



ONLINE

SECTION SCHEDULER FOR ONLINE AND AOP CLASSES

Contents

General Introduction.....	1
Access.....	2
Application Usage	2
Application Overview.....	3
Finding Sections	3
Editing Existing Sections.....	4
Section Details.....	4
Meetings	5
Instructor Assignments	8
Submitting Edits	9
Deleting Sections	10
Adding Online or Accelerated Online Sections	10
Adding Meeting Lines to New Sections	13
Adding Instructor Assignments to New Sections.....	14
Submitting New Sections	14
Additional Considerations.....	15
Course Fees.....	15
Crosslists	15
Open Learning (OL) Classes.....	15
Online + Classroom (O+C) Classes.....	15

General Introduction

This Standard Operating Procedure (SOP) outlines the process for using UNM’s Section Scheduler application to schedule **Online** and **AOP** courses. Previously, Section Scheduler was exclusively used for in-person courses, but recent updates have expanded its functionality to accommodate online course scheduling.

The purpose of this SOP is to ensure users are familiar with the new capabilities and can effectively navigate the updated system to schedule Online and AOP sections. It includes step-by-step instructions for adding and removing courses, editing course details, and general guidelines.

This document is intended for administrative staff, academic coordinators, and other personnel responsible for course scheduling.

Access

To edit section details in the Section Scheduler application during each schedule build period, you will need permission from your Department Chair or College Dean and a specific Banner role linked to your NetID.

If you are new to your academic department, submit a Banner Authorization Request (BAR) for the **Department Scheduler 2** role: bar.unm.edu

Select the **Roles by Function** page at the top of the page. You'll find the Department Scheduler 2 role under **Student Catalog and Schedule Roles**. You will receive an email notification about the status of your request.

Application Usage

The Section Scheduler Application works on the following web browsers:

- Google Chrome v84
- Apple Safari v13
- Mozilla Firefox v79
- Microsoft Edge v86

This application **does NOT work** with the following web browser:

-  Internet Explorer 

To find the Section Scheduler Application, go to my.unm.edu and click **Login** in the upper right corner:



Login with your NetID and password and click **ENTER LOBOWEB**:



LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

ENTER LOBOWEB

Under **Department Forms** select **Section Scheduler**:

Student **Financial Aid** **Faculty & Advisors** **Employee** **Payment** **Department Forms**

Search

Department Forms

Banner Additional ID Search (GZAOIDQ)

This form allows you to use a NetID to find a Banner ID, or search for any other additional ID stored in Banner and visible on the Additional IDs tab on SPAIDEN/PPAIDEN

Student Residency Requirement Status

View Residency Requirement and Admissions status for incoming Main Campus undergraduate freshmen



[Section Scheduler](#)

For department schedulers to create and modify classes meeting times, and assign instructors. (SZASECT)

Application Overview

Finding Sections

From the Section list, you can use any combination of fields to search for sections in the current schedule build term.

Section list

Term Code

Search Here

Campus

Search Here

College

Search Here

CRN

Search Here

Subject Code

Search Here

Course Number

Search Here

Section Number

Search Here

Title

Search Here

Instructional Method

Search Here

Part of Term

Search Here

Person Search

Clear Fields

BannerID - First Name - Last Name - NetID

For Online and AOP sections, select **EA – Online & ITV** under Campus.

Campus

EA - Online & ITV

For Online Sections, select **ONL – Online** under Instructional Method.

Instructional Method

ONL - Online

For AOP sections, select **MOPS – Accelerated Online Programs** under Instructional Method.

Instructional Method

MOPS - Accelerated Online Programs

You can use any combination of the other fields to narrow your search.

Once you find the desired section, you can choose to either **Edit** or **Delete** it.

IMPORTANT: Please remember to only edit or delete sections within your department(s).

Editing Existing Sections

Click **Edit** to change a section's details, including part of term, meetings, instructor assignments, etc.

