MASTER SCHEDULE FORM

Add a Course
Approve/Deny
Access for the DEPARTMENT CHAIRPERSONS will be via the Electronic Forms link on the dashboard. Click on Electronic Forms, then choose the form you wish to complete from the form links returned.

ALTERNATELY: Department Chairpersons may click on the MyHusky Full Site link and proceed by clicking on Work Center from your MyHusky home page and completing the steps that follow.
Access for the DEPARTMENT SECRETARY will be through the Work Center:

Click on Work Center from your MyHusky home page.

In the Master Schedule section click Add a Course
• Follow the numbered instructions on the eForm.
• Each field associated with the course will appear in succession after the prior one is populated beginning with Term.
• All fields are required.
• Sections already up for the course being added will display for your information to assist with populating the new class section.
Follow the instructions on the bulleted list under Meeting Pattern to populate the following information.

**YOU MUST USE THE LOOK UPS/DROP DOWNS. YOU CANNOT MANUALLY ENTER DATA IN FIELDS THAT HAVE A LOOK UP OR A DROP DOWN.**

- **Course Component** – look up will populate approved components for the course.
- **Instructor** – look up will populate with Faculty of the subject chosen on the form.
- **Facility** – (Room) look up will populate facility ID's and room descriptions.
- **Meeting Days – Times** – Populate Meeting Days and Times from the drop down menus.
  - **Non-Standard** - When non-standard is chosen for Meeting Days, specific days and times must be populated on the form by using the look up for the times and checking the box under the days.
Available modes of instruction:

Course Experience: Follow the instructions in the segment on the form:

- Enter the Instruction Mode by choosing one from the drop down.
  - If the mode of instruction is not IN PERSON the Asynchronously question will populate and must be answered.
- Course topics or any important information related the course can be manually entered in the text box.
- Enter enrollment capacity in the box.
- Choose yes or no from the dropdown to indicate if the course should be enable for waitlisting. If yes is chosen a waitlist capacity box will appear, enter the waitlist capacity here.
- Enter any applicable enrollment requirement group information in the box.
- Attach any necessary documentation.
- Add any additional comments by clicking the arrow to open the text box for comments.
- Click submit.
DEPARTMENT CHAIRPERSON - DEAN (only)
How to Approve a Master Schedule Form

Department Chairperson and Dean will have 2 options of accessing their eForms.

1. Go to MyHusky and click on “Worklist” in the upper right corner. This will open all eForms pending your approval.
2. Each time an eForm is submitted for your approval you will receive an email notification containing a link to the form requiring an action from you. First, you must be logged into MyHusky, then when you click on the link in the email the form will open.

** If the Department Chairperson is the submitter of the form they will receive an email notification and a worklist item to also approve the form they submitted.**