CASE WESTERN RESERVE UNIVERSITY EST. 1826

Student Information System

The Schedule of Classes for Administrative and Departmental Users

Created on Tuesday, April 22, 2008

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The Schedule of Classes for Administrative and Departmental Users

The following business processes apply to all users who access the Schedule of Classes module. Each business process represents a singular instance requiring access to or changes to an Academic Organization's schedule of classes. Directions are given with a general audience in mind.

Preparing to Update the SOC

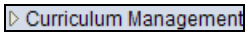
The Schedule of Classes is created each semester by copying the previous like semester's classes and placing them in the upcoming semester. This process is handled by the Office of the University Registrar. Each academic organization is then responsible for updating the schedule of the term at hand. To begin updating their portion of the schedule, academic organizations can utilize the Print Schedule of Classes feature, which allows users to print out a copy of the schedule at any point during the scheduling process.

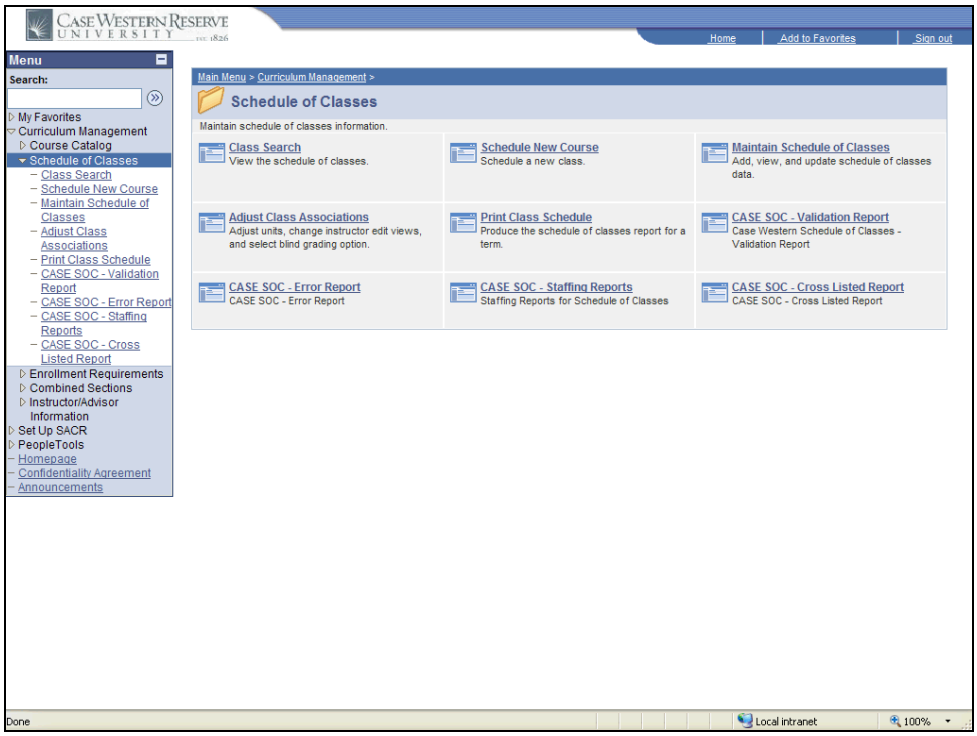
Printing the Schedule of Classes

The Print Schedule of Classes feature allows administrative users to print out a copy of their academic organization's schedule. It is a valuable and convenient tool for examining the schedule of classes and deciding upon edits for upcoming semesters. The report can also be generated and used at any point during the semester to see current enrollment numbers for an organization's classes.

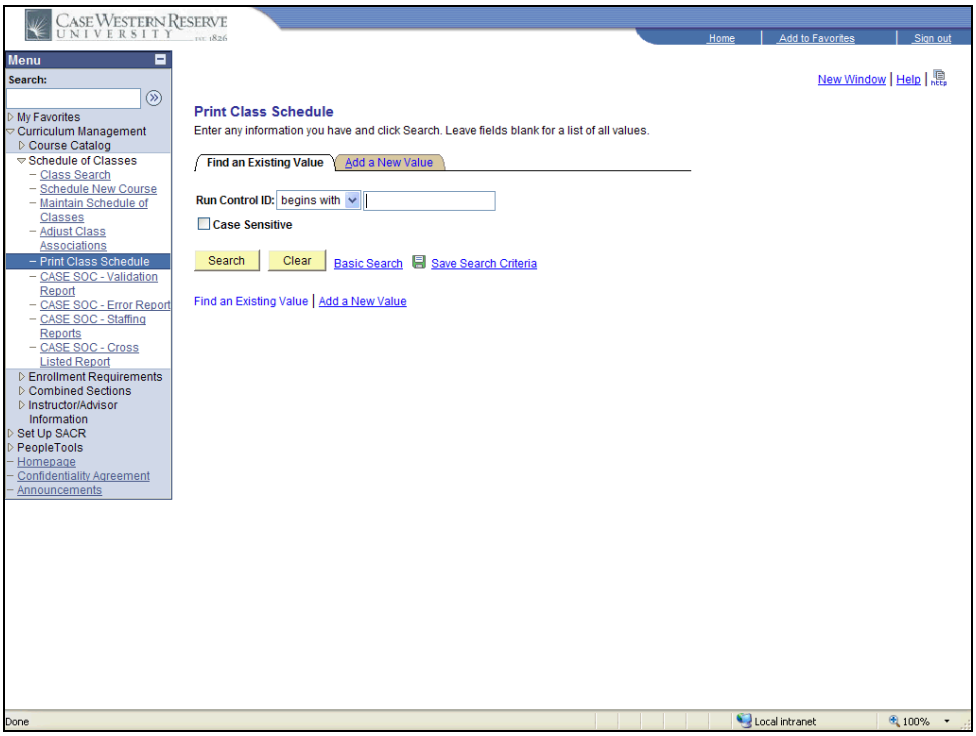
Procedure

Use the following procedure to generate a printed version of your academic organization's class schedule for a term.

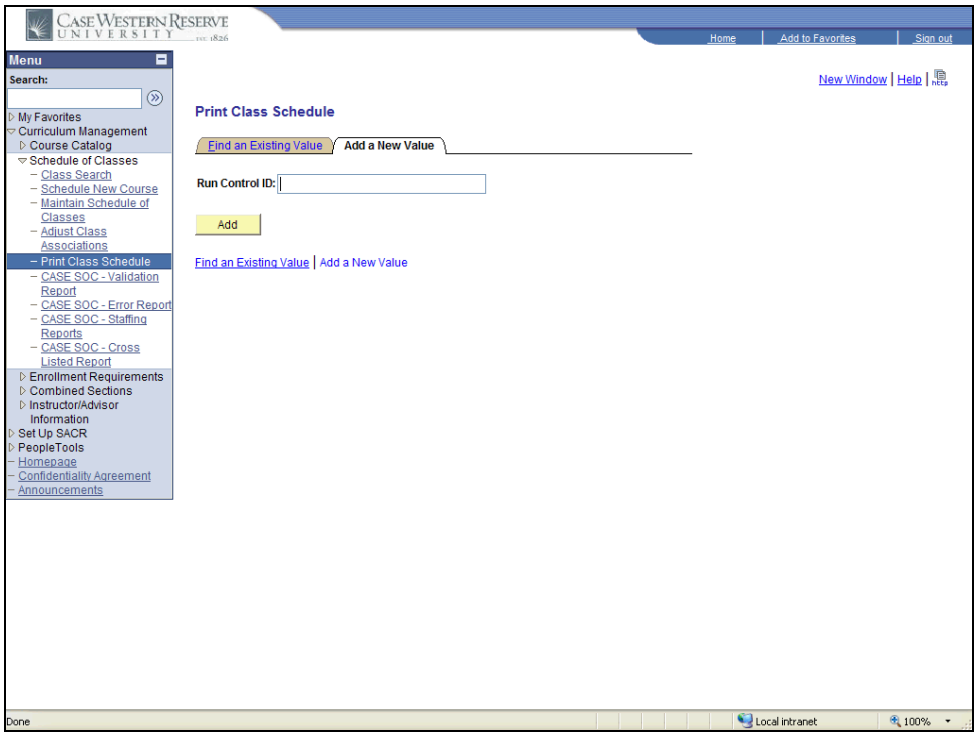
Step	Action
1.	Click the **Curriculum Management** link. 
2.	Click the **Schedule of Classes** link.



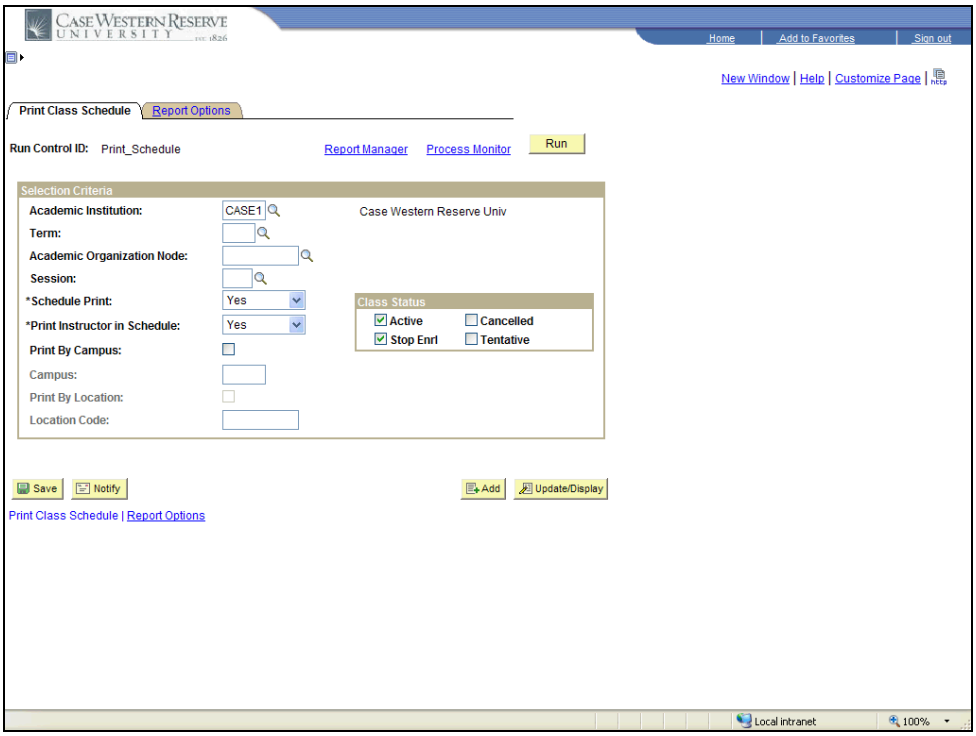
Step	Action
3.	Click the **Print Class Schedule** link.

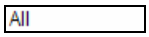
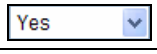
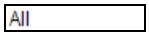
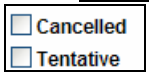


Step	Action
4.	The **Print Class Schedule** Run Control screen appears. Click **Search** to find a Print Class Schedule Run Control ID that you already created, or click the Add a New Value tab to create a new ID.
5.	Click the **Add a New Value** tab. Add a New Value

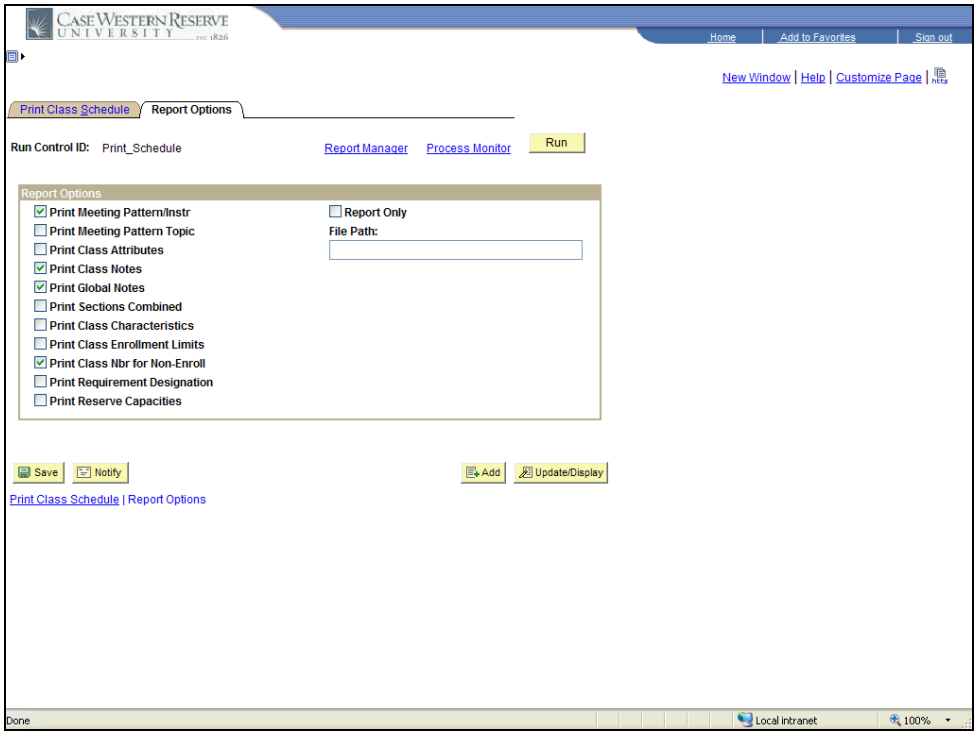


Step	Action
6.	Enter an easily recognizable name into the **Run Control ID** field. For example, enter "**Print_Schedule**".
7.	Click the **Add** button.

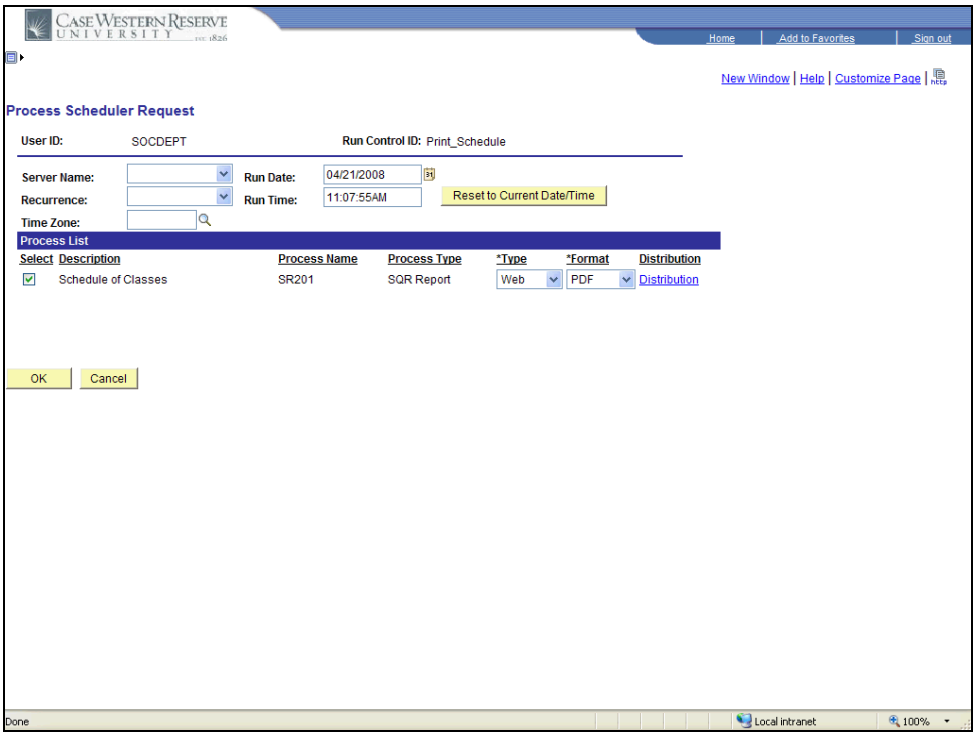


Step	Action
8.	The **Print Class Schedule** tab screen appears. Click the **Look up Term** button.
9.	Select the appropriate term from the search results.
10.	Click the **Look up Academic Organization Node** button.
11.	Select your academic organization from the search results.
12.	Click the **Schedule Print** list.
13.	Click the **All** list item. 
14.	Click the **Print Instructor in Schedule** list. 
15.	Click the **All** list item. 
16.	In the Class Status section, click the **Cancelled** and **Tentative** options. 

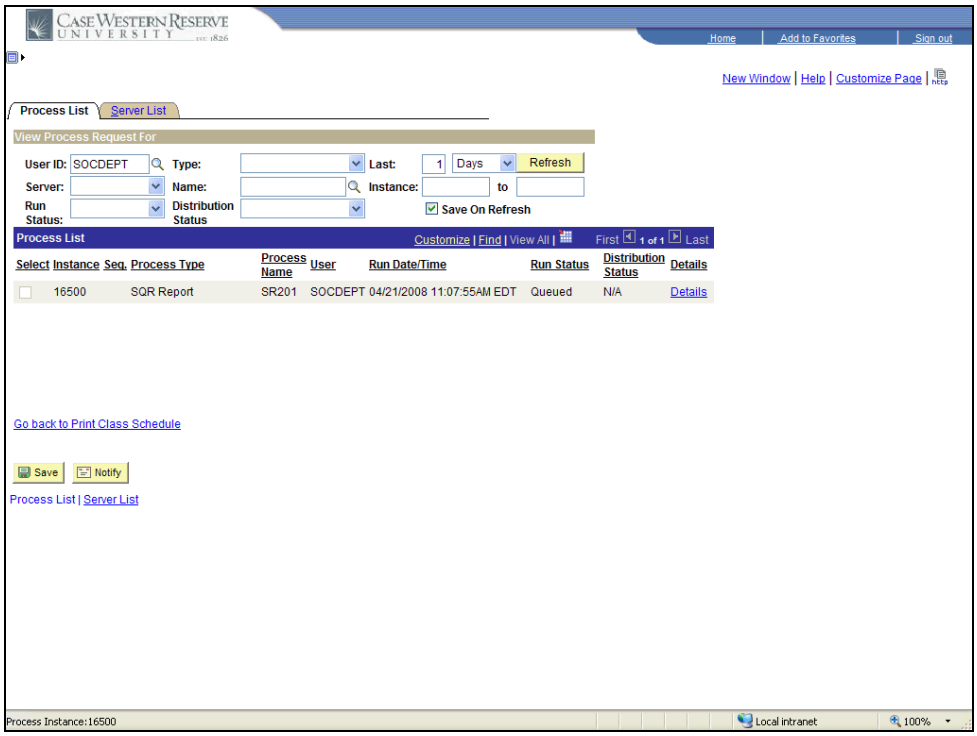
Step	Action
17.	Click the **Report Options** tab. Report Options



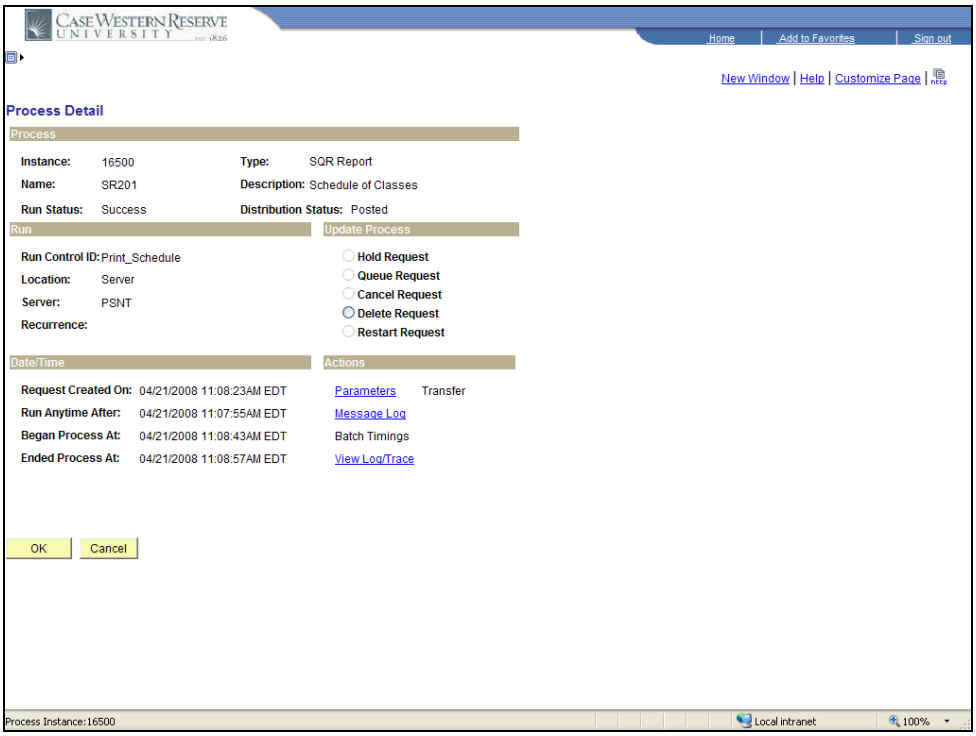
Step	Action
18.	The **Report Options** tab screen appears. Select all the checkbox options, including the **Report Only** option.
19.	Click the **Run** button. Run