Action	CRN	Subject	Course	Section	Title	Campus	Part of Term	Capacity
Edit Delete	79779	ARBC	375	123	T: Arabian Nights	EA	1	20

IMPORTANT: If **instructor**, **part of term**, **meetings**, or **credit hours** are edited in a section that is part of a crosslist group, the changes will apply to all other sections in that group. To make the previously mentioned changes within a crosslist group, **edit only one section**. This will automatically apply the changes to all sections within the group. For other items, such as special approval, you will need to edit each individual section. Please remember to only edit sections within a crosslist group if your department is the Home Group for the crosslist.

Section Details

Click **Edit**.

Action	CRN	Subject	Course	Section	Title	Campus	Part of Term	Capacity
Edit Delete	79779	ARBC	375	123	T: Arabian Nights	EA	1	20

You will be able to see the section's current details.

View Section

Fall 2024

Arabic-375 : T: Arabic Lit & Cltr in Trans

Section Title: T: Arabian Nights

Term:	202480	Waitlist Maximum:	0	Part of Term:	1
CRN:	79779	Capacity:	20	Duration:	none
Subject:	ARBC	Credit Hours:	3	Duration Unit:	none
Course Num.:	375	Lecture Hours:	3	Schedule Type:	TP
Section:	123	Contact Hours:	3	Grade Mode:	none
Instructional Method:	ONL	Lab Hours:	none	Special Approval:	none
Campus:	EA	Billing Hours:	3	Status:	A

Pterm Start:	Aug 19, 2024	Pterm End:	Dec 14, 2024
First Registration:	none	Last Registration:	none
Registration From:	none	Registration To:	none

[Edit Section Details](#)

Click **Edit Section Details** to change the section number, variable title (if applicable), schedule type, special approval, part of term, or capacity for the section.

[Edit Section Details](#)

Request Edit of Online Section

Term: 202480 CRN: 79779 Subject: ARBC Course: 375

Section Number	<input type="text" value="123"/>
Course Title	<input type="text" value="T: Arabic Lit & Cltr in Trans"/>
Section Title	<input type="text" value="T: Arabian Nights"/>
Campus	<input type="text" value="EA"/>
Schedule Type	<input type="text" value="TP - Topics"/>
Instructional Method	<input type="radio"/> MOPS - Accelerated Online Programs <input checked="" type="radio"/> ONL - Online
Special Approval	<input type="text"/>
Part of Term Code	<input type="text" value="1 - Full Term"/>
<small>Warning: Changing Part of Term will remove all existing meeting times and assignments from the section.</small>	
Capacity	<input type="text" value="20"/>
RNAP	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will have In-person Crosslist	<input type="radio"/> Yes <input checked="" type="radio"/> No
Notes to Scheduling	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel Edit"/>	

When your changes have been entered, click **Submit**.

IMPORTANT: Changing the part-of-term will automatically delete the existing meeting line, as it will contain incorrect dates. To proceed, you must add a new meeting line with the correct dates.

Meetings

Click **Edit** to edit an existing section's meeting lines.

Action	CRN	Subject	Course	Section	Title	Campus	Part of Term	Capacity
Edit Delete	79779	ARBC	375	123	T: Arabian Nights	EA	1	20

If you need to change the days and/or times of a scheduled meeting, click **Edit** on the existing meeting line.

Meeting Times

Action:	Meeting Type	Start Date	End Date	days	Begin	End	Building	Room	Credit Hr	Override
Edit Delete	ONLN	Oct 16, 2006	Dec 16, 2006	Tue	1200	1300	ONLINE	UNM CANVAS	3	

Edit the 'Begin Time', 'End Time', and 'Days', as needed.

Begin Time 🕒

End Time 🕒

Days Mon Tue Wed Thu Fri Sat Sun

IMPORTANT: To switch from having no scheduled meetings to recurring online meetings (or vice versa), delete the existing meeting line and add the new meeting line with the desired type.

