COURSE GRID PLANNER SYSTEM

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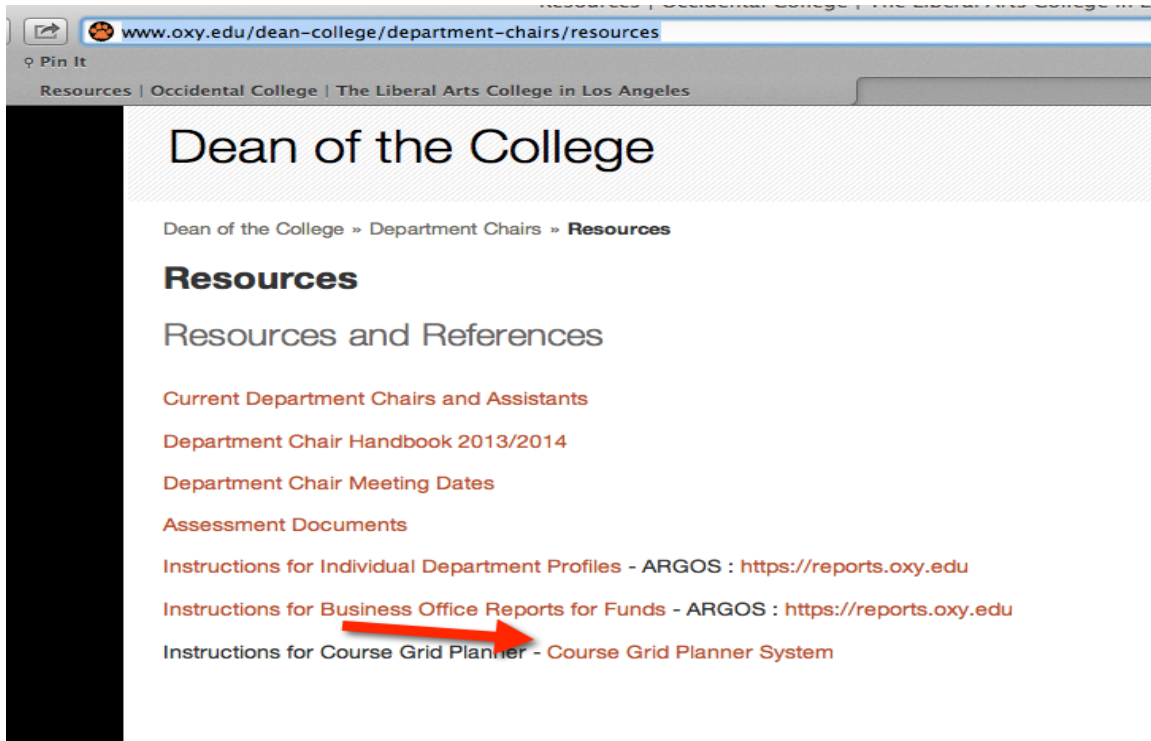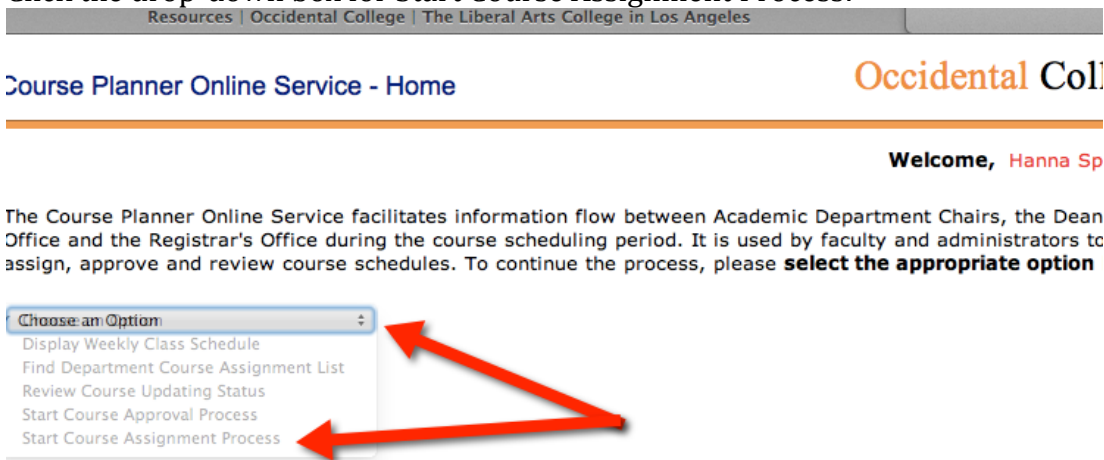

Sign in using your myOxy log-in and password:

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

ADDING COURSES:

(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:

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.