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.

Main Menu

PASSHE
Custom Objects of PASSHE
📁 Conversion Programs

GT eForms WorkCenter

Campus Community
Maintain bio/demo information about people and organizations, maintain 3C information.
▤ Student Services Center
📁 Campus Community BU Custom
📁 Personal Information
    4 More...

Records and Enrollment
Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.
📁 CUSTOM SR FOLDER
📁 Enroll Students
📁 Student Term Information
    6 More...

Student Financials
Maintain student accounts, payments and collections and calculate tuition.
📁 Tuition and Fees
▤ View Customer Accounts

Academic Advisement
Define rules for degree audit, create student exceptions.
📁 Student Advisement
📁 Academic Requirements

Set Up SACR
Define installation options, security, and product-related set up tables.
▤ User Defaults
📁 Common Definitions

Worklist
Maintain worklist settings and monitor worklist.
▤ Worklist
▤ Worklist Details

PeopleTools
Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.
📁 Lifecycle Tools
📁 Utilities
📁 Portal
    5 More...

Classic Home

My Dictionary
Add/delete words in personal spelling checker dictionary.

Access for the DEPARTMENT SECRETARY
will be through the Work Center:

Click on Work Center from your MyHusky home page.

Master Schedule

➕ **Add a Course**

☑️ **Evaluate Master Schedule Form**

🔄 **Update a SCHEDULE eForm**

➕ **Update/Cancel a Course**

❓ **View Master Schedule Form**

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.

CLASS INFORMATION FOR COURSE TO BE ADDED TO THE SCHEDULE OF CLASSES

First ◀ **1 of 1** ▶ Last

Term	Subject Area	Catalog Nbr	Class Section
1 2021 Spring	Biological Allied Health Sci	212	00

MEETING PATTERN - INSTRUCTOR - ROOM INFORMATION

- Choose the Course Component from the look up by clicking on the magnifying glass - only approved course components will be returned.
- Choose the Instructor from the look up by clicking on the magnifying glass- only instructors associated with the subject of the course will be returned.
  - TBA will be available if the instructor has not yet been determined.
- Choose the facility from the look up by clicking on the magnifying glass.
  - "Need Room" will be available if you do not wish to request a specific room or if there is a conflict with the room you wish to request.
- Choose the Meeting Days from the drop down.
  - When choosing By Appt the field for meeting times will not display.
  - When choosing Non-Standard you must check the boxes below each day the course will be taught.
- Choose the Meeting Times from the drop down.
  - When Standard Meeting pattern days are chosen standard meeting pattern times will be returned.
  - When Non-Standard Meeting days are chosen you must populate the start and end time of the course from the dropdowns.
    - If the Instructor has a conflict on the days/times -OR- if there is a room conflict for the facility requested on the form the Office of the Registrar will recycle the form back to you for updates. You will receive an email notification upon recycling of the form.

First ◀ **1 of 1** ▶ Last

Course Component	*Instructor ID	*Facility ID
1 Laboratory 🔍	🔍	🔍

First ◀ 1 of 1 ▶ Last

Name	*Facility ID	*Meeting Days	Meeting Times
1 🔍 TBA	HARTLN0135 🔍	▾	▾

By Appt
M
MW
MWF
Non-Standard
T
T-TH
TH
W

1 p.m. - 1:50 p.m.
10 a.m. - 10:50 a.m.
11 a.m. - 11:50 a.m.
12:30 p.m. - 1:20 p.m.
2 p.m. - 2:50 p.m.
8 a.m. - 8:50 a.m.
9 a.m. - 9:50 a.m.
9:30 a.m. - 10:20 a.m.
Noon - 12:50 p.m.

OURSE EXPERIENCE

Unless a selection is made in the Instruction Mode below it will be assumed that this course will be offer

First ◀ 1 of 1 ▶ Last

*Meeting Days	Start Time	End Time	M	T	W	R	F
1 Non-Standard ▾	🔍	🔍	☐	☐	☐	☐	☐

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

- <u>Course Component</u> – look up will populate approved components for the course.
- <u>Instructor</u> – look up will populate with Faculty of the subject chosen on the form.
- <u>Facility</u> – (Room) look up will populate facility ID's and room descriptions.
- <u>Meeting Days – Times</u> – Populate Meeting Days and Times from the drop down menus.
  - <u>Non-Standard-</u> 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.