Meeting Times

Action:	Meeting Type	Start Date	End Date	days	Begin	End	Building	Room	Credit Hr	Override
Edit Delete	ARRO	Aug 22, 2005	Dec 17, 2005				ONLINE	UNM CANVAS	3	

After clicking **Delete** on the existing meeting line, the line will be highlighted red. Click **Add Meeting** to add the new meeting line with the desired type.

Meeting Times

Action:	Meeting Type	Start Date	End Date	days	Begin	End	Building	Room	Credit Hr	Override
Cancel Request	ARRO	Aug 22, 2005	Dec 17, 2005				ONLINE	UNM CANVAS	3	
Add Meeting										

Asynchronous

Asynchronous is the most used type of instruction for Online and AOP classes at UNM. An example of an asynchronous meeting line is in the screenshot below.

- Select **ARRO – Online MAX Arranged** for the 'Meeting Type'.
- Do not enter anything for the 'Begin Time', 'End Time', or 'Days'. The 'Start Date' and 'End Date' for ARRO meeting lines are set by default to the start and end dates of the part of term you have selected; do not edit these dates.

- **IMPORTANT:** You must also select **ONLINE – Online MAX** for the ‘Building’ and **UNM CANVAS – UNM Canvas – ONLINE** for the ‘Room’. The system will not accept the meeting line without this Building and Room combination.

Click **Submit**.

Synchronous Online Meetings (Recurring)

An example of recurring (weekly, twice per week, etc.) online meetings is in the screenshot below. To schedule online meetings that only occur occasionally, see [here](#).

- Select **ONLN – Online** for the ‘Meeting Type’.
- By default, the ‘Start Date’ and ‘End Date’ will match the start and end date of the part of term you have selected for the class section. For meetings that recur *every week* of the class, leave ‘Start Date’ and ‘End Date’ as is. There is no need to edit these fields.
- Enter the ‘Begin Time’, ‘End Time’, and ‘Days’ for the recurring meetings.
- **IMPORTANT:** You must also select **ONLINE – Online MAX** for the ‘Building’ and **UNM CANVAS – UNM Canvas – ONLINE** for the ‘Room’. The system will not accept the meeting line without this Building and Room combination.

Click **Submit**.

Class with a Few Scheduled Meetings

A small number of online classes require students to be available on a few set dates/times per term. These occasional, scheduled meetings are often used for orientation, synchronous exams, or student presentations.

To schedule an online course with a few meeting dates:

First, you must ensure the section has an asynchronous meeting line (see instructions for [Asynchronous, above](#)) or a [recurring online meeting](#) line. This meeting line indicates how most of the instruction will take place (outside of the infrequent meetings).

Then, select **Add Meeting** to add one or more meeting lines for the occasional meetings:

OCCASIONAL SYNCHRONOUS ONLINE MEETINGS

- Select Meeting Type = **ONLN**
- Select the correct 'Start Date' and 'End Date' for the meeting line (typically, the start and end date will be the same date). You may need to add multiple meeting lines to accurately reflect all the dates students must be available.
- Enter the 'Begin Time', 'End Time', and 'Days' for the meeting.
- Select ONLINE building and UNM CANVAS room.
- Click Submit to add the meeting line to the request.

Repeat this process to add additional virtual meeting lines, if needed.

IN-PERSON/ON-CAMPUS MEETINGS

Online classes are limited to three in-person meetings per 16-week term. Section Scheduler allows a maximum of three in-person meeting lines per online section. Each line indicates one meeting date.

- Select Meeting Type = **F2FP**
- Select the correct 'Start Date' for the meeting. The 'End Date' for the meeting must match this date.
- Enter the 'Begin Time', 'End Time', and 'Days' for the meeting.
- Complete the Building and Room fields, as appropriate.
- Click Submit to add the meeting line to the request.

You may repeat this process to add up to two additional in-person meeting lines per section.

Instructor Assignments

Click **Edit** to edit an existing section's instructor assignments.