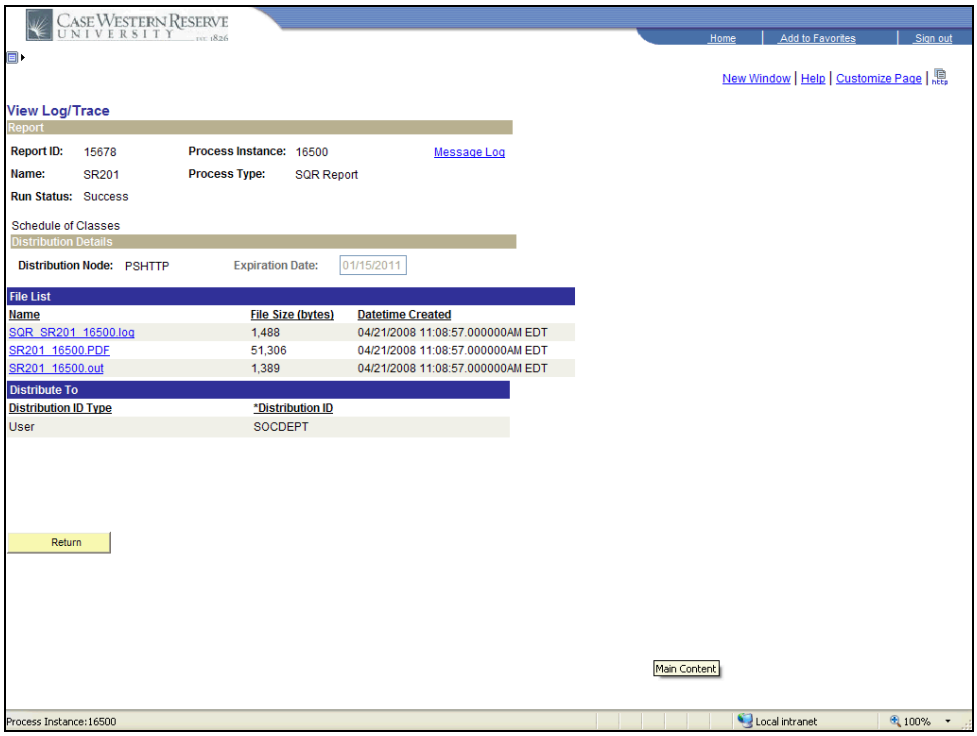
Step	Action
20.	The **Process Scheduler Request** screen appears. Click the **OK** button. OK
21.	Click the **Process Monitor** link. Process Monitor



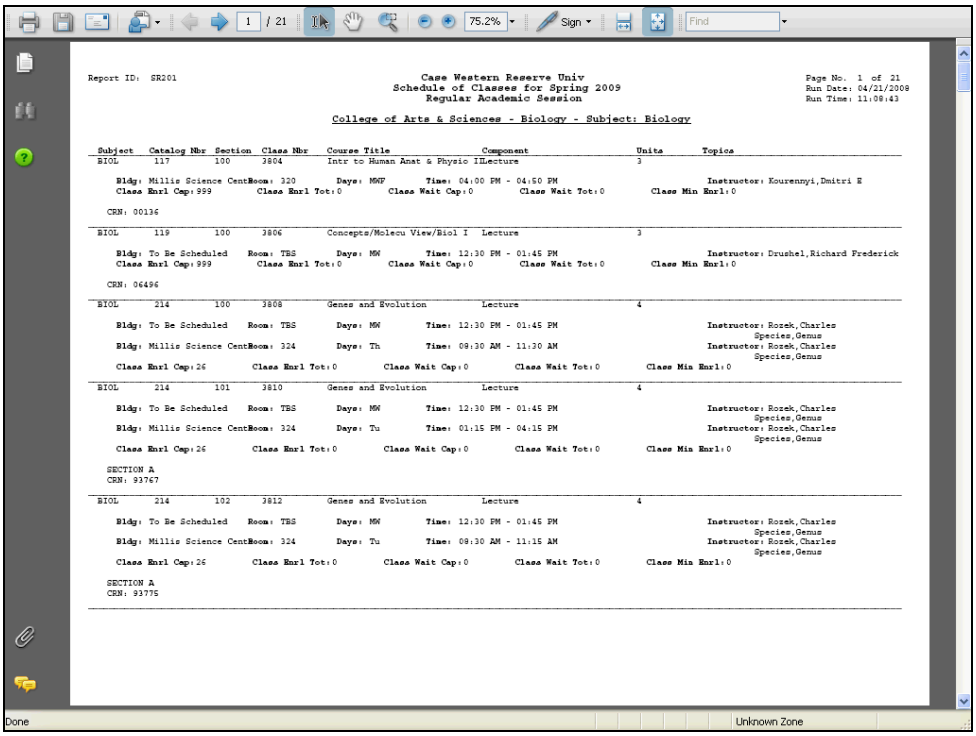
Step	Action
22.	The **Process Monitor** appears. Click the **Refresh** button periodically until the **Run Status** is ***Success*** and the **Distribution Status** is ***Posted***. Refresh
23.	When ***Success*** and ***Posted*** appear, click the **Details** link. Details



Step	Action
24.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
25.	The **View Log/Trace** screen appears. Click the link ending in **.PDF**. SR201_16500.PDF



Report ID: SR201

Case Western Reserve Univ
Schedule of Classes for Spring 2009
Regular Academic Session

Page No. 1 of 21
Run Date: 04/21/2009
Run Time: 11:08:43

College of Arts & Sciences - Biology - Subject: Biology

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
BIOL	117	100	3804	Intr to Human Anat & Physio II	Lecture	3	

Bldg: Millis Science Cent Room: 320 Days: MWF Time: 04:00 PM - 04:50 PM Instructor: Kourennyi,Dmitri E
Class Enrl Cap: 999 Class Enrl Tot: 0 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0

CRN: 00136

BIOL	119	100	3806	Concepts/Molecu View/Biol I	Lecture	3	

Bldg: To Be Scheduled Room: TBS Days: MW Time: 12:30 PM - 01:45 PM Instructor: Drushel,Richard Frederick
Class Enrl Cap: 999 Class Enrl Tot: 0 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0

CRN: 06496

BIOL	214	100	3808	Genes and Evolution	Lecture	4	

Bldg: To Be Scheduled Room: TBS Days: MW Time: 12:30 PM - 01:45 PM Instructor: Rozek,Charles Species,Genus
Bldg: Millis Science Cent Room: 324 Days: Th Time: 09:30 AM - 11:30 AM Instructor: Rozek,Charles Species,Genus
Class Enrl Cap: 26 Class Enrl Tot: 0 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0

BIOL	214	101	3810	Genes and Evolution	Lecture	4	

Bldg: To Be Scheduled Room: TBS Days: MW Time: 12:30 PM - 01:45 PM Instructor: Rozek,Charles Species,Genus
Bldg: Millis Science Cent Room: 324 Days: Tu Time: 01:15 PM - 04:15 PM Instructor: Rozek,Charles Species,Genus
Class Enrl Cap: 26 Class Enrl Tot: 0 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0

SECTION A
CRN: 93767

BIOL	214	102	3812	Genes and Evolution	Lecture	4	

Bldg: To Be Scheduled Room: TBS Days: MW Time: 12:30 PM - 01:45 PM Instructor: Rozek,Charles Species,Genus
Bldg: Millis Science Cent Room: 324 Days: Tu Time: 09:30 AM - 11:15 AM Instructor: Rozek,Charles Species,Genus
Class Enrl Cap: 26 Class Enrl Tot: 0 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0

SECTION A
CRN: 93775

Step	Action
26.	The **Schedule of Classes** appears. All classes "owned" by your Academic Organization will appear. If you have entered an upcoming term into the report criteria, then these are the same classes that were scheduled during the previous like semester.
27.	Click the **Print** icon to print the report. Click the **Save** icon to save the report to a local or remote drive. Use the **Back** and **Forward** arrows to move between pages in a report (if more than one exists)
28.	Listed for each class is the Subject, Catalog Number, Section, Class Number, Course Title, Component, Units, Building and Room where class is held, Days and Times, and Instructor. If applicable, Enrollment Capacity and current Class Enrollment Total.
29.	This completes the process of generating and viewing the printable Schedule of Classes report. The class schedule can be re-generated and printed at any time during the semester as the need arises. **End of Procedure.**

Editing the SOC

Each academic organization at Case Western Reserve University is responsible for monitoring and updating the class schedule that they offer. Monitoring the schedule includes, but is not limited to: creating new classes, scheduling classes in a term, removing classes from a term, scheduling and changing class meeting times and locations, and reserving seats for members of student populations.

As described in Preparing to Update the SOC, the University Registrar copies classes from the most recent like semester and places the classes into the upcoming semester. Consequently, most of the changes that an academic organization makes to its class schedule are just updates to what already exists, and very little must be created from scratch. All of these tasks are described in Updating a Class. To enter a class into the schedule that is not already there, please see the document Adding a Class to the Schedule.

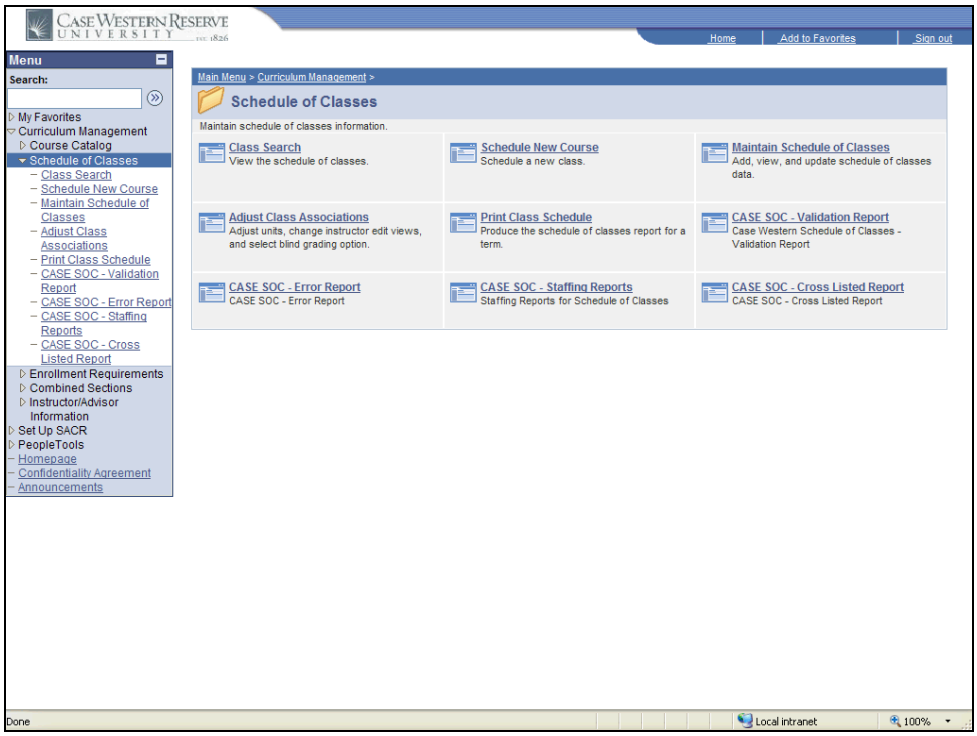
The Schedule of Classes

The Schedule of Classes screen of SIS is comprised of six tabs and numerous fields and dropdown boxes. Before you begin to make changes to your academic organization's classes, it is important that you understand what these fields and dropdown boxes do, because they all have an impact on what students, faculty, and staff see when they use the Searchable Schedule of Classes. Log in to SIS and use the following steps to learn more about the Schedule of Classes tabs.

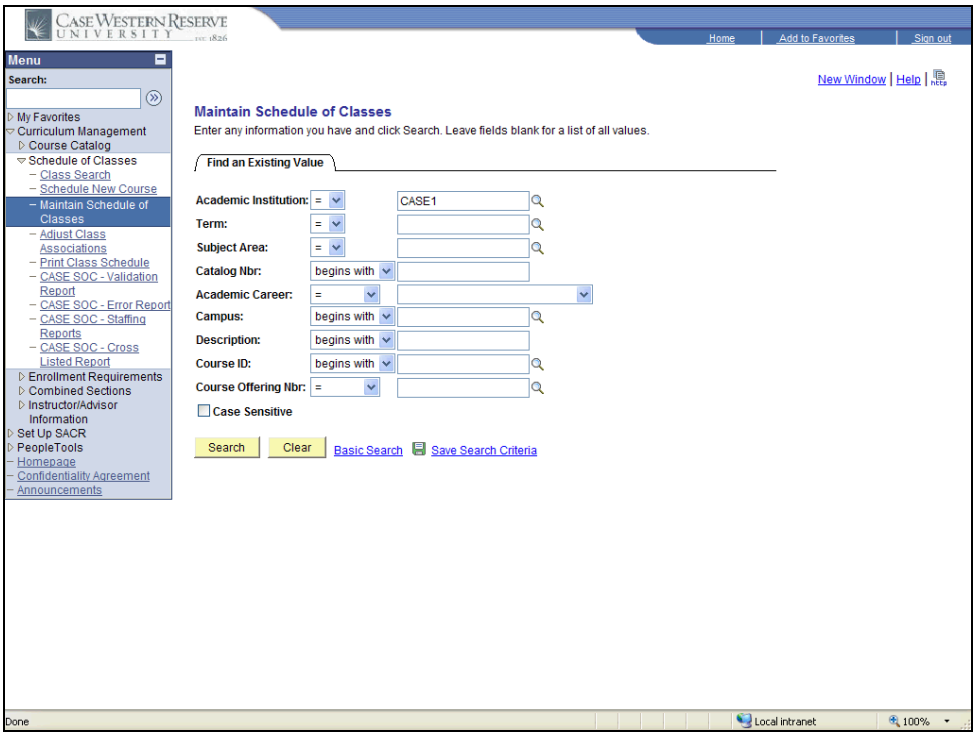
Procedure

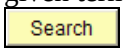
The following guide describes all of the features of the Schedule of Classes.

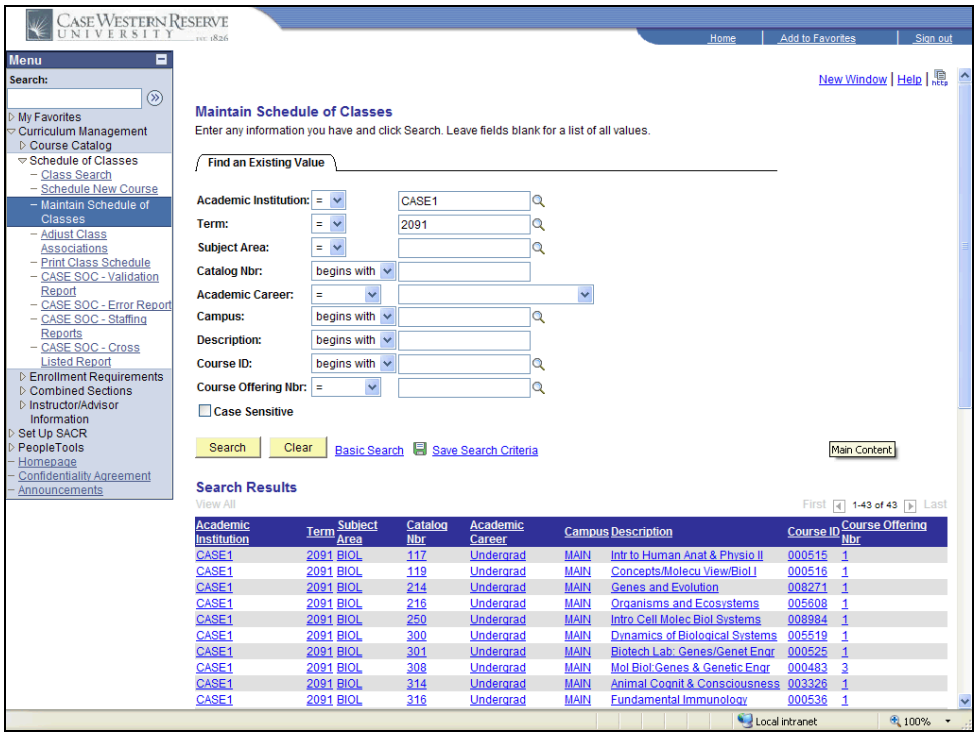
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



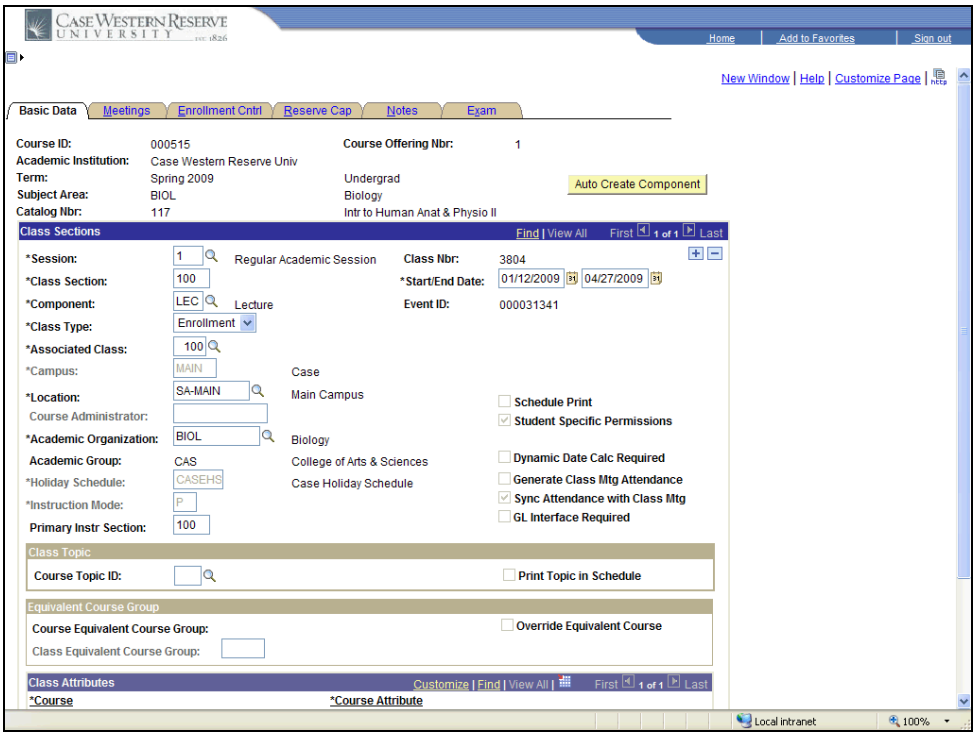
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



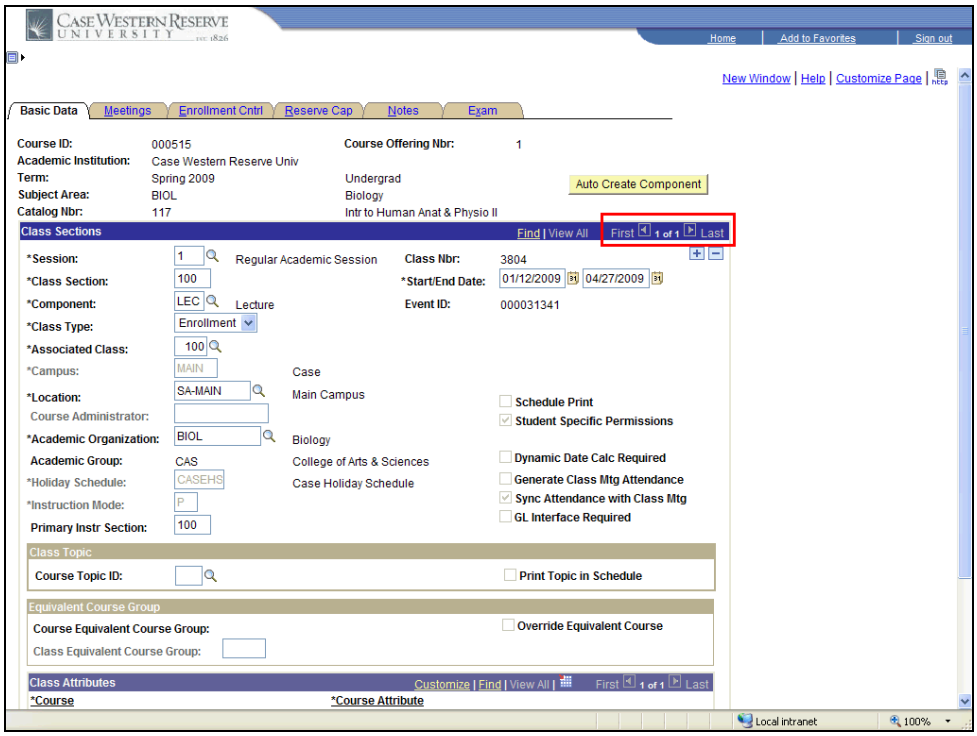
Step	Action
4.	The **Maintain Schedule of Classes** search screen appears. Click the **Look Up Term** button.
5.	The Look Up Term screen appears with a list of term codes and their descriptions. Click on the appropriate term in the search results.
6.	Click the **Search** button to see all the classes for your academic organization in the given term. 



