CLASS BUILD CHECKLIST

SSASECT Main Page
- Credit Units and Billing Hours have NOT been changed. Tuition Waiver remains unclicked (unless told otherwise).
- Status marked Active
- Campus location correct
- Schedule type correct
- If night class, N entered in Session
- If open learning class, open learning dates and rules are in effect
- Class is linked properly with link identifier present (if applicable)
- Class is cross-listed properly with code present (if applicable)
- VR/Web Avail is clicked. If Ghost section, Web/Avail is unclicked.
- Sections meant for Roll Over purposes are marked Cancelled, the web/avail is unclicked, enrolment limit is set to 0

SSASECT Meeting Times Page
- All meeting times correct
- If multiterm class, ensure dates reflect only term in which you are working
- End times are 10 minutes prior to full or half hour (ie) 1250 not 1300
- Times entered in 24 hour clock
- Rooms and buildings are correct. If entering a room request, both room & building are entered (only applicable to those who have scheduling priority).
- Lab dates and times correct
- Under all linked LAB, TUT or SEM, sections, 0 (zero) is entered in Sess Cred

SSADETL
- Link is in place
- Degree Program Attributes are correct including ON/OFF campus attribute, TC code, audit allowed.
- All St. Thomas more sections have an STM Attribute

SSARRES
- All restrictions are in place for College, Major, Degree, etc