

## Modifying an Existing Section

1. Select the instance (term) you want to view.

Maggie Bodyfelt Log Out

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**Spring 2021: Available 9/1/20**  
 The Spring 2021 schedule will be available for edits beginning on Tuesday, 9/1/20. The Plan Phase will run 9/1-9/15. All initial schedule changes must be completed by 9/15 to ensure proper room assignments.

**Fall 2020: Registration Phase**  
 Students are now able to register for classes for the **Fall 2020** semester during this phase. Schedulers may continue to make minor changes to their courses but the changes may be restricted or need Department Head approval .

To report any problems, please email [academic\\_scheduling@coloradomesa.edu](mailto:academic_scheduling@coloradomesa.edu) and include the CRN, Subject/Course, and description of the problem. If possible, please provide a screenshot (use the Snipping Tool app on your computer or use the shortcut: Windows logo key + Shift + S).

Historical	Current	Future
15/16 Academic Year Fall 2015 Spring 2016 (Includes J-Term)	18/19 Academic Year Summer 2018 Fall 2018 Spring 2019 (Includes J-Term)	20/21 Academic Year Summer 2020
16/17 Academic Year Summer 2016 Fall 2016 Spring 2017 (Includes J-Term)	19/20 Academic Year Summer 2019 Fall 2019 Spring 2020 (Includes J-Term)	20/21 Academic Year Fall 2020 Spring 2021 (Includes J-Term)
17/18 Academic Year Summer 2017 Fall 2017 Spring 2018 (Includes J-Term)		

2. Double click on the scheduling unit you'd like to view.

ID	Name	Courses	Sections
art	Art	92	123
biol	Biological Sciences	57	190
busi	Business	95	190
enr	Computer Sci and Engineering	57	89
deved	Developmental Education	6	92
dist	Distance Education	1	47
essl	Essential Learning	1	27
hsci	Health Sciences	114	296
kine	Kinesiology	113	250
llmc	Languages, Lit & Mass Comm	98	246
math	Math and Statistics	42	125

3. Double-click on a course to view all currently scheduled sections.

> MATH 101 – Review in Mathematics
MATH 105 – Elements of Mathematics I
MATH 110 – College Mathematics-GTMA1
MATH 113 – College Algebra-GTMA1
MATH 119 – Precalculus Mathematics-GTMA1
MATH 121 – Calculus for Business
MATH 130 – Trigonometry

4. Double click on the specific section that you want to modify.

> MATH 105 – Elements of Mathematics I				
001	A	B	(700)	Does Not Meet
002	A	S	(700)	MWF 1pm-1:50pm
003	A	S	(7002)	MWF 9am-9:50am

5. On the Edit Section screen, make any necessary edits and then click “Save Section” in the lower right-hand corner.

**Edit Section – MATH 105-002: Elements of Mathematics I (CRN: 20355; CLSS ID: 355)**

**Section Information**

Title/Topic	Elements of Mathematics I (Default Valu...	Part of Term	Full Term - 1 (8/17/20 to 12/10/20)
Section #	002	Campus	Main Campus
Credit Hrs	3	Delivery	Classroom Based
Status	Active	Schedule Print	Yes
Permission	(None Assigned)	Instr. Activity	Lecture
Session	Day Session	Cross-list With	Select section...

Restrictions: [Field of Study - Major](#)

**Section Attributes** [Edit](#)

Online

**Instructor** [Edit](#) **Room** **Schedule**

S (700) WEB - WEB (50) MWF 1pm-1:50pm

**Enrollment** 17 current, 25 prior **Section Notes** [Edit](#)

Maximum 25 Waitlist 25

**Comments**

5/31/2020 - Changing to online with meeting times due to COVID -19.

Bridge Tools Cancel **Save Section**

6. Review any Errors, Warnings, or Workflows and click “Start Workflow” or “Save As-Is” (button displayed will depend on whether or not there are any workflows or errors). If there are any Errors, you must resolve them before you can save your changes.

**Validation Details**

- The section data you have provided can be saved, but will require approval. You can submit this section for approval by clicking the Start Workflow button below.
- Workflow required for changes to schedule after enrollment. Your request to change the meeting schedule after students are enrolled will first be routed to the Registrar's Office for review and processing. It is the department's responsibility to notify enrolled students of the new meeting schedule.
- Room Conflict. The selected room is double-booked with another section. Please review the assigned room for accuracy. If submitted as-is, your request will be routed to the Registrar's Office for review and approval.
- Session does not match Meeting Pattern. Session should align with selected Meeting Pattern. Day Session is for courses with end time at or before 5:30 p.m. on Monday-Friday. Evening Session is for sections with end time after 5:30 p.m. on Monday-Thursday. Weekend Session is for sections on Saturday, Sunday, or Friday evenings. Other Session is for all other sections (including Does Not Meet and Web courses).

Close **Start Workflow**