Action	CRN	Subject	Course	Section	Title	Campus	Part of Term	Capacity
Edit Delete	79808	CHEM	1105	123	Preparation College Chemistry	EA	1H	20

To remove the current instructor, click **Delete** next to the instructor's info under 'Assignments.'

Assignments

Action:	Banner ID	NetID	First Name	Last Name	Percent Responsibility	Primary Indicator
Delete	100012472	EZRAD	Ezra	Depperman	100	Y

After clicking **Delete** on the existing instructor, the line will be highlighted red. Click **Add Assignment** to add the new instructor.

Assignments

Action:	Banner ID	NetID	First Name	Last Name	Percent Responsibility	Primary Indicator
Cancel Request	100012472	EZRAD	Ezra	Depperman	100	Y
Add Assignment						

Use the 'Person Search' field to locate/select the instructor using their name or Banner ID.

Enter the 'Percent Responsibility'.

For primary instructors, select **Yes** for 'Primary Indicator'. For secondary instructors, select **No**.

Add Instructor Assignments

Term: 202480 **CRN:** ADD1b

Person Search
BannerID - First Name - Last Name - NetID

Percent Responsibility

Primary Indicator Yes No

Click **Submit**.

Submitting Edits

When all your desired changes have been entered, click **Submit Request** at the very bottom of the screen.



IMPORTANT: Clicking **Submit Request** will route the request to UNM Online's Scheduling Coordinator for review and approval. Upon approval by UNM Online, the requested change(s) will be made in Banner. If you are simply updating the capacity or instructor assignments, the update will be immediate.

Unsubmitted Requests

If you exit the request page without clicking 'Submit Request', the request will be saved as a draft. You can continue editing it later. To find your drafts, click **Online Requests** at the bottom of the home screen.

Online Requests

Click **Filter results** to expand the dropdown menu. Select Unsubmitted for the 'Request Status' and choose your own name/Net ID for the 'Requestor.' You can use any combination of the other fields to narrow your search.

The screenshot shows a 'Filter results' dropdown menu with the following options:

- Term:** Fall 2024, MD & PHARMD Fall 2024
- CRN:** [Empty text box]
- Subject:** [Empty text box]
- Course:** [Empty text box]
- Part of Term:** 1 1H 2H M04 LAW
- RNAP:** No Yes
- Request Status:** New Unsubmitted Approved Denied Canceled
- Request Type:** Add Update Delete
- Requestor:** emma
- Instructional Method:** Online AOP

Click **View** next to the section to continue editing your draft and submit the request when complete.

Deleting Sections

To delete a section, click **Delete**.

Edit	Delete	79776	STAT	561	123	Probability	EA	1	5
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A warning message will appear. Click **OK** to proceed with the deletion.

The dialog box contains the text: "business.unm.edu says Are you sure you want to remove the section?" and has two buttons: **OK** and **Cancel**.

IMPORTANT: Please remember to only delete sections within a crosslist group if your department is the Home Group for the crosslist.

Adding Online or Accelerated Online Sections

Click **New** to add a section.

Section list

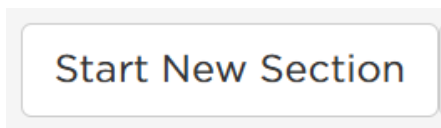
Term Code <input type="text" value="Search Here"/>	Campus <input type="text" value="Search Here"/>	College <input type="text" value="Search Here"/>
CRN <input type="text" value="Search Here"/>	Subject Code <input type="text" value="Search Here"/>	Course Number <input type="text" value="Search Here"/>
Section Number <input type="text" value="Search Here"/>	Title <input type="text" value="Search Here"/>	Instructional Method <input type="text" value="Search Here"/>
Part of Term <input type="text" value="Search Here"/>	Person Search <input type="text"/> <small>BannerID - First Name - Last Name - NetID</small>	<input type="button" value="Clear Fields"/>



Enter the **Term Code** (the only term code available will be for the current schedule build's semester), **Subject Code**, and **Course Number**. Select **Online and AOP (EA Campus)** for the 'Section Type'.