Step	Action
7.	Select a class from the search results.



Step	Action
8.	The **Basic Data** tab of the class record appears. Most of the information on this tab comes from the Course Catalog, which is maintained by the University Registrar. At the top of the page, the Course ID, Term, Subject Area, Catalog Number, Academic Career, and Class Title are displayed.



Step	Action
9.	The first section on the page is the Class Sections section. The blue header tells you how many class sections there are for this course offering. If the header says **1 of 1**, that means there is only one class section being offered for this course during this term. If the header says **1 of 2**, that means that there are two classes being taught for this course during this term.
10.	The **Session** field determines what session of the academic calendar the class takes place. For example, during the Fall semester, there are four sessions: Regular, Dynamic, Half 1 and Half 2.
11.	The **Class Section** number identifies each class within a course offering during a term. All class offerings start with Class Section 100.

A Section number identifies a class within its course offering for a term. The first class section of any course offering is always 100.

If a course has only one component type, such as Lecture or Research, section numbers start at 100 and are incremented by 1 for each new section. For example, if BIOL 116 has 3 class sections in a term, it will look like this:

BIOL 116 100-LEC
BIOL 116 101-LEC

BIOL 116 102-LEC

If a course has more than one component type (most commonly lecture/lab or lecture/lab/recitation), the primary enrollment section (usually the lecture) is numbered 100 and the numbers for subsequent instances of the same component type are incremented by 100. For example, if BIOL 215 has two lectures for all it's labs, the lectures will look like this:

BIOL 215 100-LEC
BIOL 215 200-LEC

The first lab section associated with lecture 100 will be numbered 110 and the numbers of subsequent labs associated with the same lecture will be incremented by 1. For example:

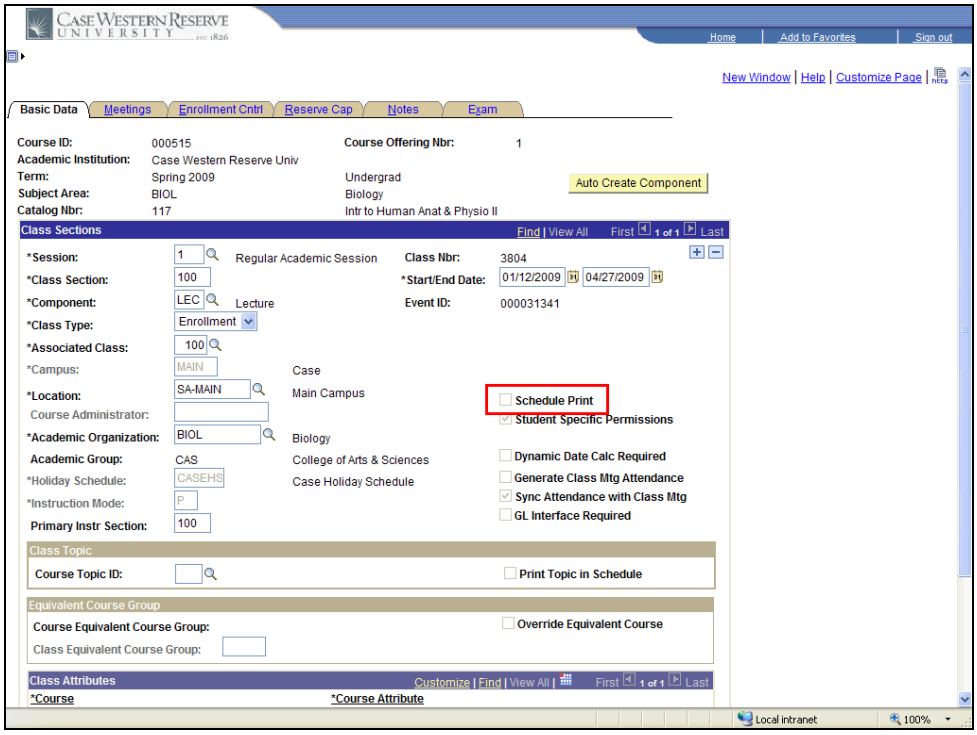
BIOL 215 100-LEC
BIOL 215 110-LAB
BIOL 215 111-LAB

The same pattern is followed for the second lecture.

BIOL 215 200-LEC
BIOL 215 210-LAB
BIOL 215 211-LAB

Step	Action
12.	The **Class Nbr** field identifies this class section within the entire schedule for the term across the University. Consequently, each class section has a unique Class Nbr.
13.	The **Component** field describes the format in which the class is taught. The following are some common Components used at Case: Lecture Laboratory Clinical Independent Study Thesis
14.	The **Class Type** dropdown box defines the class as either **Enrollment** or **Non-Enrollment**. Most classes are of the Enrollment type; the only way a class can be Non-Enrollment is if it is a secondary component (like a laboratory) that is tied to an Enrollment type course.

Step	Action
15.	The **Associated Class** field defines if this class section is associated with any other class section. In most cases, a class section is only associated with itself (so the same value appears in the **Class Section** and **Associated Class** fields). Class Section and Associated Class are only different when a course has more than one component, like when students who enroll in a lecture must also enroll in a lab. In that case, lab sections have the lecture section's class section number in the Associated Class field.
16.	The **Academic Organization** and **Academic Group** fields define who "owns" the course. The Academic Organization is often the department that organizes the course, and the Group is often the college or entity that oversees the Organization.



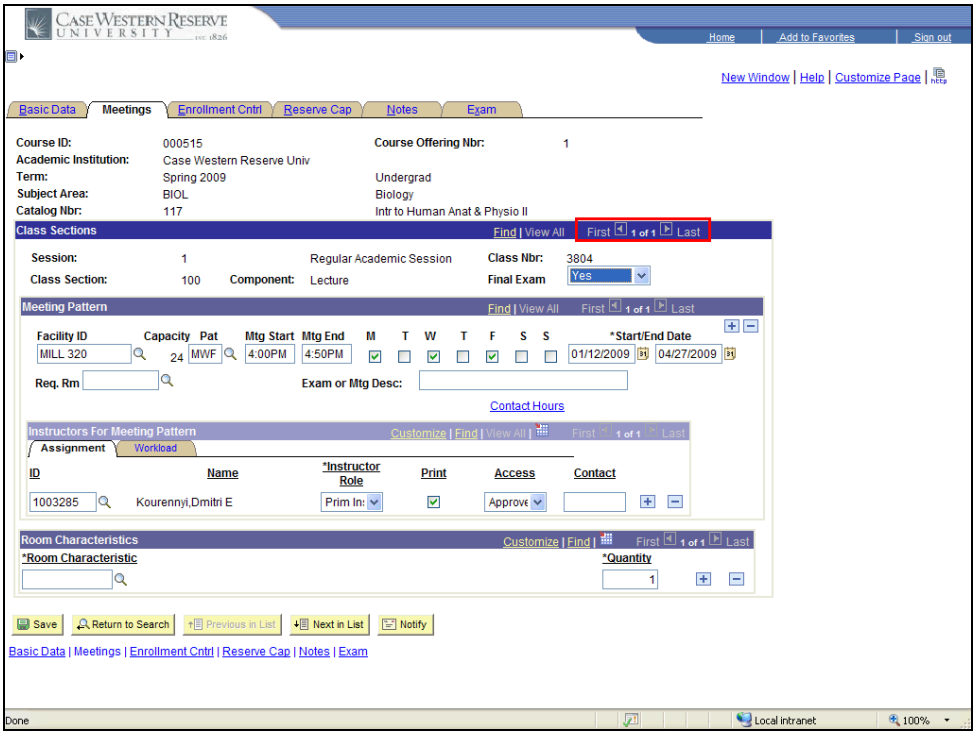
Step	Action
17.	The **Schedule Print** option determines whether or not the class section can be seen in the Searchable Schedule of Classes. If the box is checked, that means that students can see the class, and if registration has begun, enroll in it. If the box is not checked, then students cannot see the class section when they search for classes.

Step	Action
18.	If this class is part of a special topic that is listed on its Course Catalog record, the topic is chosen in the **Course Topic ID** field. The topic applies only to this section of the class during the term or session, so other sections can have different topics if applicable.

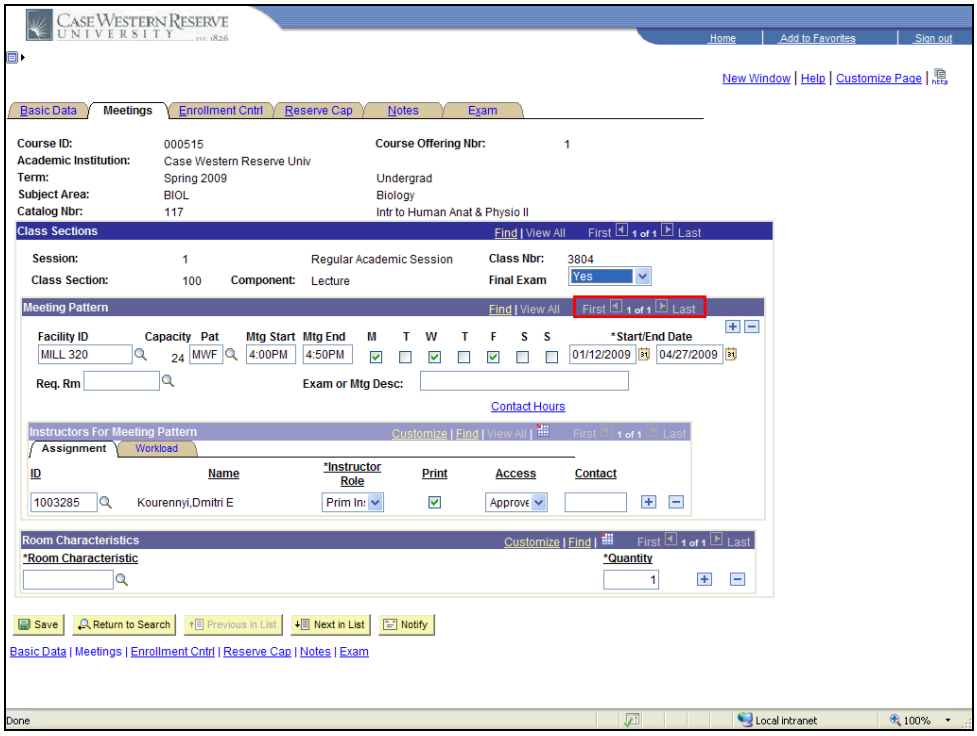
To have a Topic added to a Course in the Course Catalog, complete and submit the **Add/Inactivate Topics** form to the Office of the University Registrar.

The form can be found at http://www.case.edu/provost/registrar/forms.html.

Step	Action
19.	If the course is part of a group of equivalent courses in the course catalog, it will be labeled in the Equivalent Course Group section.
20.	The **Course Attribute** and **Course Attributes Values** fields are used to label the class for a specific purpose, such as Semester Spotlight or ITN.
21.	Click the **Meetings** tab. Meetings



Step	Action
22.	The **Meetings** tab holds all the information about the days, times, location, and instructor for the class. The top of the page contains the same fields as the Basic Data tab. The Class Sections header is also on this page, because different class sections can have different meeting details.
23.	The **Final Exam** dropdown box tells SIS and the University Registrar if this class is utilizing a standard final exam period. It will default to the value on the Course Catalog record, and can be changed if necessary. If a final exam is to be scheduled during the standard final exam schedule, then the Final Exam field must be marked ***Yes***. If the field is ***No***, that simply means that the final exam will not take place during the standard final exam period, but a final exam can still take place at the discretion of the instructor or department.



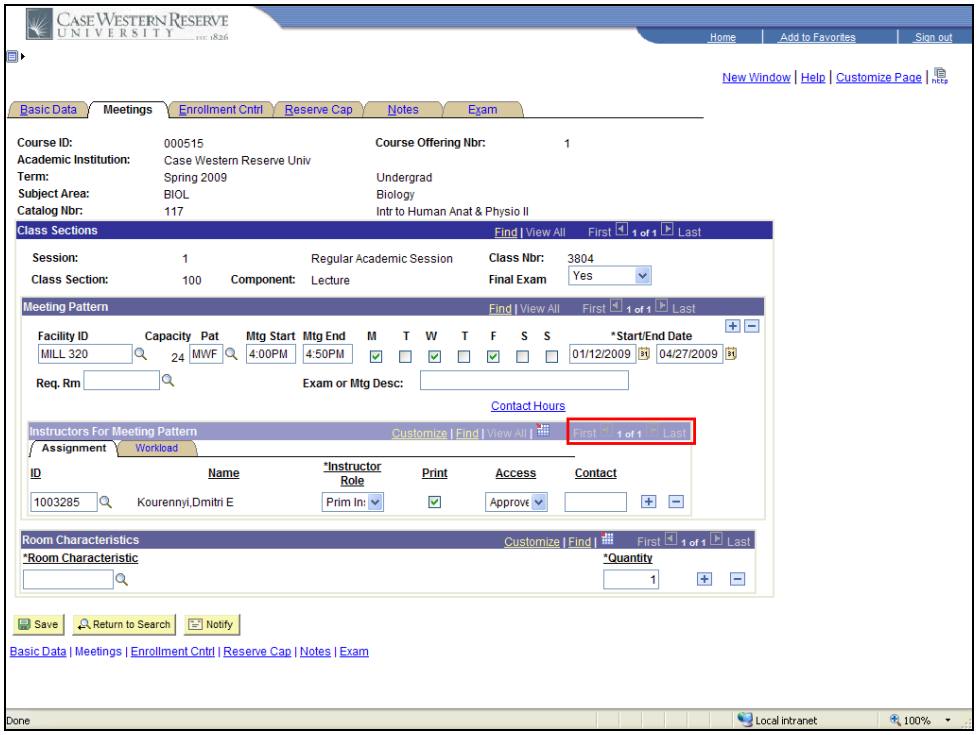
Step	Action
24.	The Meeting Pattern section contains fields for classroom assignment, classroom request, meeting start and end times, meeting days, meeting dates, and a standard meeting pattern. It also contains the Instructors for Meeting Pattern section. Most classes have one meeting pattern. Occasionally, a class section needs more than one meeting pattern. In that case, the Meeting Pattern header will indicate if there is more than one meeting pattern in the same fashion that the Class Sections header shows if there is more than one class section.
25.	The **Facility ID** field contains the building, or building and room, where the class will take place. The Capacity field displays the maximum capacity for individuals in the room identified in Facility ID.

The **TBS TBS** code in the **Facility ID** field alerts the Office of the University Registrar to select an available room from their selection for the use of the meeting.

The **TBA** code in the **Facility ID** field announces that the classroom has yet to be scheduled for a section.

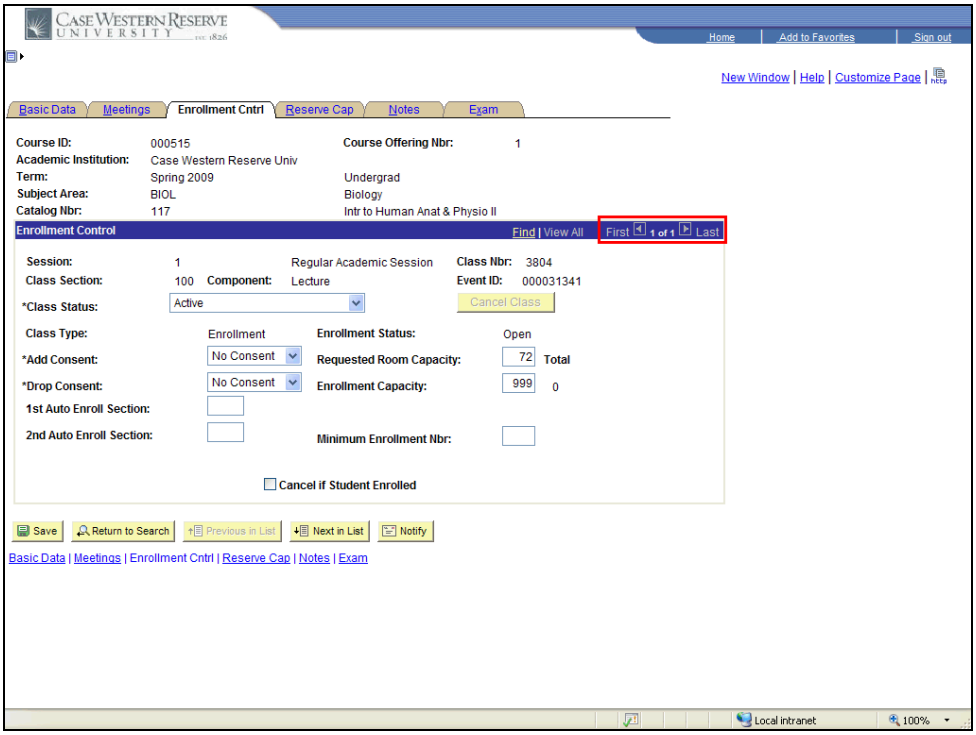
The following Facility IDs will be available in the Facility ID Look Up screen:
- Classrooms owned by the Academic Organization
- General Assignment rooms not scheduled by the University Registrar
- TBA
- TBS TBS

Step	Action
26.	The **Req. Rm** (Requested Room) field is used when an academic organization needs to request a room from the University Registrar. It is used in combination with the **TBS TBS** code in the **Facility ID** field.
27.	The **Pat** (Pattern) field is optional, and selects the days of the week that the class meets. It also works with the **Mtg Start** (Meeting Start) and **Mtg End** (Meeting End) fields to determine the class length given the frequency of meetings.
28.	The days that the class meets are automatically checked off if a **Pattern** is selected. They can also be manually checked on and off.
29.	The **Start** and **End** dates of the class section match the beginning and end dates of the session in which the class takes place.
30.	The **Exam or Mtg Desc** (Meeting Description) field is used to label certain meeting patterns as non-standard class or exam times.



Step	Action
31.	The Instructors for Meeting Pattern section contains the name, role, and grading access of each instructor assigned to the meeting pattern. If more than one instructor is assigned to meeting pattern, the Instructors for Meeting Pattern header will display how many instructors there are in the same fashion as the Class Sections and Meeting Pattern headers.
32.	The **ID** field contains the EmplID of the Instructor teaching the course.
33.	The **Instructor Role** dropdown box contains the role that this individual plays in this class section. The options are: **Prim Instr** (Primary Instructor) **Sec Instr** (Secondary Instructor) **Grd Prxy** (Grading Proxy) **TA** (Teaching Assistant)
34.	The **Print** checkbox is checked by default for individuals with the **Primary Instructor** role. This allows the instructor's name to be displayed in the Searchable Schedule of Classes that is used by students, faculty, and staff. TA's and Grading Proxies do not have the Print option selected.

