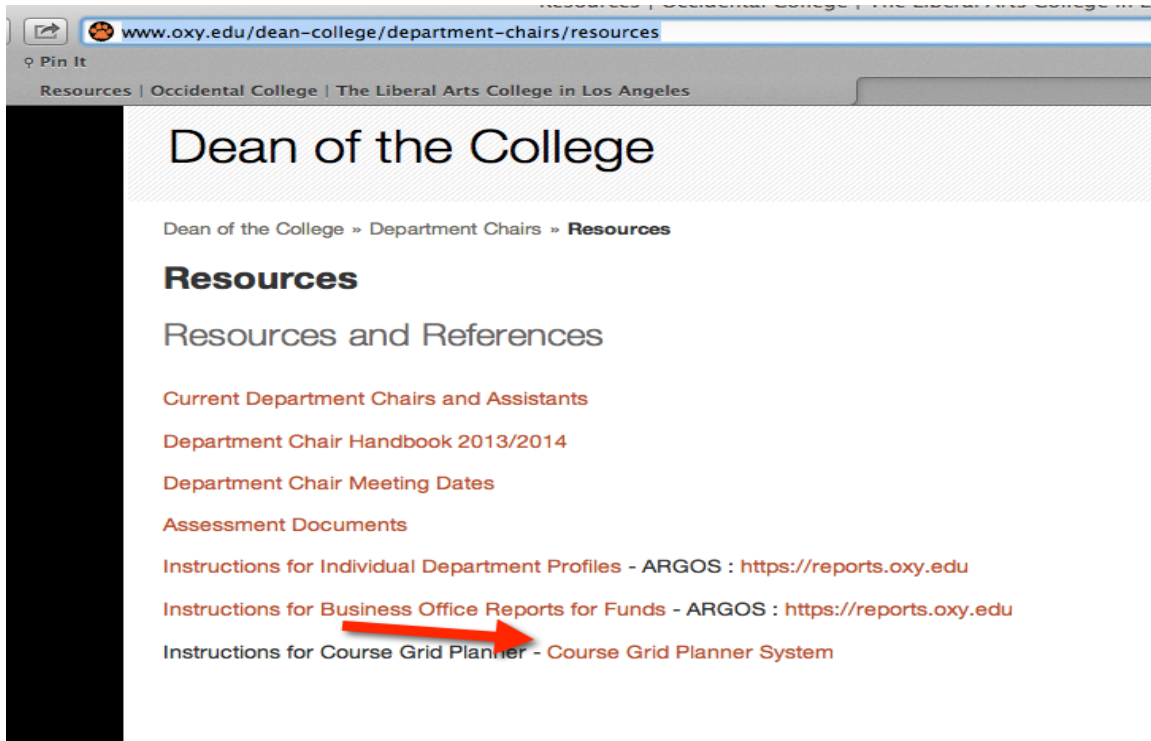


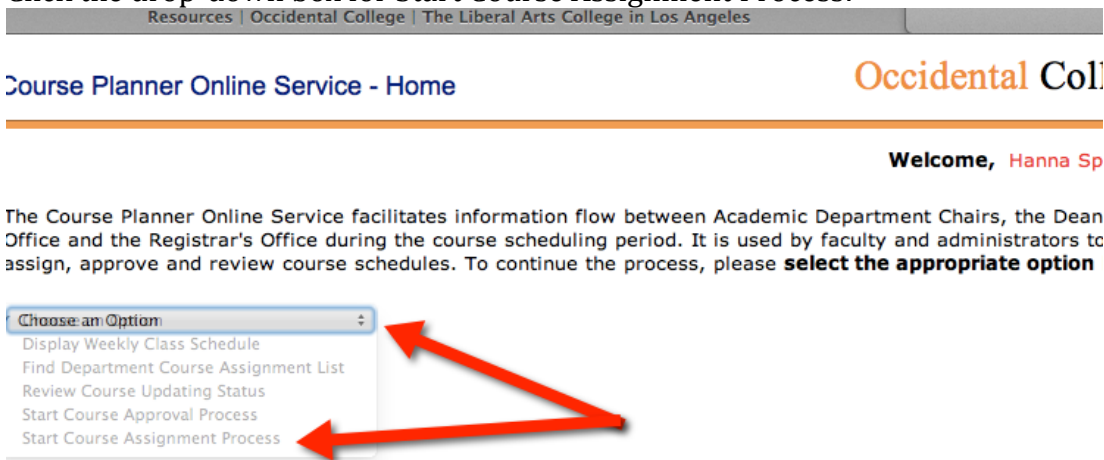
COURSE GRID PLANNER SYSTEM

Go to: <http://www.oxy.edu/dean-college/department-chairs/resources>



Sign in using your myOxy log-in and password:

Click the drop-down box for Start Course Assignment Process:



ADDING COURSES:

* Indicates a required field.

The screenshot shows the 'Course Assignment Form' with the following fields and callouts:

- 1**: * Semester (radio buttons for Fall and Spring)
- 2**: * Subject (dropdown menu)
- 3**: * Course (dropdown menu)
- 4**: Section (input field) and Cross-Listed? (checkbox)
- 5**: * Instructor (dropdown menu)
- 6**: * Course Schedule (dropdown menu)
- 7**: Enrollment Size (Max Seats: 20, Frosh Seats Reserved: 2, Transfer Seats Reserved: 2, Major Seats Reserved: 4)
- 8**: Comments (text area)
- 9**: Save Assignment and Reset Form buttons
- 10**: Get Assignment Detail button

Below the form, there are two summary tables:

Courses for Fall Semester

Name	Status	Courses	Unit	Crse Type	Schedule	Peak?	Assign Date	Comments
Snowden-Ifft, Daniel	TT	BIO 115 -Zoology	4	Lecture	R 0830-1125	N	8/23/2013 1:54:00 PM	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Courses for Spring Semester

- (1) Pick a Semester (fall or spring)
- (2) Pick the Subject Code within your department
- (3) Pick an approved course.
Note: IF the course is not listed, it has not been approved by APC. This must occur before you can add this to your grid
- (4) Section is an optional field;
Cross-listed is an optional field- please include the department the course is cross listed with.
- (5) Pick an instructor. If you have multiple, hold down the control or command button when selecting.