Term Code	<input type="text" value="202480 - Fall 2024"/>
Subject Code	<input type="text" value="ENGL - English"/>
Course Number	<input type="text" value="352 - Early Shakespeare"/>
Section Type	<input type="radio"/> In-person (ABQ Campus) <input checked="" type="radio"/> Online and AOP (EA Campus)
	<input type="button" value="Start New Section"/> <input type="button" value="Cancel New"/>

Click **Start New Section** when all the details are correct.



Enter the new section's details.

Term: 202480

Subject: ENGL

Course: 352

Section Number	<input type="text"/>
Course Title	Early Shakespeare
Campus	EA - Online & ITV
Schedule Type	LC - Lecture
Instructional Method	<input type="radio"/> MOPS - Accelerated Online Programs <input type="radio"/> ONL - Online
Special Approval	<input type="text"/>
Part of Term Code	1 - Full Term
Capacity	<input type="text"/>
RNAP	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will have In-person Crosslist	<input type="radio"/> Yes <input checked="" type="radio"/> No
Notes to Scheduling	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel New"/>

• Section Number:	Enter a unique three-digit number between 001-199.
• Course Title:	This field will be automatically set and noneditable based on your selections from the previous screen. For variable title classes, you will enter a title in the 'Section Title' field .
• Campus:	This field will be automatically set and noneditable based on your selections from the previous screen.
• Schedule Type:	Select an available option from the dropdown menu.
• Instructional Method:	Select ONL for regular online courses and MOPS for AOP (Accelerated Online) courses.
• Special Approval:	if the class section should require special approval for students to register, select an available option from the dropdown menu.
• Part of Term Code:	Select an available option from the dropdown menu. Please note that Open Learning (OL) classes are not scheduled using Section Scheduler. Please do not select INT – changes to intercession sections are not made during the schedule build period
• Capacity:	Enter a number for the section capacity.
• RNAP:	This applies ONLY to College of Nursing courses. Select 'Yes' if the section will be an RNAP class.
• Will have in-person Crosslist:	Select 'Yes' if the section will be crosslisted with one or more <i>in-person, on-campus</i> sections. Please note that selecting 'Yes' does not crosslist the class in Banner; it simply notifies UNM Online of your intention to crosslist it.
• Notes to Scheduling:	Enter any additional notes to UNM Online's Scheduling Coordinator in this field, such as questions, comments, clarification, etc. You may use this field to notify UNM Online of any intended crosslists, previous course numbers, etc.

Variable Titles

If the class you are adding has a variable title, you will see an additional field for 'Section Title'. Enter the section's title in this field. The title should be no more than 30 characters, and must begin with "T:", "ST:", "Adv T:", or "W:" as indicated by the catalog title. Remember, the space after the colon is required and counts as a character. For more information on variable titles and their rules, see the [Section Titles Job Aid](#) at the end of this document.


Add Section

Term: 202480 **Subject:** ARBC **Course:** 375

Section Number	<input type="text"/>
Course Title	T: Arabic Lit & Cltr in Trans
 Section Title	<input type="text"/>
Campus	EA - Online & ITV

Variable Credit Hours

If the class you are adding has variable credit hours, you will see an additional field for 'Credit Hours'. Enter the set credit hours in this field. Or, leave this field blank to leave the credit hours as variable.

Part of Term Code	1 - Full Term
Capacity	<input type="text"/>
 Credit Hours	<input type="text"/>

Valid values 1 to 6. Or leave blank for variable term

Once you have entered all the section's details, click **Submit**.

IMPORTANT: Clicking **Submit** does not finalize your request. You must complete the next, final screen to successfully submit your new section request.

Adding Meeting Lines to New Sections

IMPORTANT: All Online and AOP sections added in Section Scheduler **MUST** include at least one meeting line, even for asynchronous classes. The system will not allow submission of a new class without at least one meeting line. Any required class meetings, either virtual or in-person, must be scheduled in Banner.

To add a meeting line, click **Add Meeting**.