Step	Action
35.	The **Access** dropdown box determines each instructor's access to student grades in the Faculty Center online grade roster. Primary Instructors have **Approve** access, meaning that they can both enter and submit grades. TA's and Grading Proxies have **Grade** access, meaning that they can enter grades, but not submit them.
36.	Click the **Enrollment Cntrl** tab.



Step	Action
37.	The **Enrollment Control** tab establishes the status of the class section, the number of students who can enroll in the section, and if instructor or departmental consent is needed for any student to enroll in the section. The Enrollment Control header shows the number of class sections for the course offering during the term, in the same fashion as the Class Sections header on previous tabs.

Step	Action
38.	The **Class Status** section shows one of four options: **Active** - The class section can be opened for enrollment. **Cancelled Section** - This class section has been visibly cancelled in the Searchable Schedule of Classes. **Stop Further Enrollment** - Student have begun to enroll in the class, and the instructor or department has stopped enrollment. **Tentative Section** - The instructor or department is not sure if this class section will be offered or not.
39.	The **Add** and **Drop Consent** fields default from the Course Catalog record. The choices are: **Instructor Consent** **Department Consent** **No Consent**

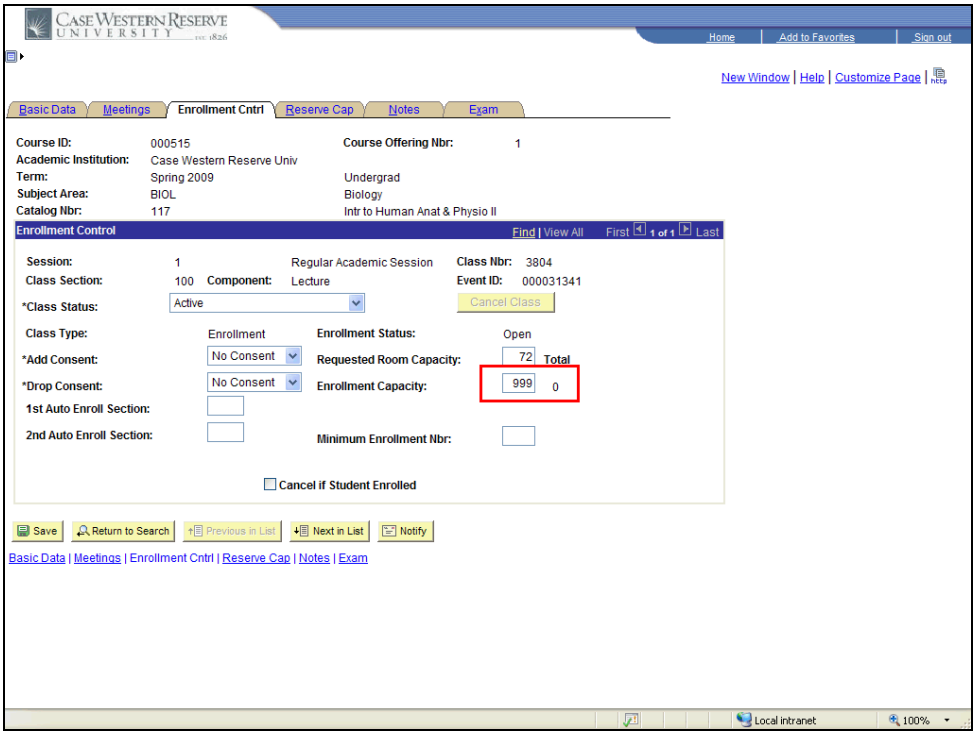
Add Consent:
Instructor Consent - The instructor must grant a permit to each student who wants to enroll.
Department Consent - A Department representative must grant a permit to each student who wants to enroll.
No Consent - Students do not need permission to enroll in the class.

Drop Consent:
Instructor Consent - The instructor must give students permits to withdraw from the class. **Used only by SAGES and other approved organizations.**
Department Consent - A Department representative must give students permits to withdraw from the class. **Used only by SAGES and other approved organizations.**
No Consent - Student does not need any permission to withdraw from the class.

Step	Action
40.	The **1st Auto Enroll Section** and **2nd Auto Enroll Section** fields are used with class sections that are associated with other sections, such as a lab and recitation. The fields are used to automatically enroll a student in another class section once the Enrollment type section is selected. In this case, the student is not given a selection of sections.
41.	The **Enrollment Status** field displays whether the section is Open to student enrollment (a capacity has not been met) or Closed to student enrollment (the capacity has been met).

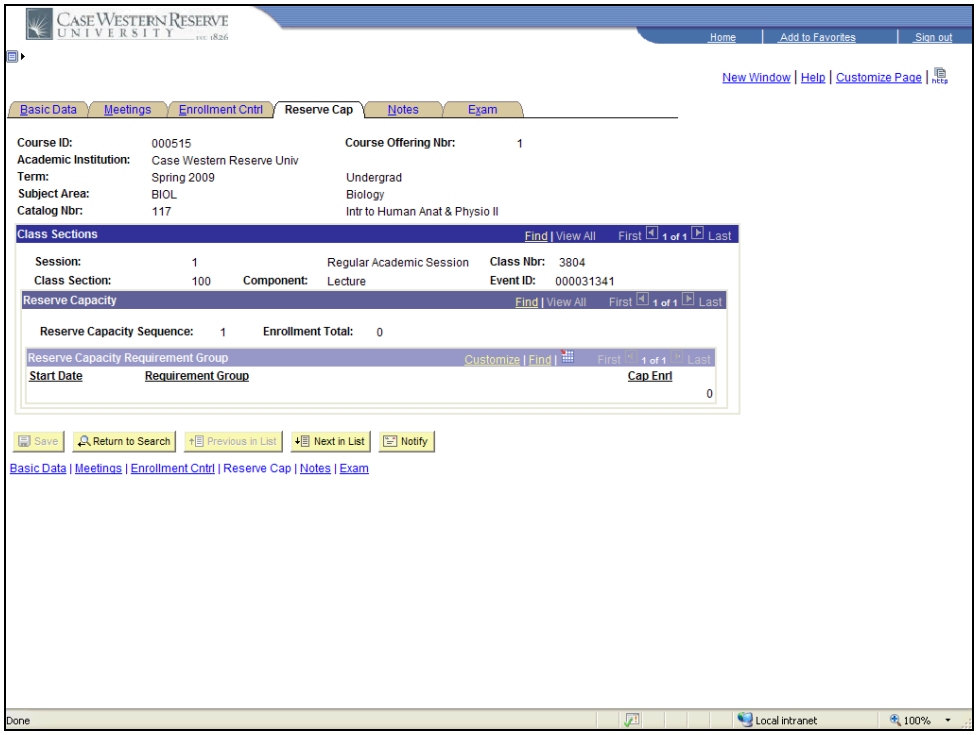
If the number entered into the **Enrollment Capacity** field is larger than the **Room Capacity** of the Facility entered in the **Facility ID** field (Meetings tab), then a warning will appear when the Class is saved to alert the user to this error. The Class will still be saved despite the warning.

Step	Action
42.	The **Requested Room Capacity** number defaults from the Meetings tab, where a room is requested. This field may be "999" or blank, as well. The **Enrollment Capacity** field contains the maximum number of students that can enroll in this class section. If the value is "999," that means that there is technically no limit to the number of students who can enroll.



Step	Action
43.	If registration has begun, then the field to the right of the Enrollment Capacity data entry field will display how many students have enrolled in the class.
44.	The **Minimum Enrollment Number** field has no effect on the class schedule. It simply provides the department or school with a field in which to place a standard enrollment number that the department or school wishes this class to reach.

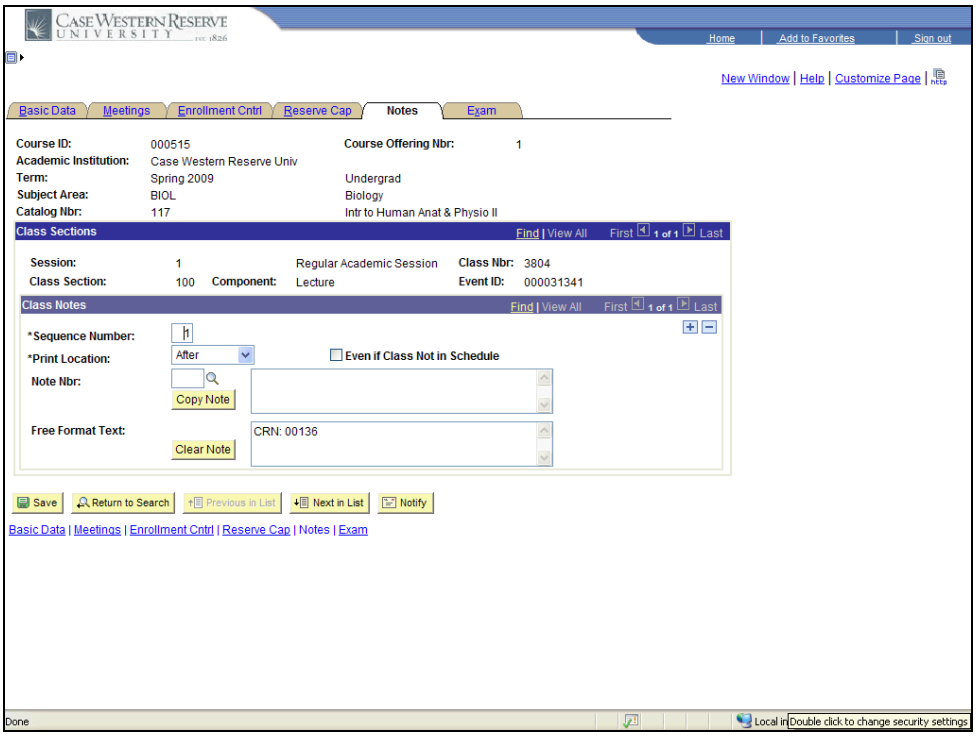
Step	Action
45.	Click the **Reserve Cap** tab. Reserve Cap



Step	Action
46.	The **Reserve Capacity** tab is used to create seat reservations for certain types of students. Criteria can include academic level, major, or number of units earned. Reserve Capacities are created by the Office of the University Registrar. The form used to request a Reserve Capacity is found at http://www.case.edu/provost/registrar/forms.html.

Reserve Capacities are requested from and created by the Office of the University Registrar through the use of the **Request Reserve Capacity Form**, which is located at http://www.case.edu/provost/registrar/forms.html

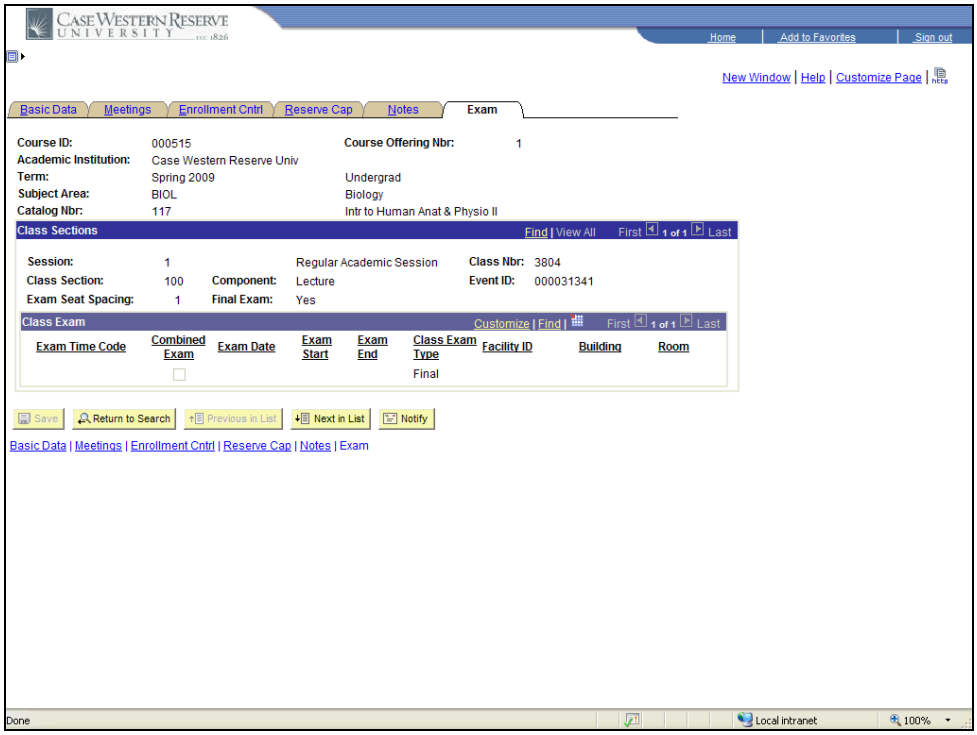
Step	Action
47.	Click the **Notes** tab. Notes



Step	Action
48.	Notes about the class section and course can be entered on the **Notes** tab so that it appears in the Searchable Schedule of Classes. There are two ways that a note can be entered on this tab. The **Free Format Text** note field accepts text that is typed directly into it. The **Note Nbr** field only accepts pre-defined notes established on the **Class Notes Table** by the University Registrar. The form to request a new or updated Class Note can be found at http://www.case.edu/provost/registrar/forms.html

Standard section **Notes** are requested from and created by the Office of the University Registrar. To request a new or updated Class Note, please use the **Add/Inactivate Standard Class Notes** form, located at http://www.case.edu/provost/registrar/forms.html

Step	Action
49.	Click the **Exam** tab. Exam



Step	Action
50.	The **Exam** tab houses final exam times for the class section. Standard final exam periods are scheduled by the Office of the University Registrar for all courses indicating ***Yes*** in the **Final Exam** field of the **Meetings** tab. Non-standard exams can also be entered onto this tab. Exams entered onto this tab will appear for the instructor teaching the class section in the Faculty Center, and for students enrolled in the section in the Student Center.
51.	This completes the overview of the Schedule of Classes tabs. **End of Procedure.**

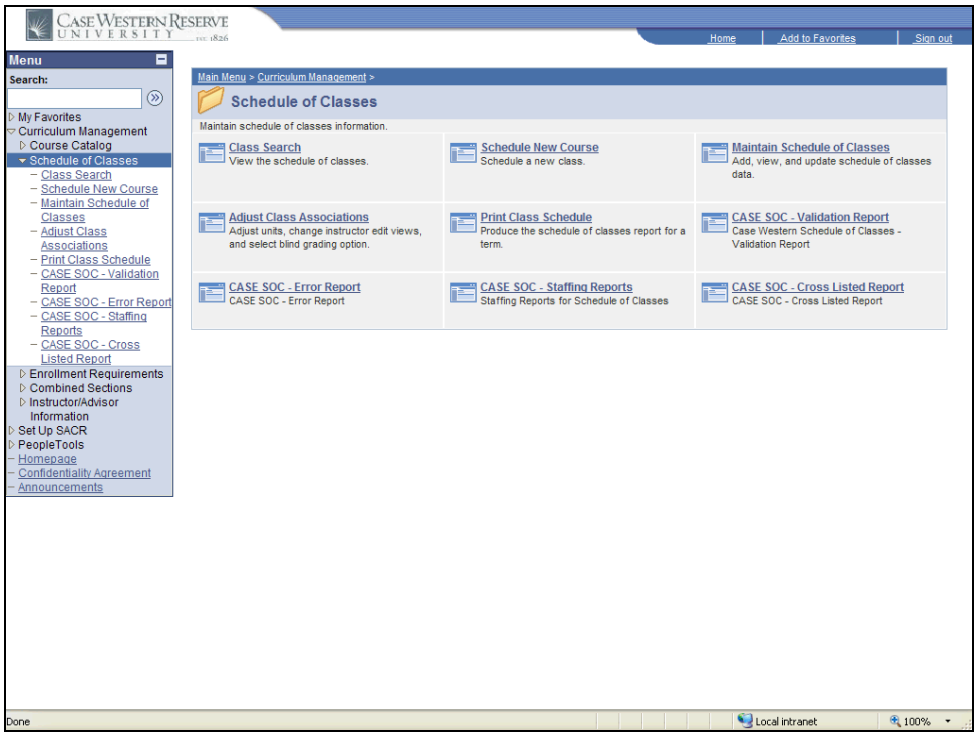
Check Your Work in Class Search

The Class Search feature allows administrative users to see the public view of the Schedule of Classes before or after it is published. The Class Search is especially helpful for checking on your work in the Schedule of Classes, because what appears in the Class Search is what students will see when they go to search and register for classes. Try checking your academic organization's classes in Class Search after you save a change to make sure that it created the results you expected.

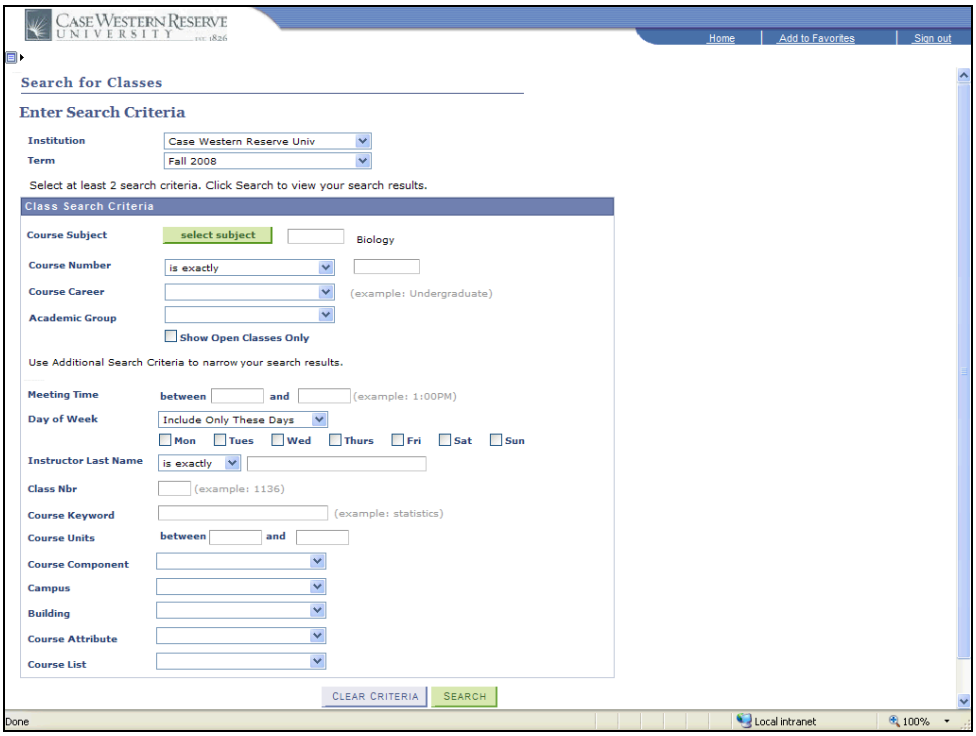
Procedure

Use the following procedure to view your academic organization's schedule in the Searchable Schedule of Classes.

