Transfer Time and Location information to different section

MAUI Workflow Reference

A) Procedures to transfer Time/Location information from a (soon to be) CANCELED section to a NEW section *(ZERO student enrollment in canceled section)*
(e.g., 001 to SCA or 001 to 002)

1. The academic department should change the registration status on the course to be canceled to "pending."
2. Create a new section and save. Indicate desired class meeting time and day of week on Time/Location screen.
3. To increase the likelihood of retaining the same classroom assignment* from the section to be canceled, enter the following information from the canceled section in the "Room Preferences" field indicating desire to reclaim the same classroom:
   - Department
   - Course
   - Section
   - Room
   - Building
4. Submit to workflow.
5. Once the process is complete, the section will be deleted by the Registrar's Office.

B) Procedures to transfer Time/Location information from a (soon to be) CANCELED section to a NEW section *(Students enrolled in canceled section)*
(e.g., 001 to SCA or 001 to 002)

1. The academic department should change the registration status on the course to be canceled to "pending."
2. Send an email to reg-maui-support@uiowa.edu requesting students be dropped or moved to another section.
3. The academic department is required to notify students of this action.
4. Create a new section and save. Indicate desired class meeting time and day of week on the Time/Location screen.
5. To increase the likelihood of retaining the same classroom assignment* from the section to be canceled, enter the following information from the canceled section in the "Room Preferences" field indicating desire to reclaim the same classroom:
   - Department
   - Course
   - Section
   - Room
   - Building
6. Submit to workflow.
7. Once the process is complete, the section will be deleted by the Registrar's Office.

C) Procedures to transfer Time/Location information from a (soon to be) CANCELED section to an EXISTING section *(ZERO student enrollment in canceled section)*

1. The academic department should change registration status on both sections "pending."
2. The academic department is required to notify the students of this action.
3. Identify existing course for relocation and modify Time/Location fields to generate workflow form.
4. To increase the likelihood of retaining the same room assignment* from the section to be canceled, enter the following information from the canceled section in the "Reason for Change" box indicating desire to reclaim the same classroom:
   - Department
   - Course
   - Section
   - Room
   - Building
5. Submit to workflow.
6. Once the process is complete, the registration status will be deleted by the Registrar's Office.

D) Procedures to transfer Time/Location information from a (soon to be) CANCELED section to an EXISTING section *(Students enrolled in canceled section)*

1. The academic department should change registration status on both sections "pending."
2. The academic department is required to notify students of this action.
3. Identify existing course for relocation and modify Time/Location fields to generate workflow form.
4. To increase the likelihood of retaining the same room assignment* from the section to be canceled, enter the following information from the canceled section in the "Reason for Change" box indicating desire to reclaim the same classroom:
   - Department
   - Course
   - Section
   - Room
   - Building
5. Submit to workflow.
6. Once the process is complete, the registration status will be deleted by the Registrar's Office.

E) Procedures to transfer Time/Location from an EXISTING section to ANOTHER EXISTING section *(Flip flop or swap classrooms)*

1. Review enrollments to ensure swap is possible based on classroom capacities.
2. The academic department should change registration status on both sections "pending."
3. Identify one section of the pair and initiate a workflow form by modifying the Time/Location field.
4. To increase the likelihood of retaining the same room assignment* from one section to the other, enter the following information in the "Reason for Change" box indicating desire to reclaim the same classroom from the second affected section:
   - Department
   - Course
   - Section
   - Room
   - Building
5. Submit to workflow.
6. In order to create sufficient historical documentation, a workflow form must be initiated for the second course. In the "Reason for Change" box enter the following text applicable by department "See workflow form for DEPT.CRSE.SECT."
7. Submit to workflow.
8. Upon receipt of workflow form completion notification, the academic department is responsible for changing the registration status from "pending" to "open" on both sections, if applicable.

*Classroom Scheduling does not guarantee any classroom assignment at any point in the scheduling process. The steps above may increase the likelihood in retaining a classroom assignment.