Meeting Times

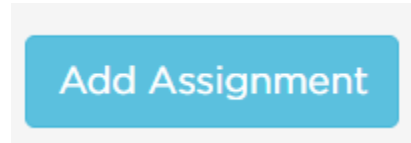
Action:	Meeting Type	Start Date	End Date	days	Begin	End	Building	Room	Credit Hr	Override
<input type="button" value="Add Meeting"/>										

For detailed descriptions of the approved meeting lines and step-by-step instructions for adding them, see the 'Meetings' section beginning on page 5.

Adding Instructor Assignments to New Sections

Instructor assignments are not required to submit new sections in Section Scheduler.

To add instructor assignments, click **Add Assignment**.



Use the 'Person Search' field to locate/select the instructor using their name or Banner ID.

Enter the 'Percent Responsibility'.

For primary instructors, select **Yes** for 'Primary Indicator'. For secondary instructors, select **No**.

Add Instructor Assignments

Term: 202480 **CRN:** ADD1b

Person Search	<input type="text" value="101375822 - Andrea - Polli - APOLLI"/> <small>BannerID - First Name - Last Name - NetID</small>
Percent Responsibility	<input type="text" value="100"/>
Primary Indicator	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Click **Submit**.

Submitting New Sections

After you have entered the new section's details, meeting line(s), and instructor(s), click **Submit Request** to submit the new section request.



IMPORTANT: Clicking **Submit Request** will route the request to UNM Online's Scheduling Coordinator for review and approval. Upon approval by UNM Online, the section will be added to the schedule in Banner.

If you exit the request page without clicking 'Submit Request', the request will be saved as a draft. Please see the '[Unsubmitted Requests](#)' section of this document for more information.

Additional Considerations

Course Fees

Section Scheduler does not support adding course fees. To include new Online and/or AOP course fees, add them to your Course Fee Scheduling Worksheet. Once completed, submit it to the main Scheduling Office at schedule@unm.edu.

For the Course Fee Scheduling Worksheet, refer to communications from the main Scheduling Office.

Crosslists

Section Scheduler does not support adding crosslists. To include new Online and/or AOP crosslists (within the same department—interdepartmental crosslists still require a [crosslist form](#)) add them to your Crosslist Scheduling Worksheet. Once completed, submit it to the main Scheduling Office at schedule@unm.edu.

For the Crosslist Scheduling Worksheet, refer to communications from the main Scheduling Office.

Open Learning (OL) Classes

Open Learning (OL) classes in Section Scheduler are view only. To make scheduling changes to OL classes, note your changes on an Online DESR and submit to Online Scheduling at onlinescheduling@unm.edu.

Instructions for preparing an Online DESR are available [here](#).

Online + Classroom (O+C) Classes

Online + Classroom (O+C) classes in Section Scheduler are view only. To make scheduling changes to O+C classes, note your changes on an Online Department Enrollment Status Report (DESR) and submit to Online Scheduling at onlinescheduling@unm.edu.

Instructions for preparing an Online DESR are available [here](#).

Section Titles Job Aid

ENTERING TITLES FOR TOPICS, SPECIAL TOPICS, SEMINARS, AND WORKSHOPS

The **short title** may be no more than **30 characters including spaces**.

Use **upper/lower cases** to enter short titles, this field is case sensitive.

Topics	Use T: followed by the section specific short title
Special Topics	Use ST: followed by the section specific short title
Seminar	Use Sem: followed by the section specific short title
Workshop	Use W: followed by the section specific short title
Selected Topics	Use Sel T: followed by the section specific short title
Advanced Topics	Use Adv T: followed by the section specific short title

- Single-space after the colon.

Date ranges are entered without spaces before and after the hyphen, e.g., 1776-1865

Capitalize:

Both words of Hyphenated elements, e.g., Thermal-Hydraulics, Indo-European.

All words in a section specific course title **except:**

a at for in of over up
an but from into on the upon
and by if nor or to with
as