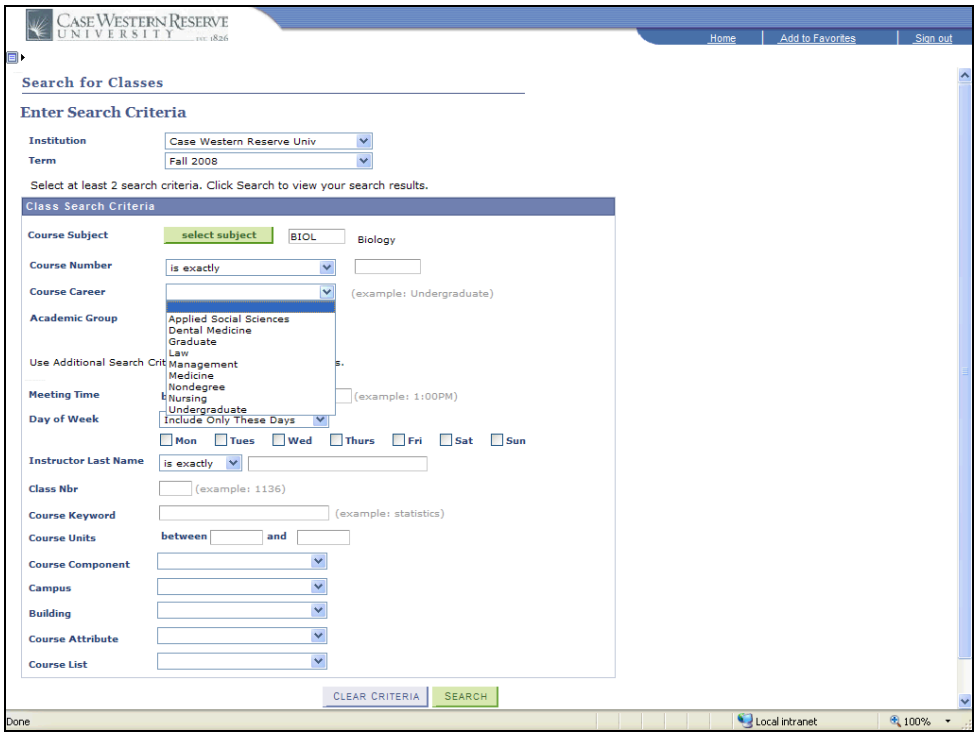
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



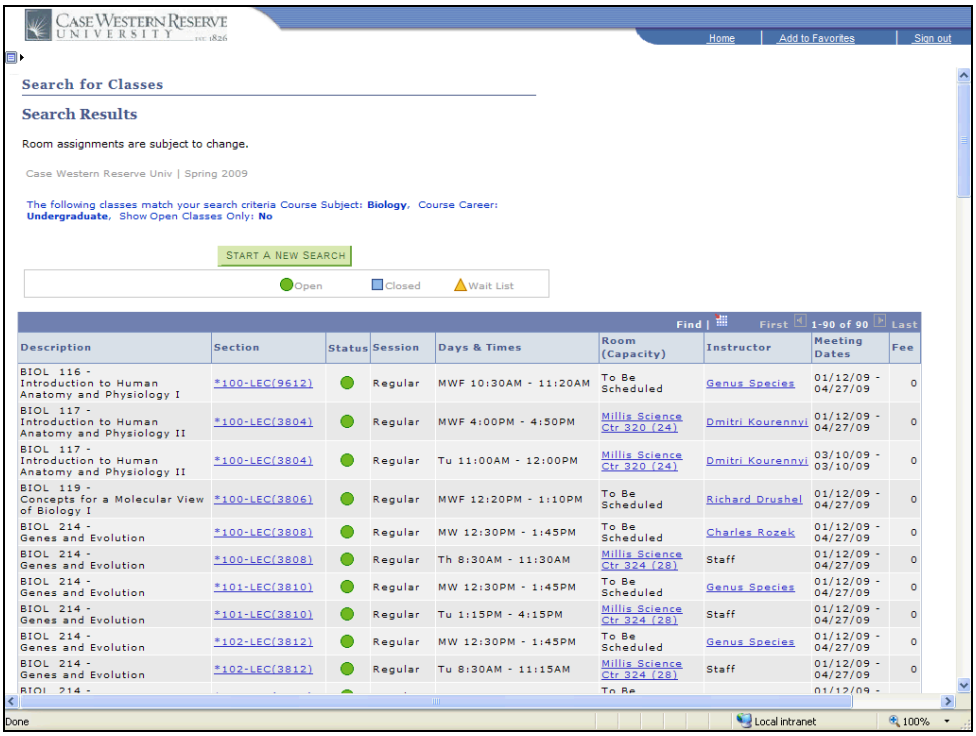
Step	Action
3.	Click the **Class Search** link.



Step	Action
4.	The **Search for Classes** screen appears. Click the **Term** list. Fall 2008
5.	Select the term that you want to view.
6.	Enter the **Course Subject** of the classes for which you are searching. The **Select Subject** button will present an alphabetical list of all subjects available at Case.
7.	Click the **Course Career** dropdown list.

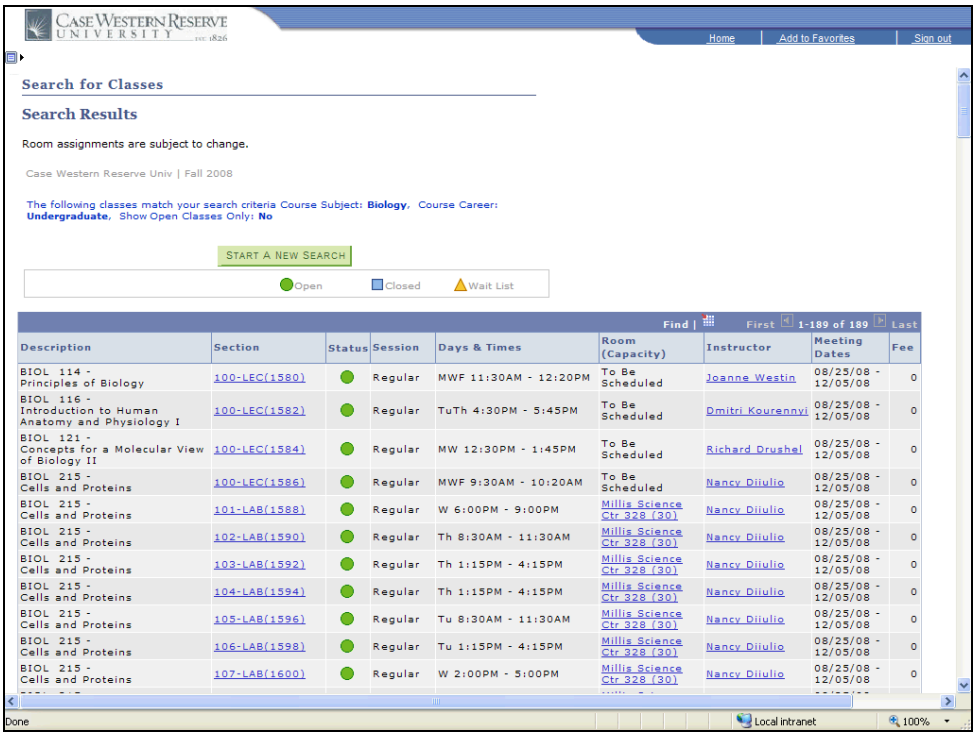


Step	Action
8.	Select the appropriate academic career.
9.	Click the **Search** button. SEARCH
10.	You may receive a message saying that there are more than 20 results from your search. Click the **OK** button. OK



Step	Action
11.	The **Search Results** will appear. All available class sections in the term that meet the search criteria you entered are listed. The fields presented for each class, from left to right, are: **Description** - Course title **Section** - shows the Class Section number, component, and Class Nbr. **Status** - *see legend* **Session** **Days and Times** **Room (Capacity)** - room where the class is scheduled plus the maximum number of individuals it can hold. **Instructor** **Meeting Dates** **Fee**
12.	If the section has an asterisk next to it, that means that the section is not yet shown to students, because the Schedule Print flag has not yet been turned on for the class.
13.	Click an entry in the **Section** column to see details on the class section. *100-LEC(9612)

Step	Action
14.	The Class Detail screen appears. Displayed on this screen are the Class Details, Meeting Information, Enrollment Information, Class Availability, and class Description.
15.	To return to the search results screen, click the **View Search Results** button.



Step	Action
16.	To begin a different search, click the **Start a New Search** button.
17.	**End of Procedure.**

Common Changes

Depending on how many changes your academic organization makes to its class schedule from year to year, you may have very few or very many changes to make in the Schedule of Classes feature in SIS in order to prepare the schedule for publication. The following guides are intended to help you through each of the most common changes that an academic organization can make to its class schedule.

What is the Schedule Print Flag?

The Schedule Print Flag is the checkbox that determines whether or not a class section can be seen by students in the Searchable Schedule of Classes. Once the Schedule Print Flag is turned on (checked), the schedule can only be updated by administrative users in a few ways. To help you understand what can and cannot be changed once the Schedule Print Flag is turned on, each process shows one of the following in its introduction:

After Schedule Print =
This means that the process can be performed after the Schedule Print Flag has been turned on.

After Schedule Print =
This means that the process cannot be performed while the Schedule Print Flag is turned on.

For more on the Schedule Print Flag, please see **The Finished Product**.

Add a Section to a Class

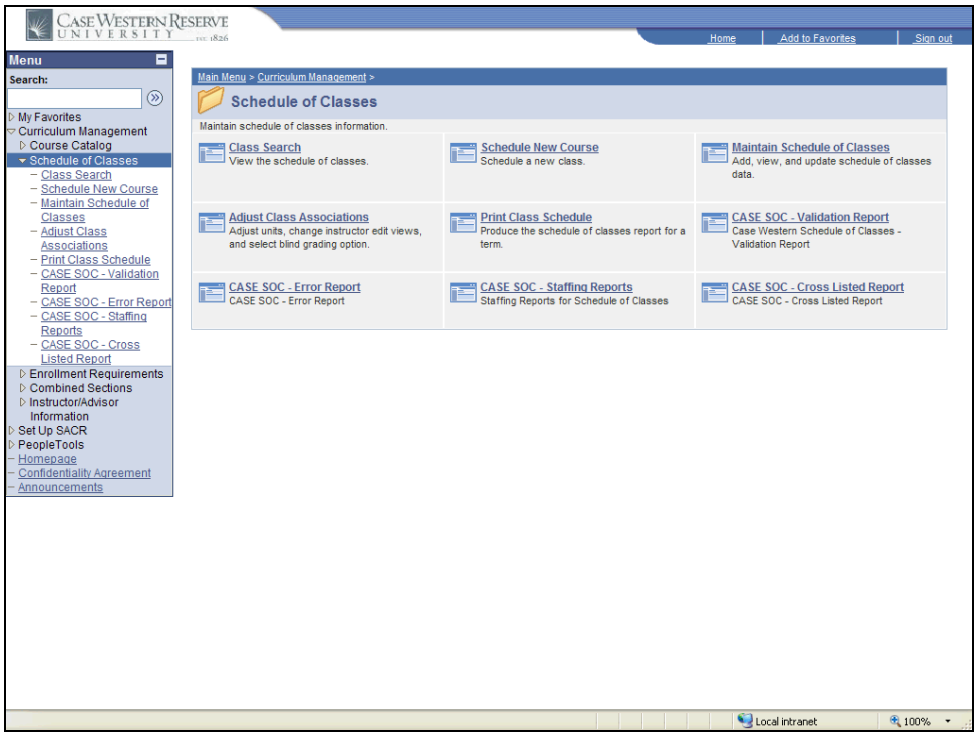
In the Schedule of Classes screens, a **Class Section** is a single class within a course offering. For example, if there are two classes being offered in the spring semester of BIOL 117, then each of those classes is a *class section* of the BIOL 117 spring course offering. There would be BIOL 117 section 100, and BIOL 117 section 101. To create a new class in SIS, a class section must be added to the existing section(s) and be given a new section number.

After Schedule Print =

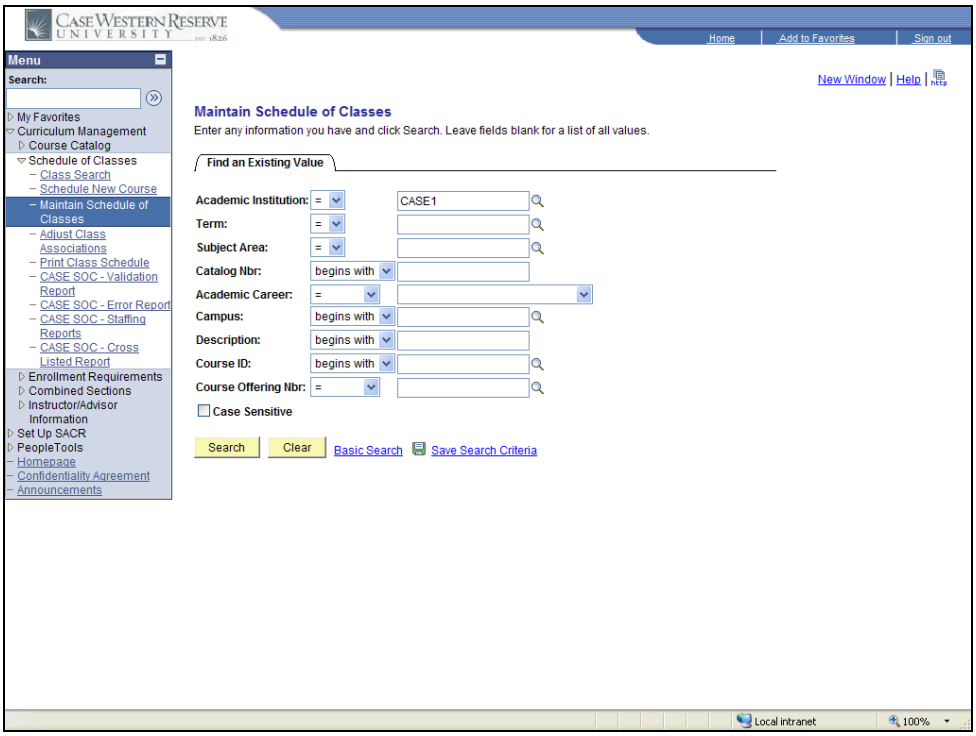
Procedure

Use the following procedure to add a section to a class.

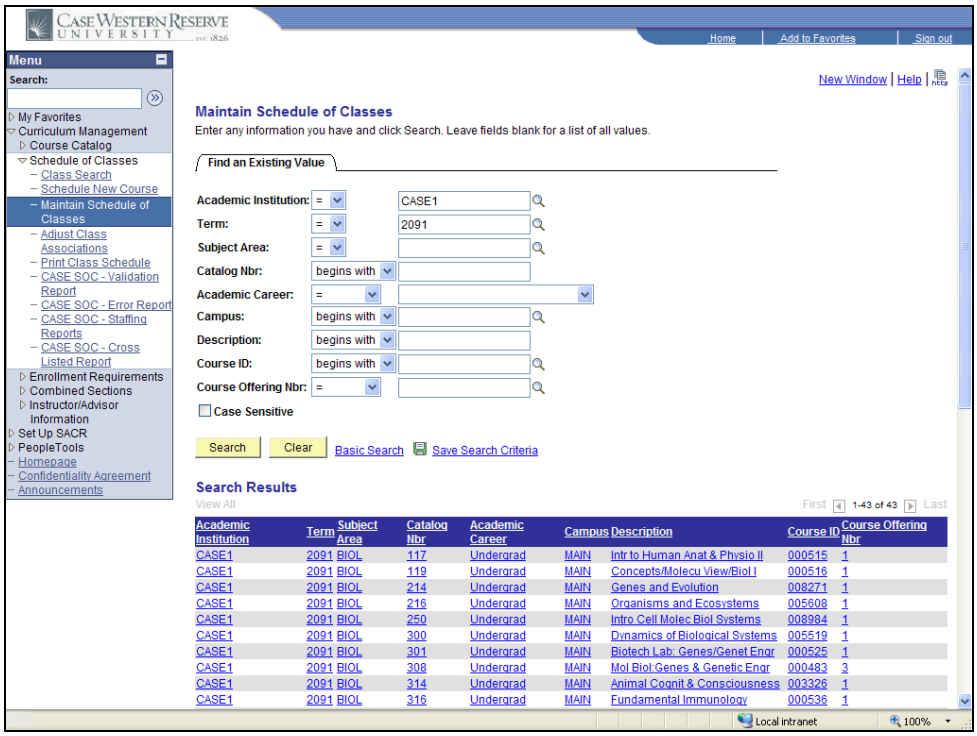
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



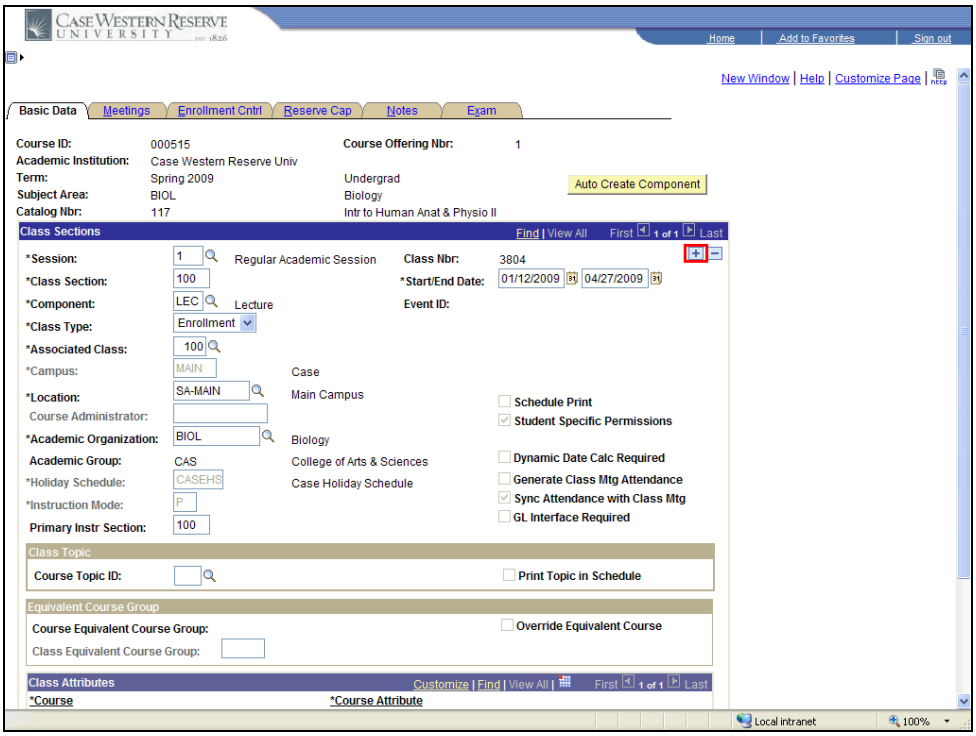
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



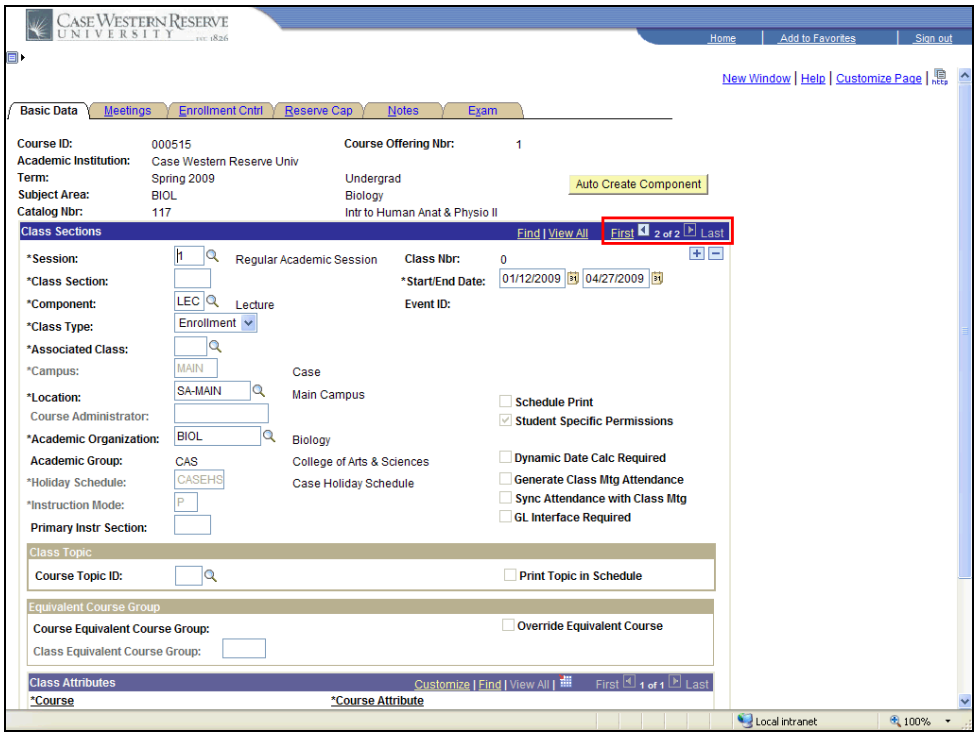
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the class to which you want to add a section from the search results.



Step	Action
8.	The Basic Data tab appears. Click the **Add a new row** button directly beneath the Class Sections header..



Step	Action
9.	A new class section row appears. Note that the Class Sections header displays the new number of sections for this course during the term.
10.	Enter the number of this class section into the **Class Section** field. For example, if this is the second section of this class, enter "**101**".

A Section number identifies a class within its course offering for a term. The first class section of any course offering is always 100.