COURSE EXPERIENCE

- Choose the Instruction Mode from the drop down. Only those modes of instruction the course is approved for will be returned.
- If "In Person" is not selected as the mode of instruction the Asynchronously question will display. This must be answered to continue with the form.
- Enter course topic or any notes or information necessary for the course in the "Course Topics/Notes" section. This is free text and must be entered manually.
- Enter enrollment capacity.
  - If the enrollment capacity exceeds that of the requested room you will be notified by the Office of the Registrar.
- Choose yes or no from the dropdown to indicate if the course should be enabled for waitlisting.
- Enter enrollment reuqirement group information if applicable.
- File Attachments may be used to submit any necessary documentation but is not required.
- Additional information can be entered by clicking the arrow next to "Comments". This will open the free text box and you may manually enter additional remarks.
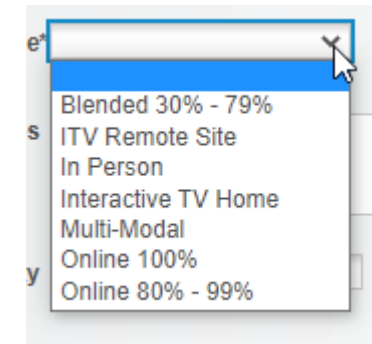
Instruction Mode*

Course Topic/Notes

Enrollment Capacity 0

Enrollment Requirement Group

Enable Waitlist* Yes   Waitlist Capacity

FILE ATTACHMENTS

Status	Action	Description	File Name	Delete
1	Upload			Delete

Add Row

COMMENTS

Submit   Previous

Authored by GIDEON TAYLOR   Close

Available modes of instruction:

e*
Blended 30% - 79%
ITV Remote Site
In Person
Interactive TV Home
Multi-Modal
Online 100%
Online 80% - 99%

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.
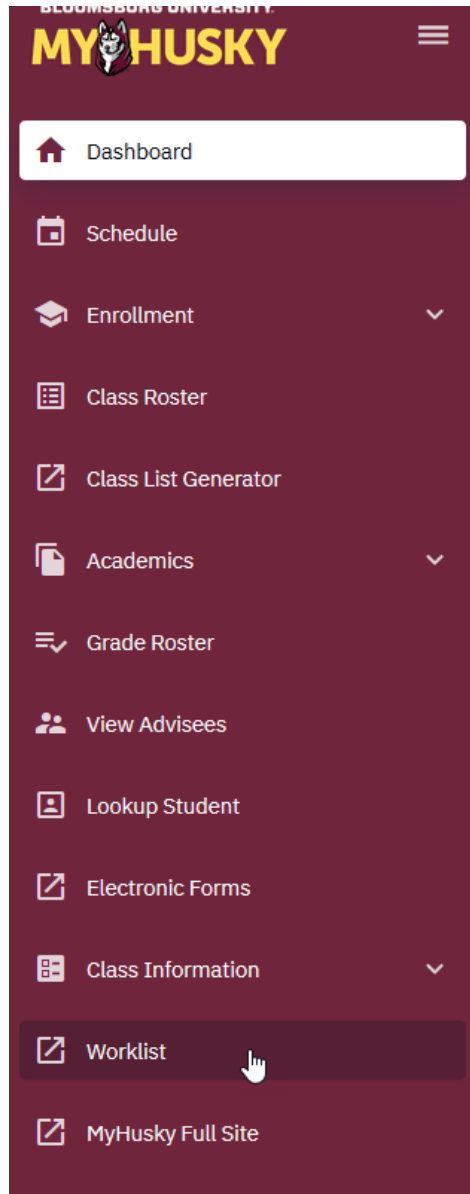- Click submit.

DEPARTMENT CHAIRPERSON - DEAN (only)
How to Approve a Master Schedule Form

BLOOMSBURG UNIVERSITY
MY HUSKY

≡

🏠 **Dashboard**

📅 Schedule

🎓 Enrollment ⌄

📋 Class Roster

🔗 Class List Generator

📑 Academics ⌄

≡✓ Grade Roster

👥 View Advisees

🆔 Lookup Student

🔗 Electronic Forms

▦ Class Information ⌄

🔗 Worklist

🔗 MyHusky Full Site

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.**