- (6) Pick an approved time. If it is NOT listed, please click on the irregular time option and put in the comments section, what time slots you are requesting.
- (7) Please put in Max Number of Seats.
Note: Reserved seats should be less than the total number of seats:
frosh seats + transfer + major < max enroll
- (8) Please write anything that is unique about this course.
- (9) Click Save Assignment OR to start over, reset form
- (10) You should see the saved assignment below in the summary table.
Please feel free to edit or delete as you wish.

EDITING COURSES:

Course Planner Online Service - Course Assignment Form

Occidental College

[Course Planner Home](#)

[Course count page](#)

Welcome, **Hanna Spinosa**

* Indicates a required field.

* Semester	<input checked="" type="radio"/> Fall <input type="radio"/> Spring
* Subject	Biology
* Course	Select a Course Section: <input type="checkbox"/> Cross-Listed? <input type="checkbox"/>
* Instructor	Rusmore, Margaret -TT Wedberg, Joel -NTT Eggleston, Dennis -TT Soldatenko, Adrian -TT Snowden-Ifft, Daniel -TT Slavov, Sita Nataraj -TT
* Course Schedule	R 8:30 am-11:25 am (Laboratory)
Enrollment Size	* Max Seats: 20 Frosh Seats Reserved: 2 Transfer Seats Reserved: 2 Major Seats Reserved: 4
Comments	
<input type="button" value="Update Assignment"/> <input type="button" value="Reset Form"/>	

Courses for Fall Semester

Name	Status	Courses	Unit	Crse Type	Schedule	Peak?	Assign Date	Comments
Snowden-Ifft, Daniel	TT	BIO 115 -Zoology	4	Lecture	R 0830-1125	N	8/23/2013 1:54:00 PM	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Courses for Spring Semester

- 1) Click the EDIT button
- 2) The screen above should allow for you to change the assignment. Once you make the adjustment (changing courses, titles, etc.) click the update assignment button.