If a course has only one component type, such as Lecture or Research, section numbers start at 100 and are incremented by 1 for each new section. For example, if BIOL 116 has 3 class sections in a term, it will look like this:

BIOL 116 100-LEC
BIOL 116 101-LEC
BIOL 116 102-LEC

If a course has more than one component type (most commonly lecture/lab or lecture/lab/recitation), the primary enrollment section (usually the lecture) is numbered 100 and the numbers for subsequent instances of the same component type are incremented by 100. For example, if BIOL 215 has two lectures for all it's labs, the lectures will look like this:

BIOL 215 100-LEC
BIOL 215 200-LEC

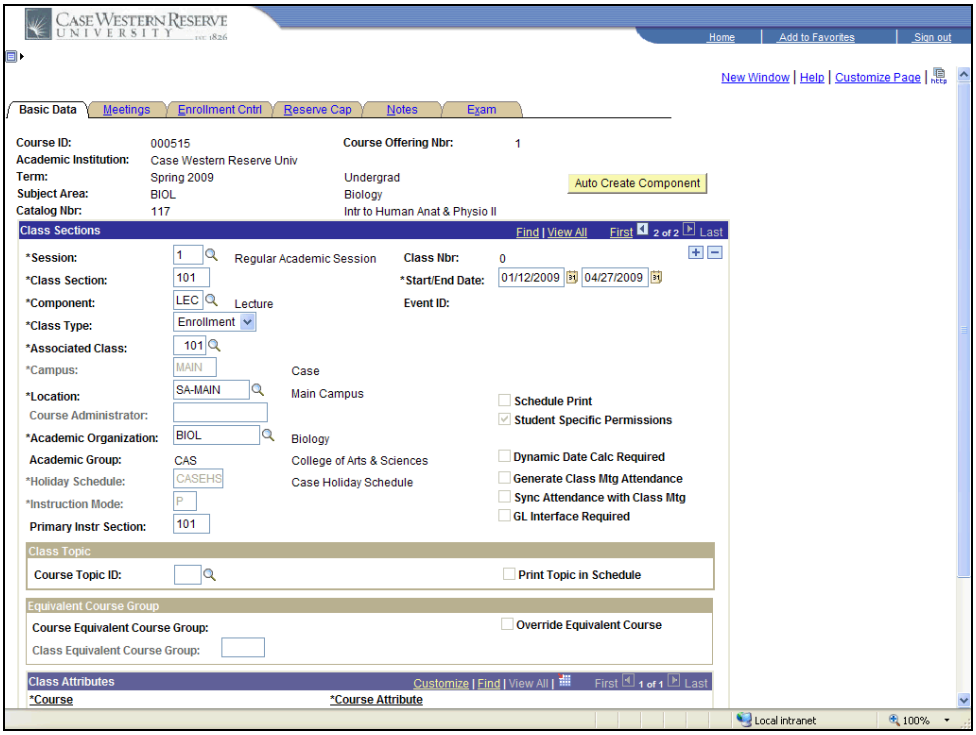
The first lab section associated with lecture 100 will be numbered 110 and the numbers of subsequent labs associated with the same lecture will be incremented by 1. For example:

BIOL 215 100-LEC
BIOL 215 110-LAB
BIOL 215 111-LAB

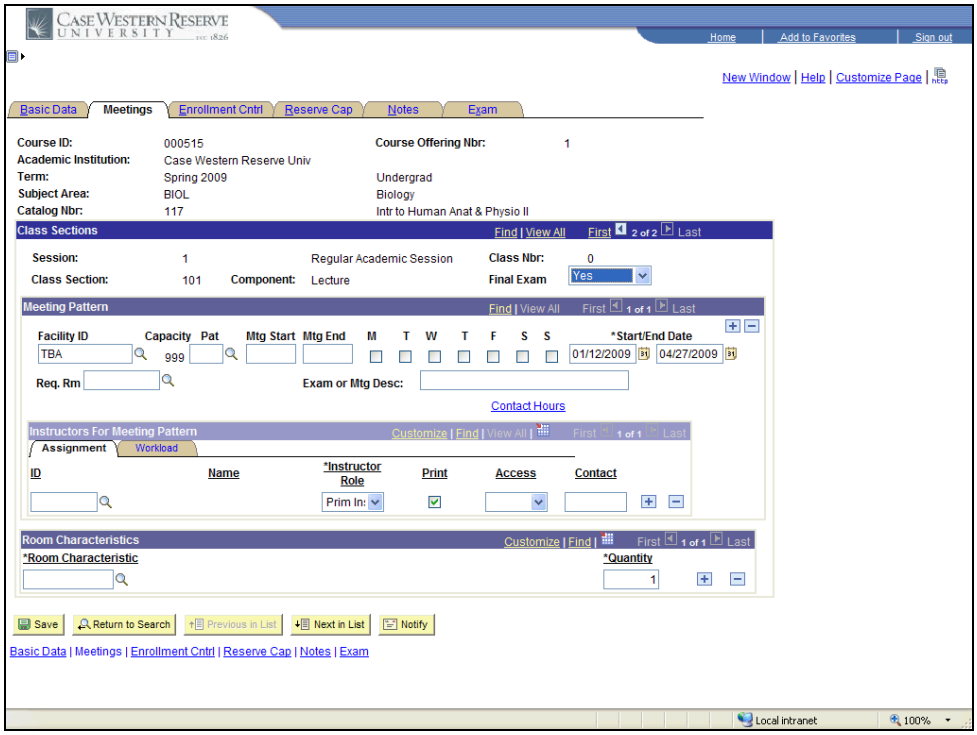
The same pattern is followed for the second lecture.

BIOL 215 200-LEC
BIOL 215 210-LAB
BIOL 215 211-LAB

Step	Action
11.	Press **[Tab]** on your keyboard.



Step	Action
12.	The **Class Section** number copied to the **Associated Class** number. If this section is associated with a section other than itself, please see the **Labs and Other Associated Classes** section of this manual for further directions.
13.	Click the **Meetings** tab. Meetings



Step	Action
14.	Enter the applicable fields of the Meeting Pattern and Instructors for Meeting Pattern sections as needed.
15.	Make the necessary changes to the other tabs as necessary.
16.	Click the **Save** button. Save
17.	This completes the process of adding a section to a class. **End of Procedure.**

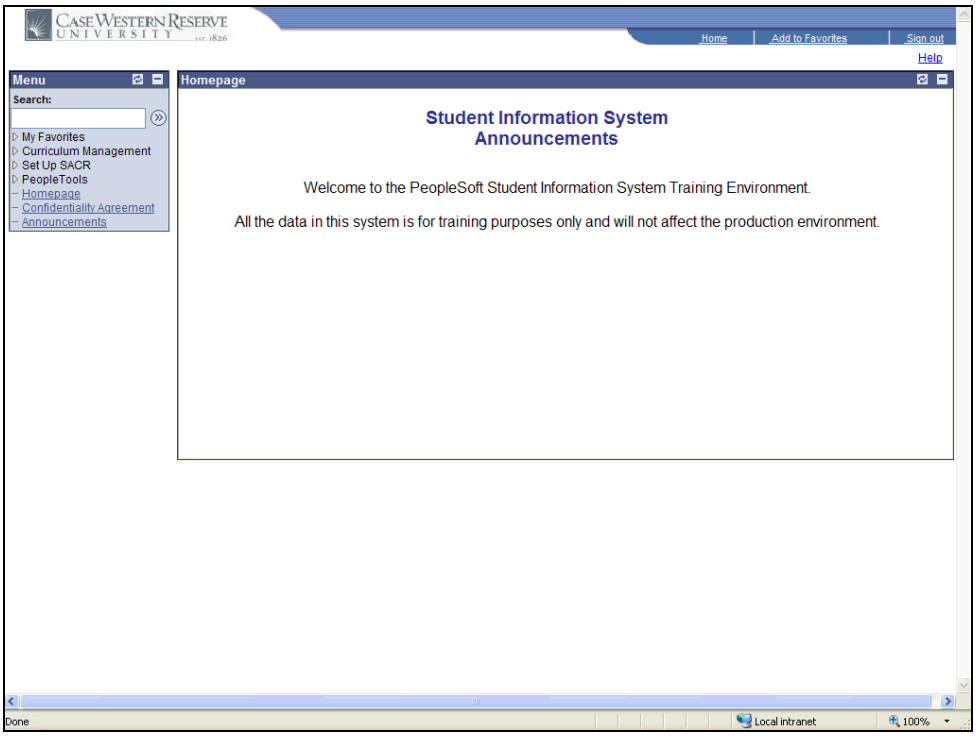
Delete a Section from a Class

Before the Schedule of Classes is made public to students, classes and class sections that departments don't want to offer during a term can be deleted from the Schedule. There is a major difference between deleting a section of a class and canceling a section of a class. A class section can be deleted from a class offering as long as the Schedule Print Flag is turned off and no students are enrolled in the section. A class section should be cancelled if the Schedule Print Flag has been turned on or if students have enrolled in the section. The following guide will describe the process of deleting a section. Please see **Remove a Course Offering from a Term** for directions on how to remove a class entirely from the term schedule, and **Cancel a Class Section** for directions on how to cancel a class section.

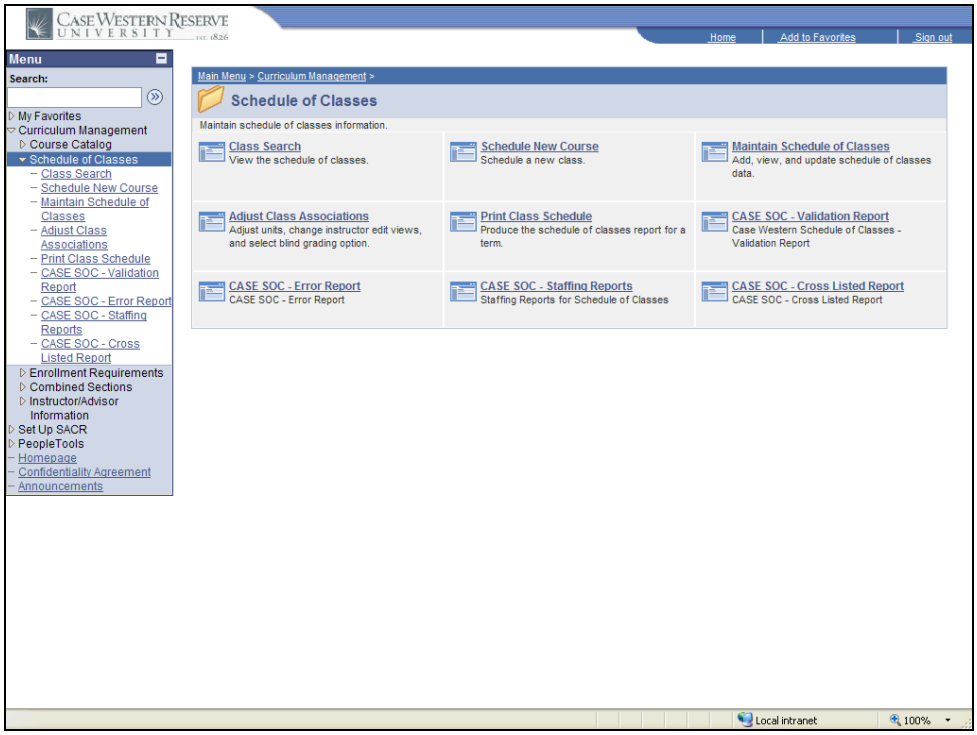
After Schedule Print =

Procedure

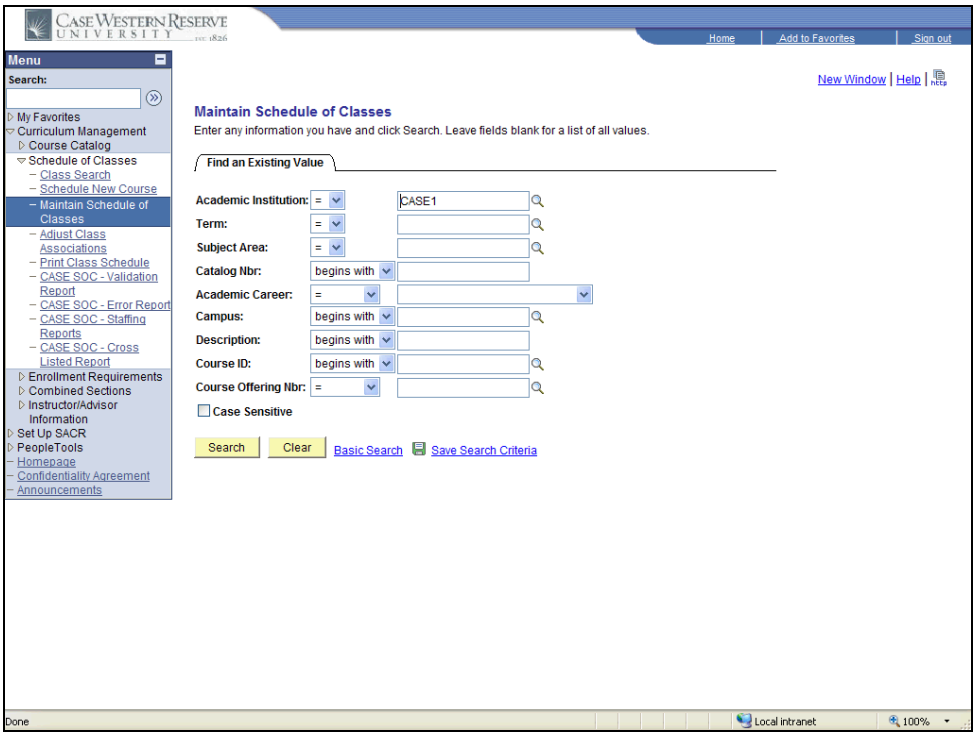
Use the following procedure to delete a class section from a course offering during a term.



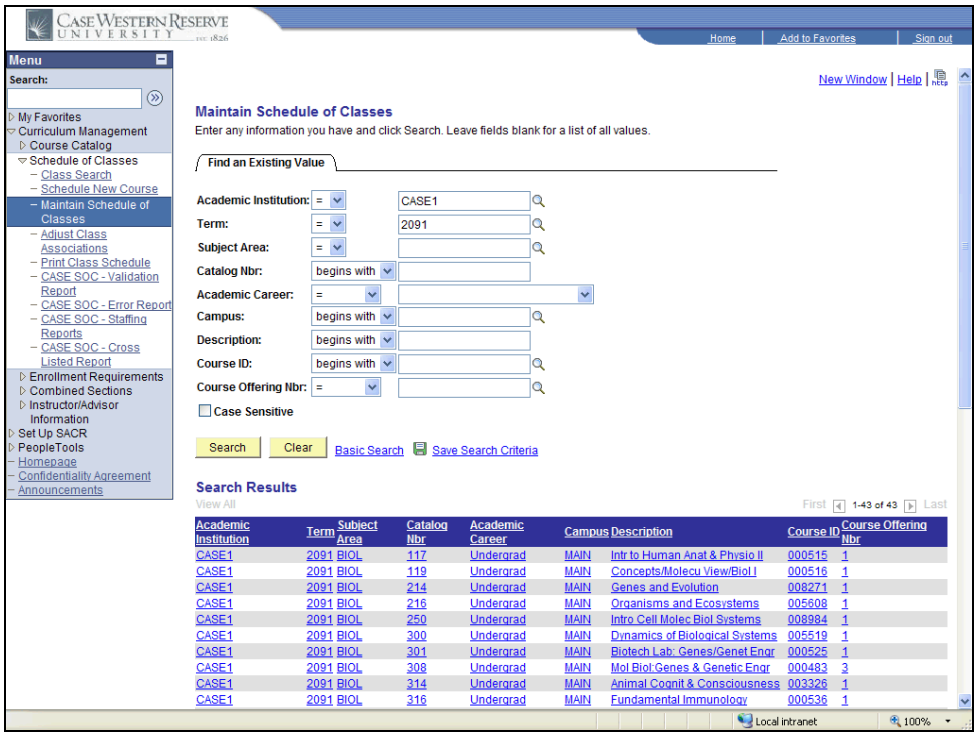
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



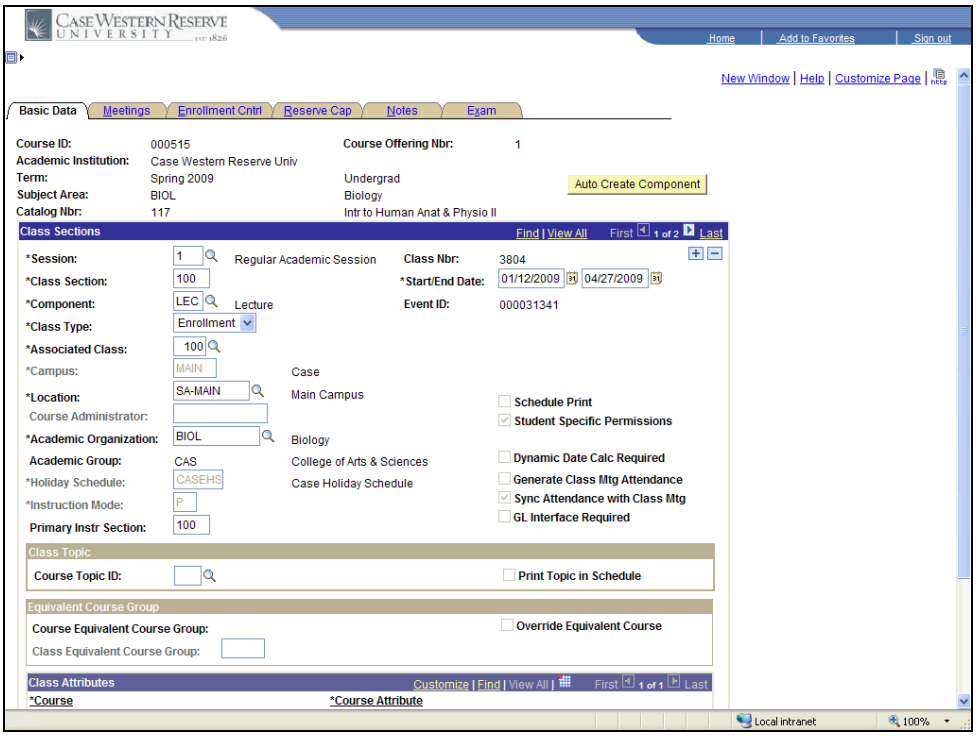
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



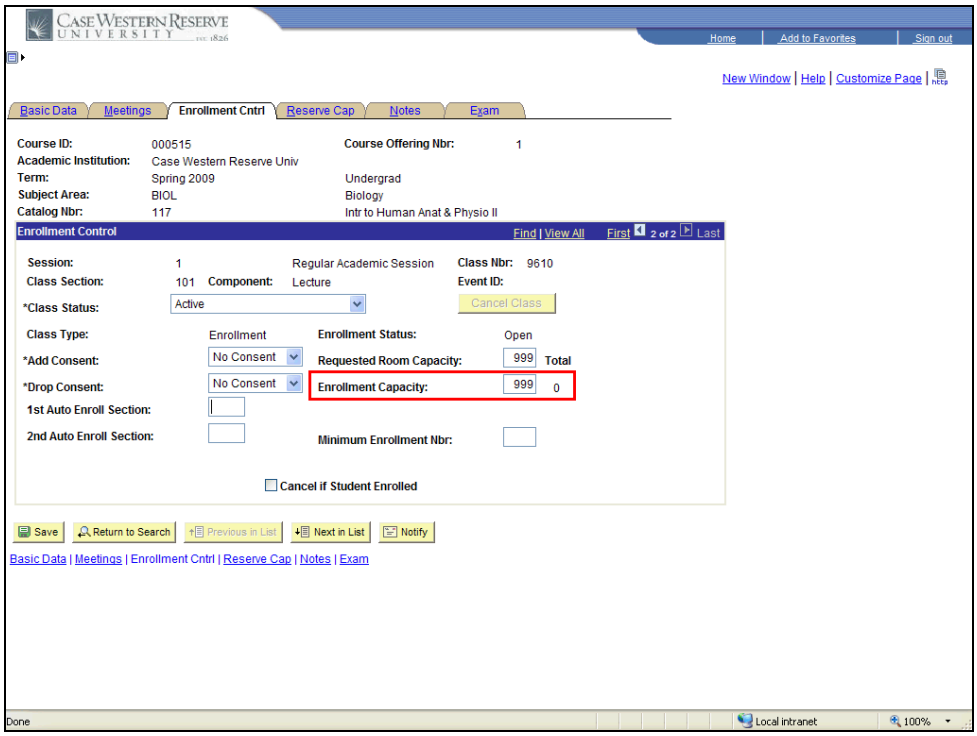
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



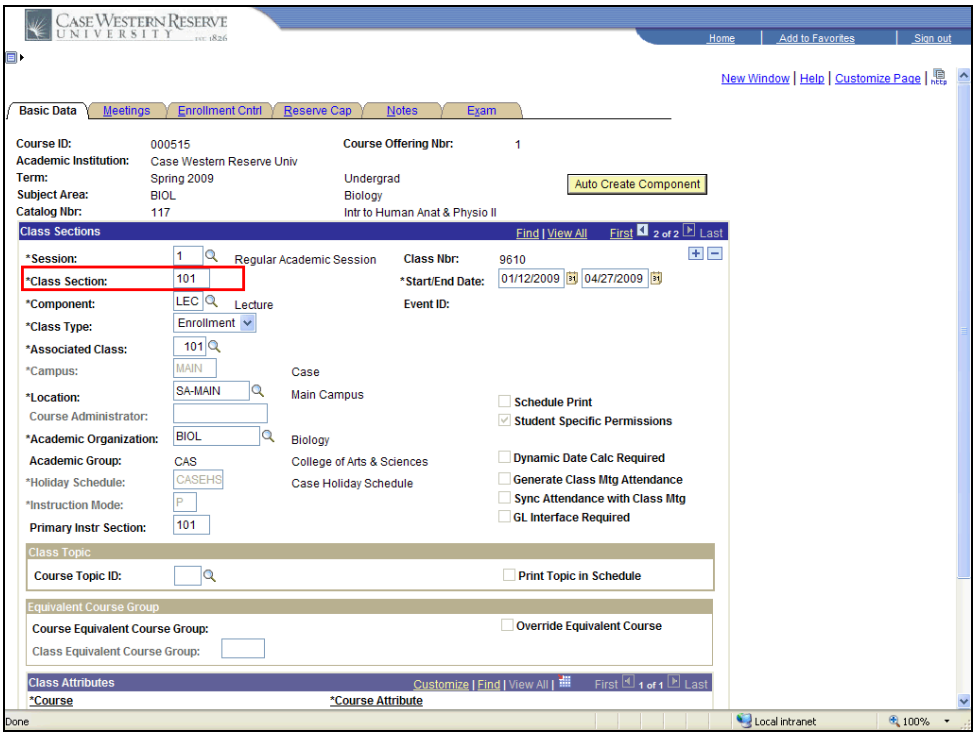
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the class from which a section should be deleted from the list.



