

Change or Add Meeting Pattern

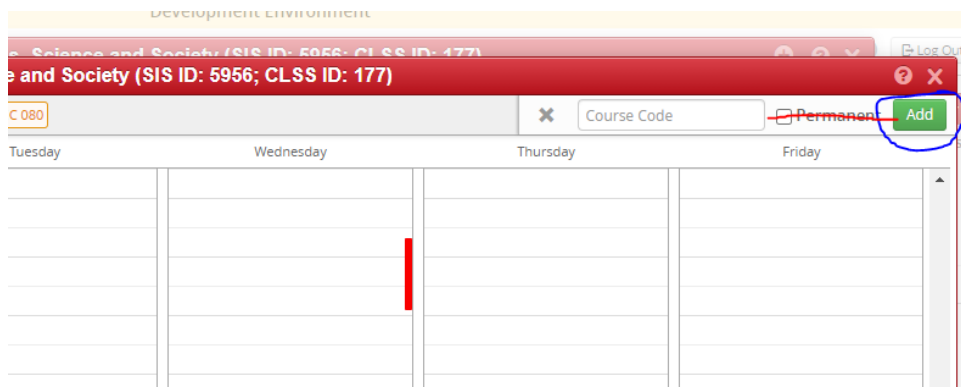
1. Open or create section
2. Click on the link under Schedule (either Does Not Meet, or a meeting pattern)

The screenshot shows the 'Course Attributes' section with a blue pencil icon. Below it, the 'Schedule' section is highlighted in yellow. It features a dropdown menu with a calendar icon and the text 'Does Not Meet'. Below the 'Schedule' section is the 'Combined Enrollment' section, which includes 'Maximum' (300) and 'Wait Cap' (60) input fields. At the bottom, there is an 'Internal Comments' section with a blue pencil icon.

3. From the Patterns drop down, choose a specific meeting pattern type. Click in the calendar to select the start and end time you would like to use.

The screenshot shows the 'Scheduling' interface for 'ANFS 101-010: Animals, Science and Society (SIS ID: 5956; CLSS ID: 177)'. The interface includes a 'Days' dropdown, a 'Patterns' dropdown with 'ANFS 101-010 LEC' and 'LEC 080' selected, and a calendar grid. The calendar grid shows days from Monday to Friday and times from 8am to 8pm. A red vertical bar is visible on Monday at 9am and 1pm. An orange box highlights a meeting time on Monday from 2pm to 4pm, labeled 'ANFS 101-080 LEC'. At the bottom right, there are 'Cancel' and 'Accept' buttons, with the 'Accept' button circled in blue.

4. Click the (+) in the upper right corner to compare a schedule to other courses. DO NOT CHECK PERMANENT; this will create an irreversible pairing of courses in your snapper. Click Add to see an overlay of the meeting times of the other class with the one you are scheduling.



5. Click Accept to save the meeting pattern and return to section edits.
6. For sections that are Online-Asynchronous, set up the following in the scheduling window:
 - a. Campus: Newark (Online)
 - b. Instruction Mode: Online
 - c. Meeting Pattern: Does Not Meet
 - d. Room: Online Course
7. For Sections that are In Person with no meeting pattern (IND, RSC, PRC, etc.), set up the following in the scheduling window:
 - a. Campus: Newark (Main Campus)
 - b. Instruction Mode: In Person
 - c. Meeting Pattern: Does Not Meet
 - d. Room: No Room Needed