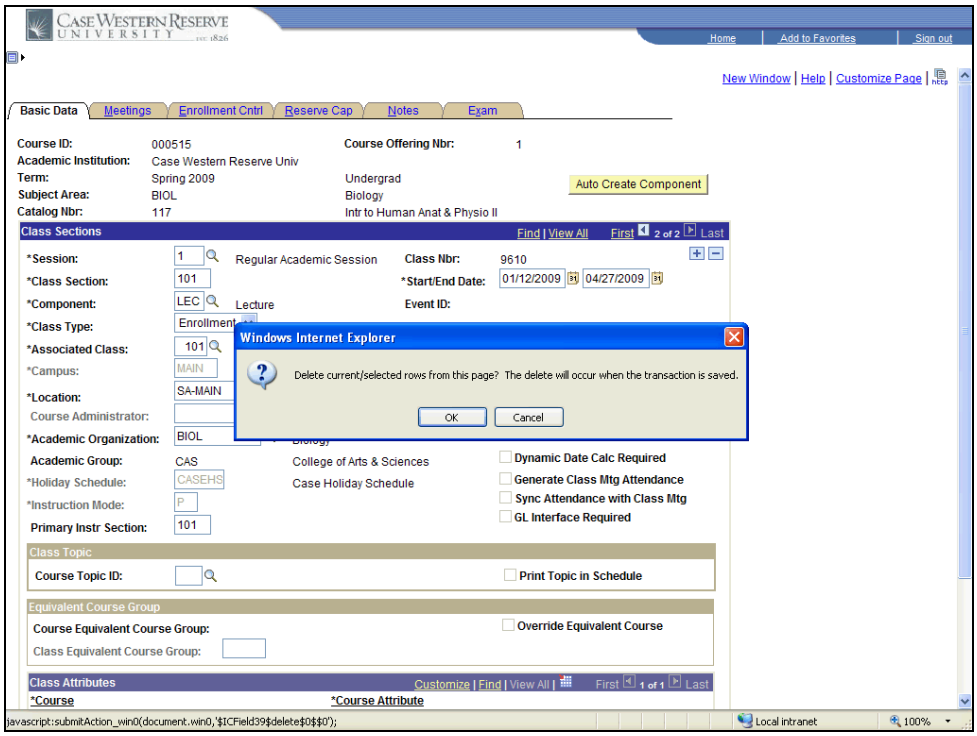
Step	Action
8.	The Basic Data tab appears. Find the section that needs to be deleted by clicking the **Show next row** button until it appears.
9.	Once the section has been located (note the number in the Class Section field), click the **Enrollment Cntrl** tab.



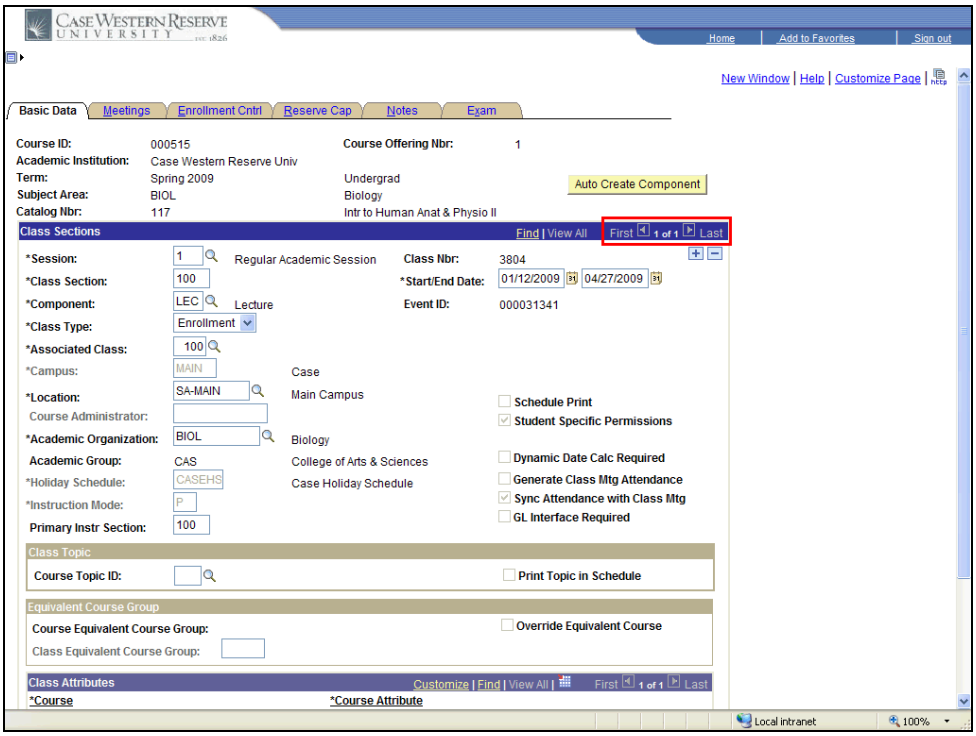
Step	Action
10.	The Enrollment Control tab appears. Locate the **Enrollment Capacity** field. If the **Total** value next to the Enrollment Capacity is "**0**", then the section can be deleted. If the number is greater than 0, then students are enrolled and the class section must be cancelled instead of deleted. Please see **Canceling a Class Section** for directions.
11.	Click the **Basic Data** tab. Basic Data



Step	Action
12.	The Basic Data tab appears. Make sure you are still on the class section that needs to be deleted, noting the number in the **Class Section** field. Click the **Delete row** button.



Step	Action
13.	A gray window appears. Click the **OK** button.



Step	Action
14.	The section has been deleted. Note the number of sections indicated in the Class Sections header.
15.	Click the **Save** button.
16.	This completes the process of deleting a section from a class. **End of Procedure.**

Remove a Course Offering from a Term

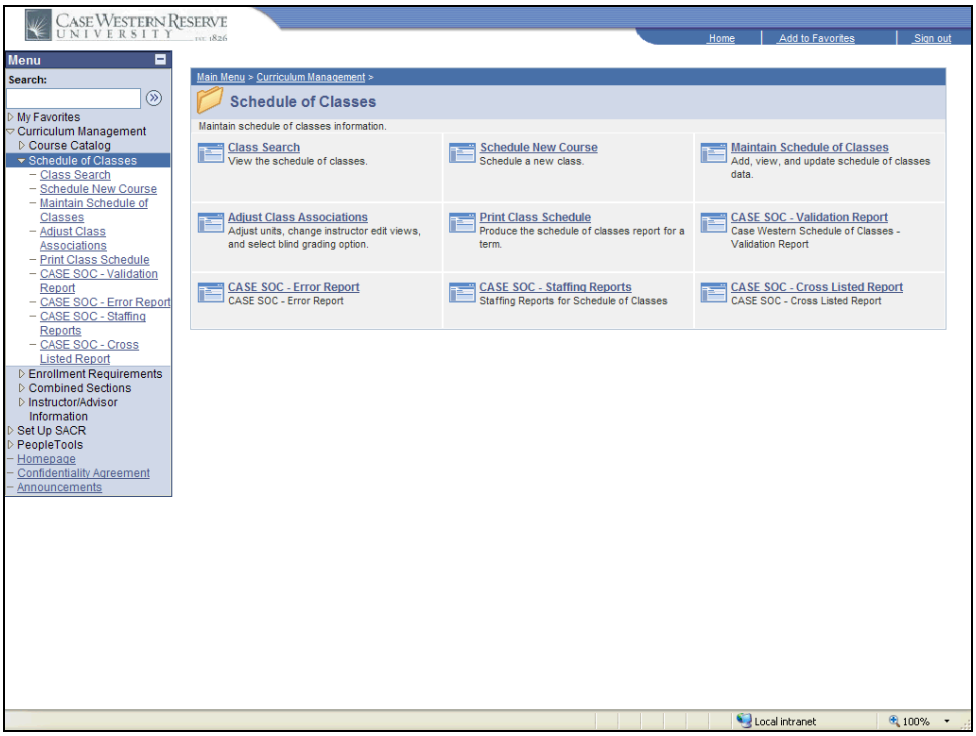
Removing a course offering from the schedule for a term is a process similar to removing a single section of a class. A course offering can be removed from the schedule if the Schedule Print flag is off on all sections and no students have enrolled in any sections. If the Schedule Print flag is on, and/or if students have enrolled in any of the class sections, then applicable class sections must be cancelled. Please see **Cancel a Class Section** for directions.

After Schedule Print =

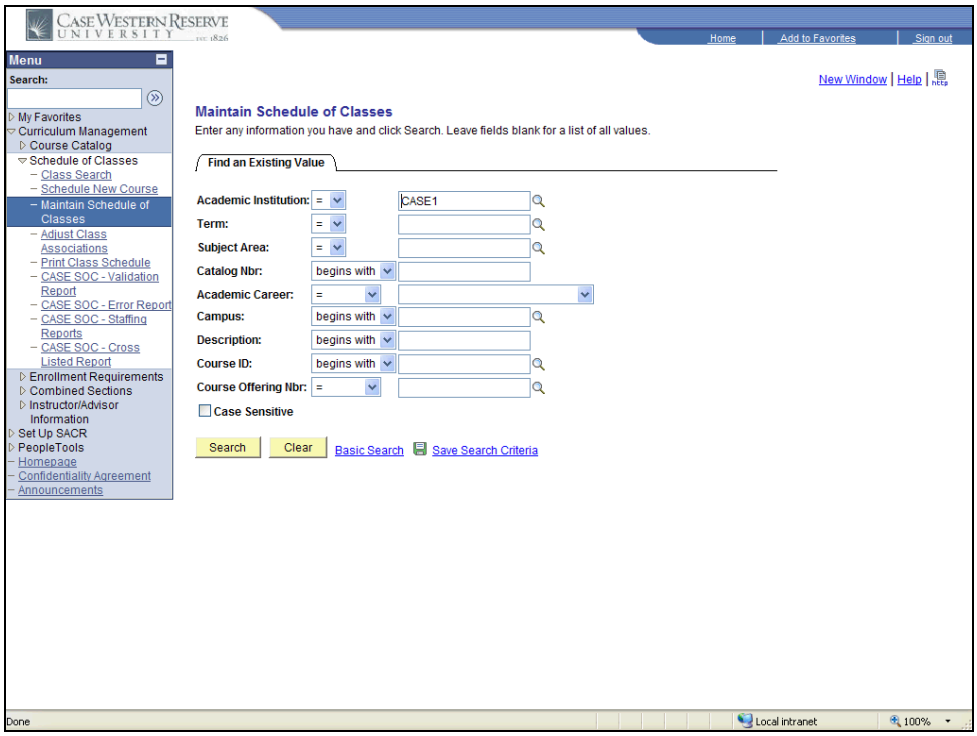
Procedure

Use the following procedure to delete all class sections from a course offering, subsequently removing a course completely from a term.

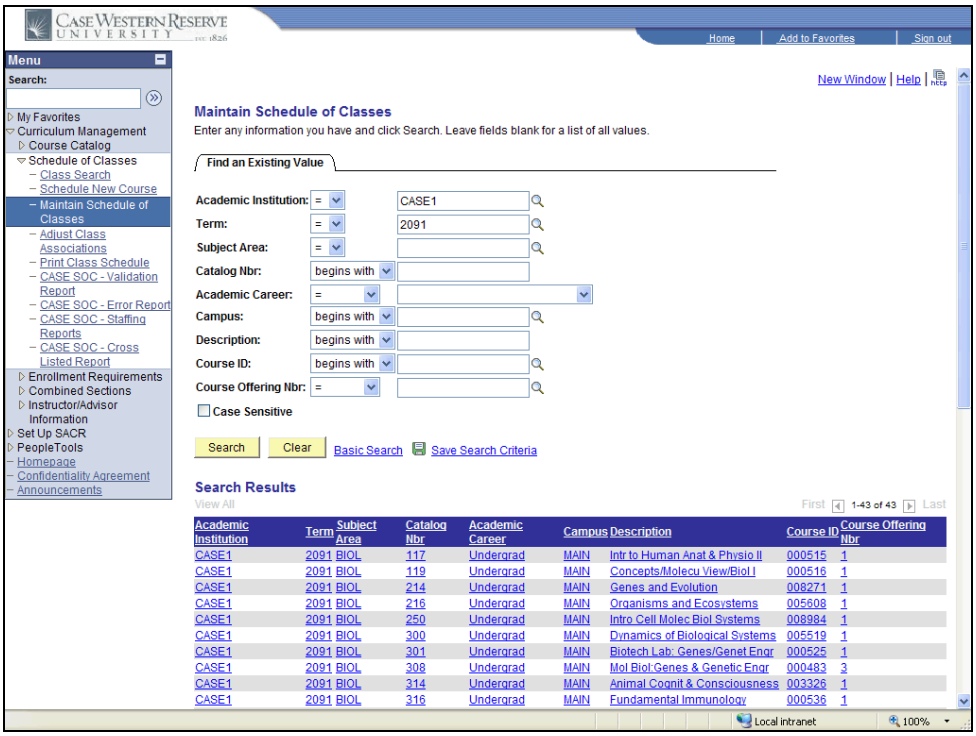
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



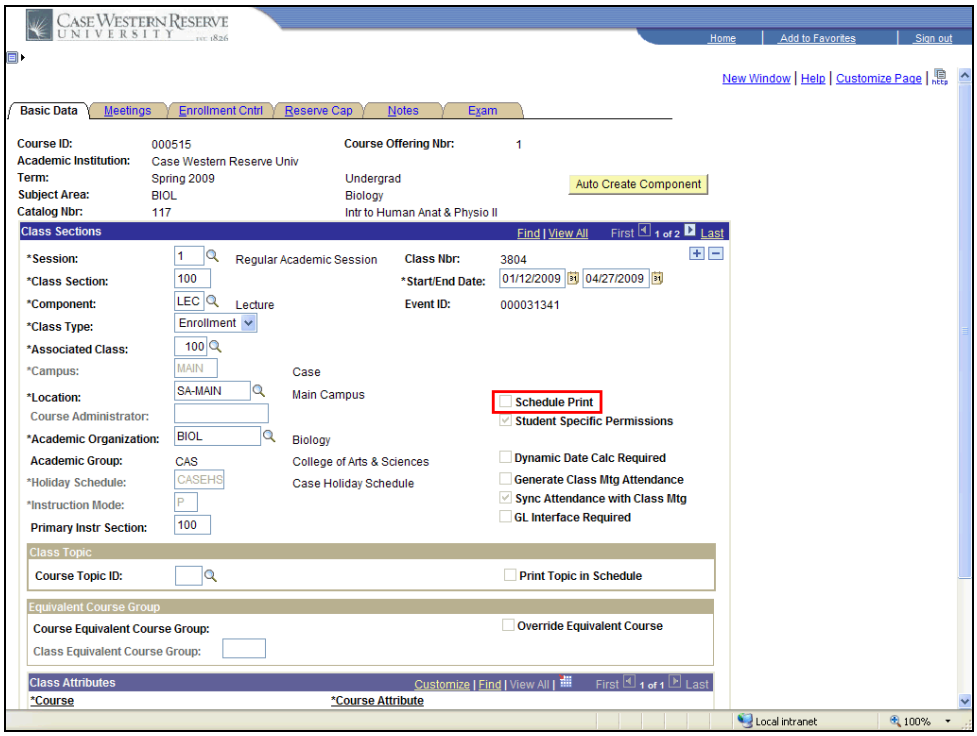
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



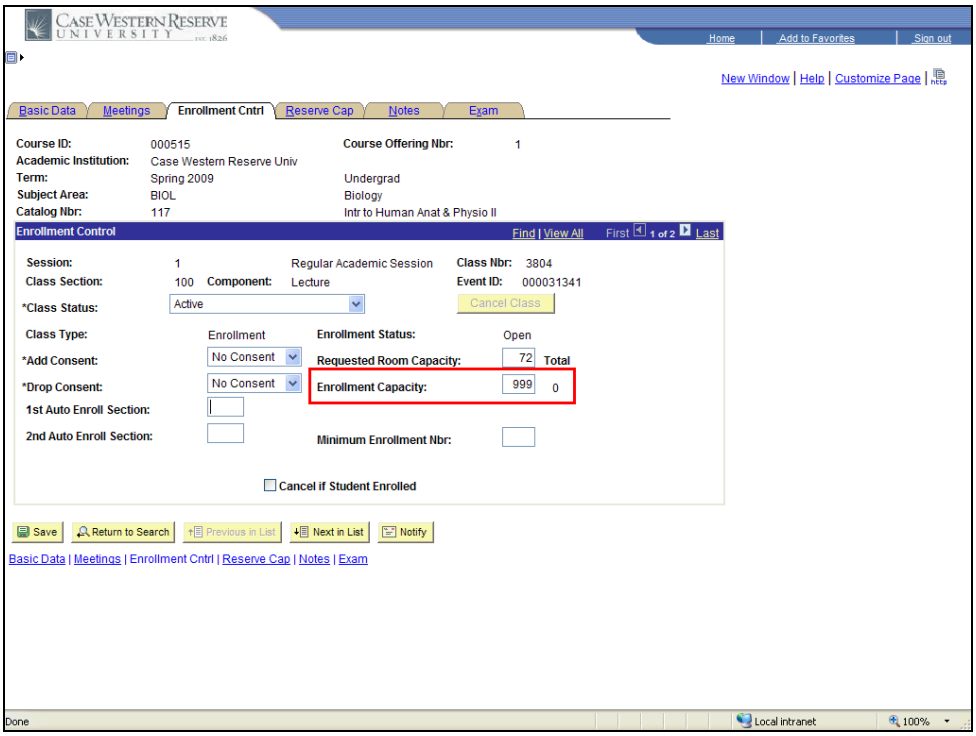
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



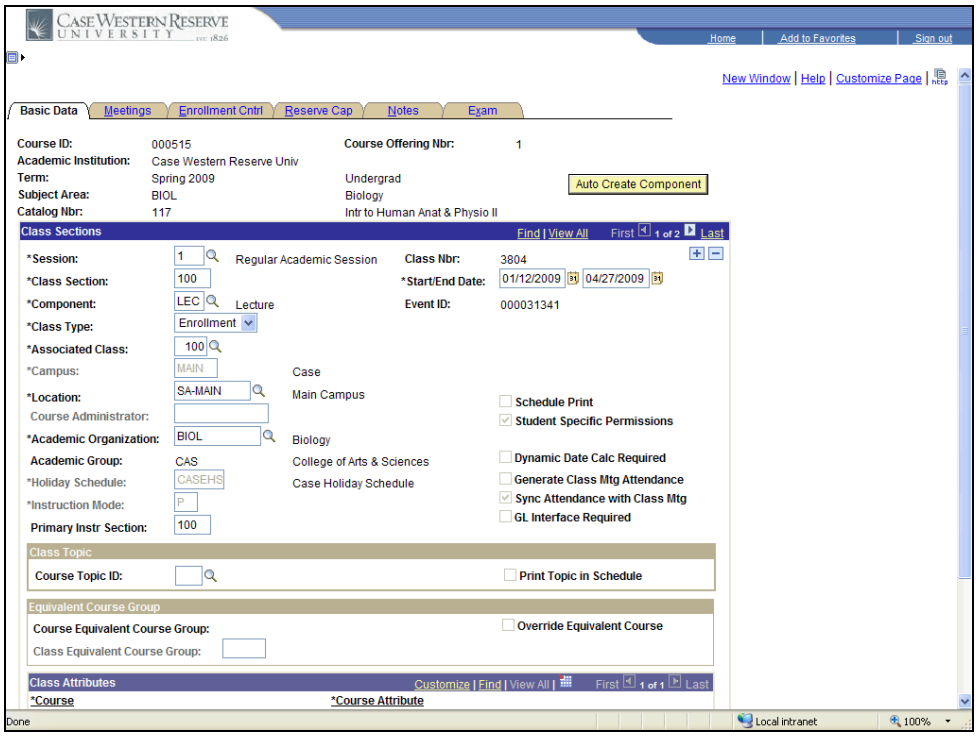
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the class from which a section should be deleted from the list.



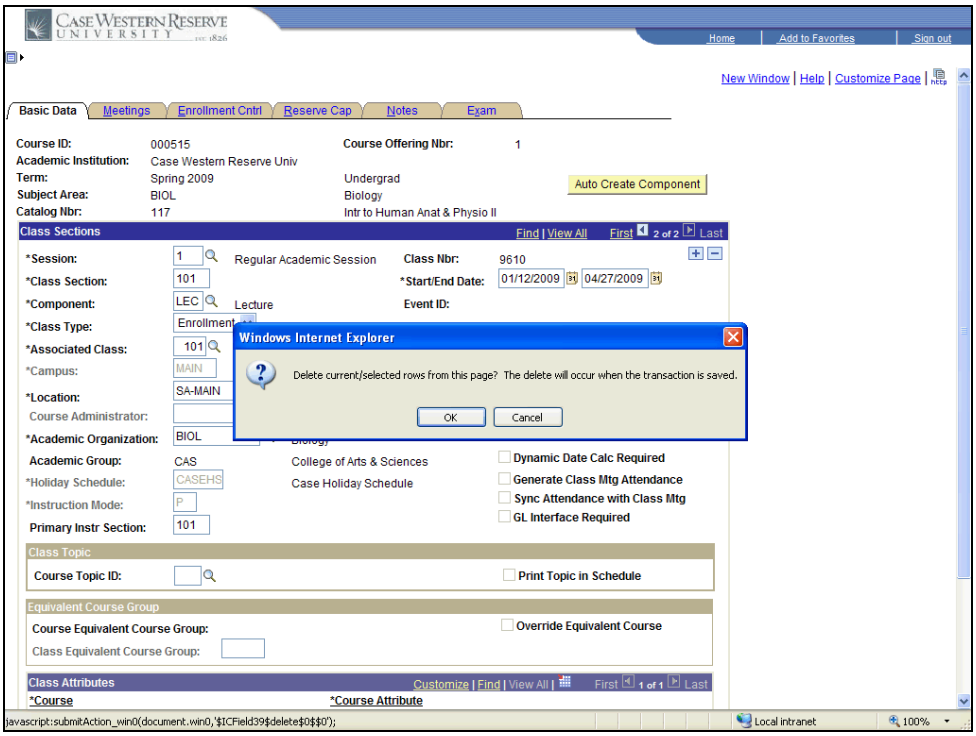
Step	Action
8.	The Basic Data tab appears. Note the **Schedule Print** flag. If it is turned on, the course cannot be removed from the term. If it is off, the process may continue.
9.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl



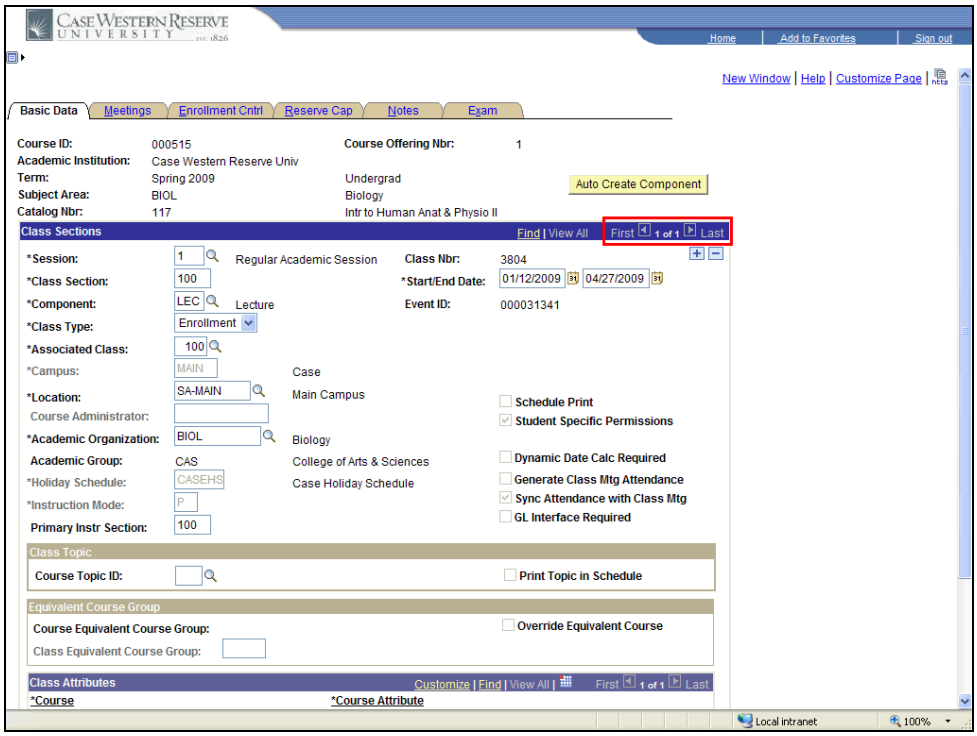
Step	Action
10.	The Enrollment Control tab appears. Locate the **Enrollment Capacity** field. If the **Total** value next to the Enrollment Capacity is "**0**", then the section can be deleted. If the number is greater than 0, then students are enrolled and the class section must be cancelled instead of deleted. Please see **Canceling a Class Section** for directions.
11.	Review all class sections for possible enrollment. Click the **Show next row** button to see other sections. If any sections show student enrollment, the course offering cannot be completely removed from the schedule. Please see **Cancel a Class Section** for directions on canceling a class.
12.	Click the **Basic Data** tab.



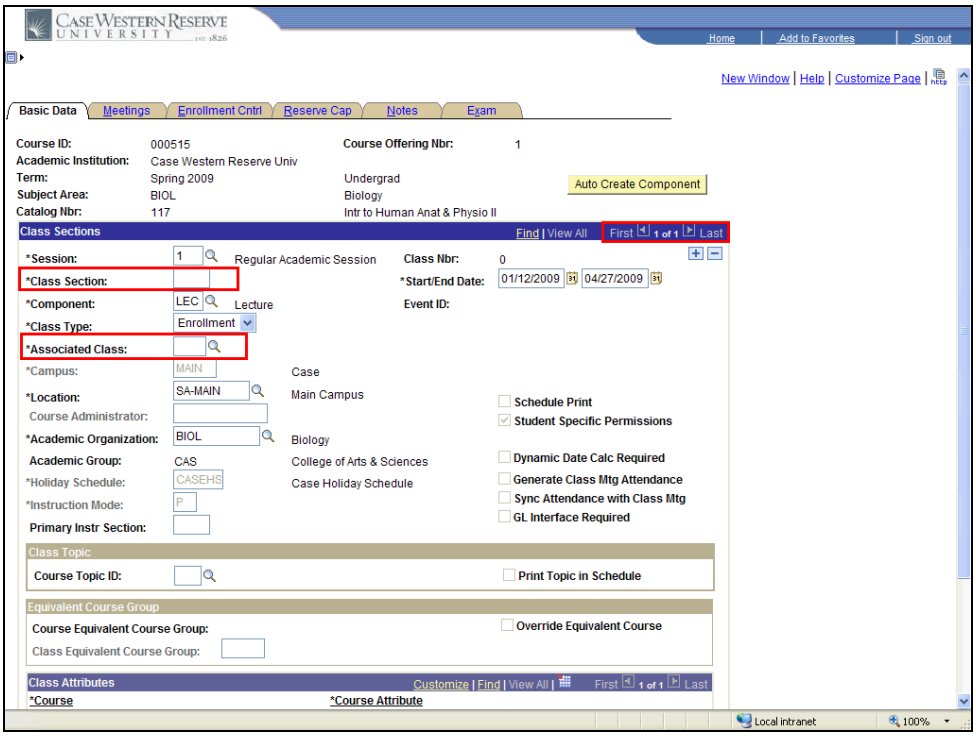
Step	Action
13.	The Basic Data tab appears. Click the **Delete row** button.



Step	Action
14.	A gray window appears. Click the **OK** button.



Step	Action
15.	The section has been deleted. Note the number of sections indicated in the Class Sections header. Continue deleting sections until all are gone.



Step	Action
16.	When all sections with data have been removed, there will still be one Class Section row left; however, it will not contain any data. Note that the Class Section and Associated Class fields are empty, and the Class Sections header shows "1 of 1" rows.
17.	Click the **Save** button. Save
18.	This completes the process of deleting a course offering from the schedule for a term. **End of Procedure.**

Adding a Course Offering to the Schedule

If your department decides to add a course to its schedule, then the **Schedule New Course** feature is used. This feature pulls the course's data from the Course Catalog in SIS and allows you to schedule class sections anew during the term.

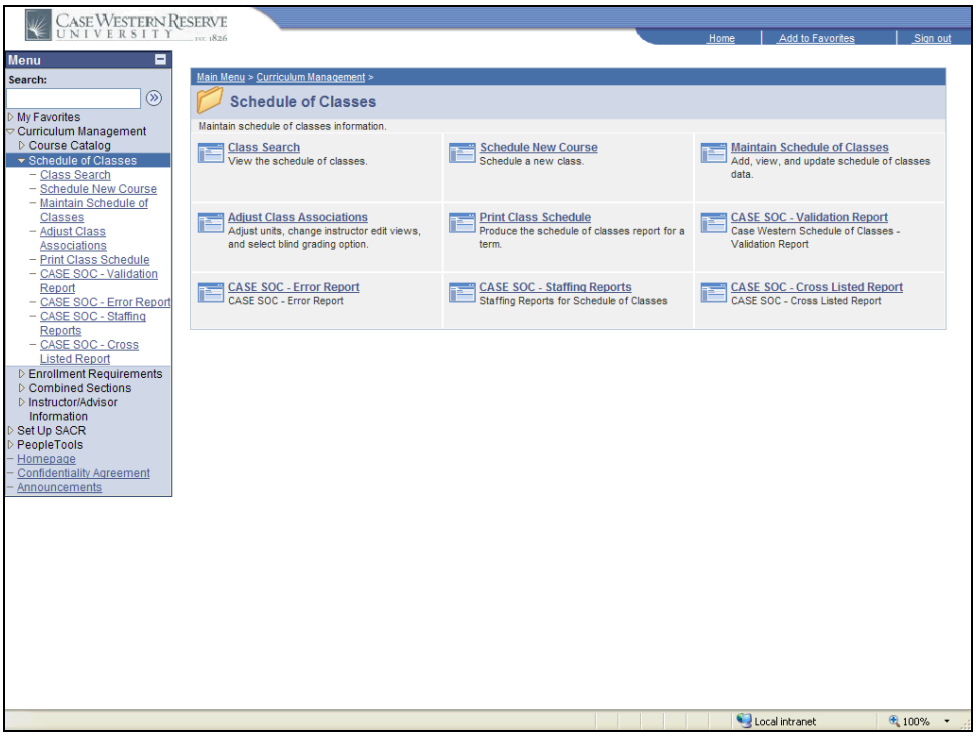
Note: This process is not about entering a completely new course into the Catalog. Only the Office of the University Registrar enters new courses to the Course Catalog. Departments must submit an approved Course Action Form in order to have a new course added to the Catalog.

The Schedule Print Flag is not applicable at this stage of the process.

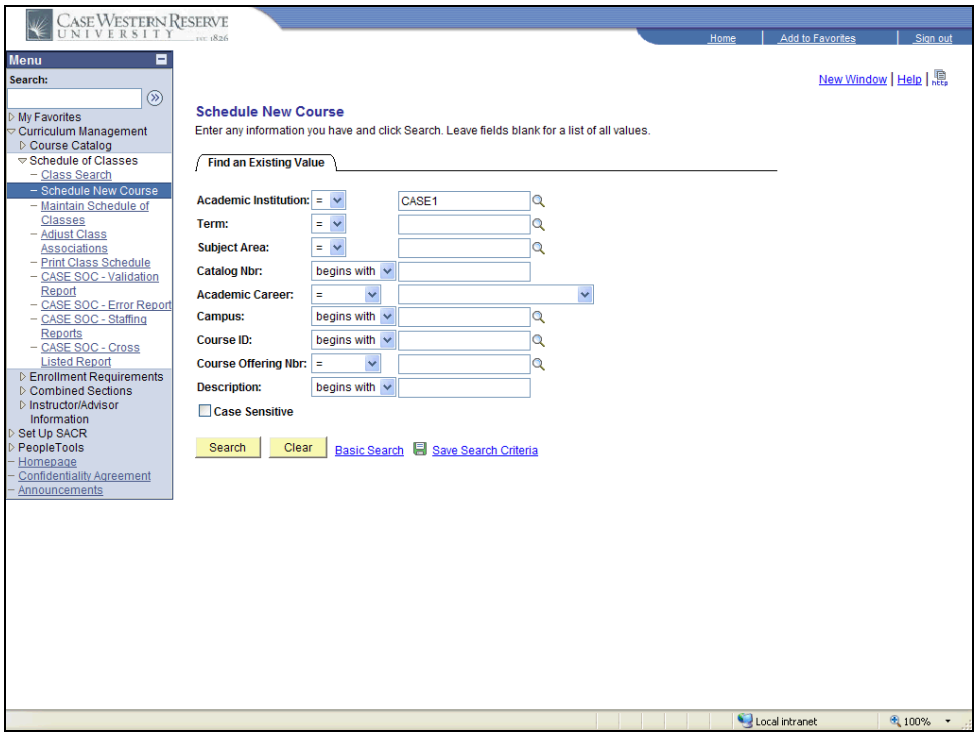
Procedure

Use the following procedure to add a course to a term's schedule.

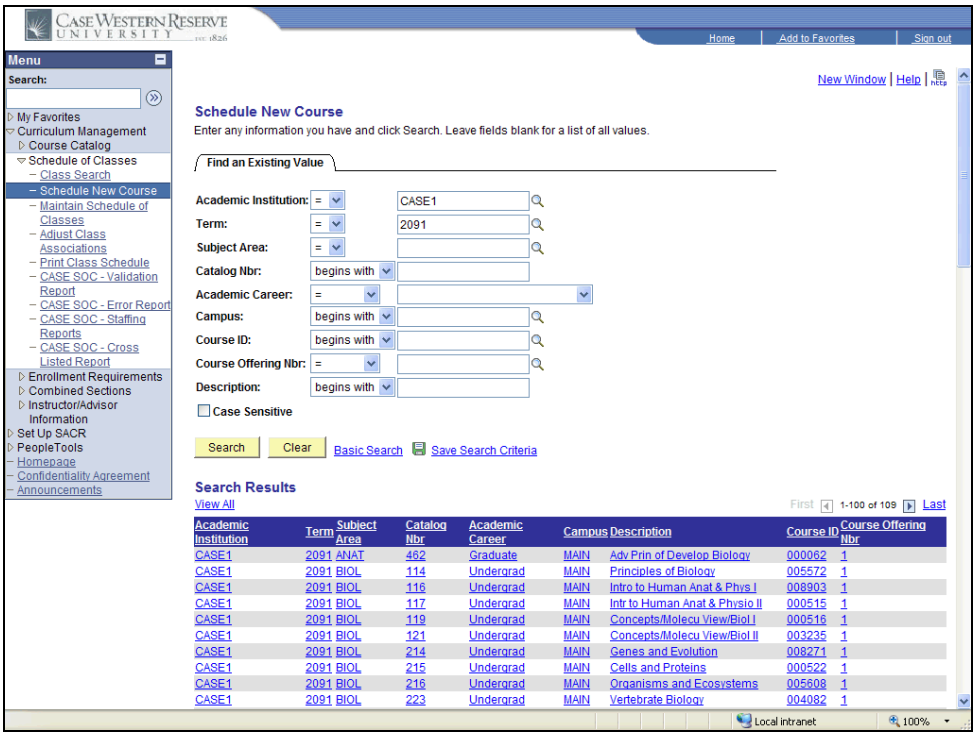
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



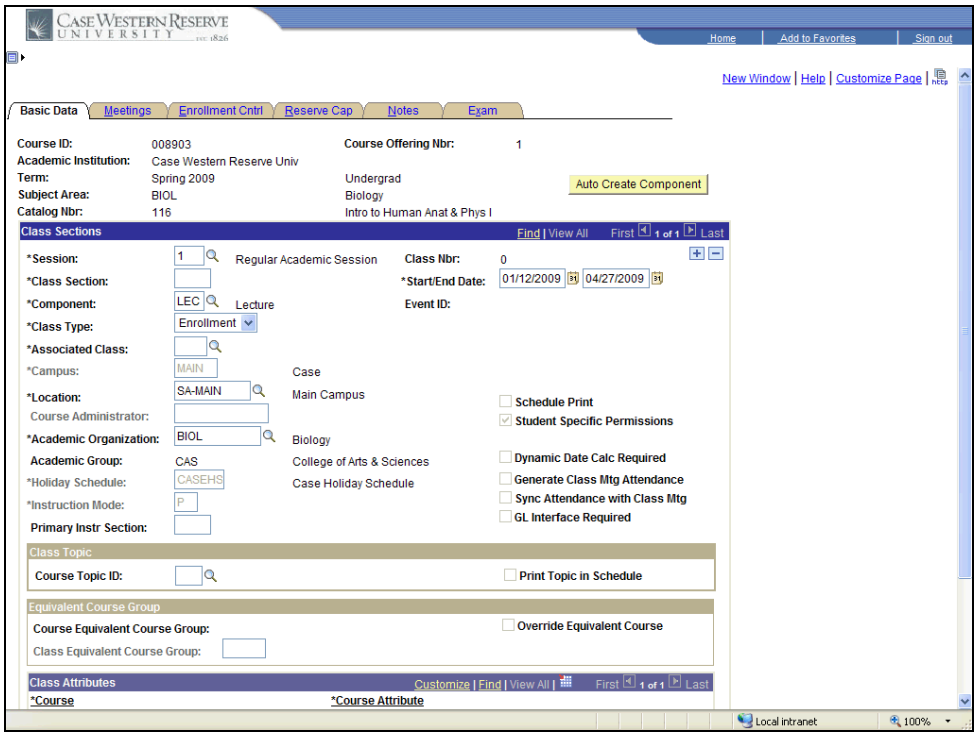
Step	Action
3.	Click the **Schedule New Course** link.



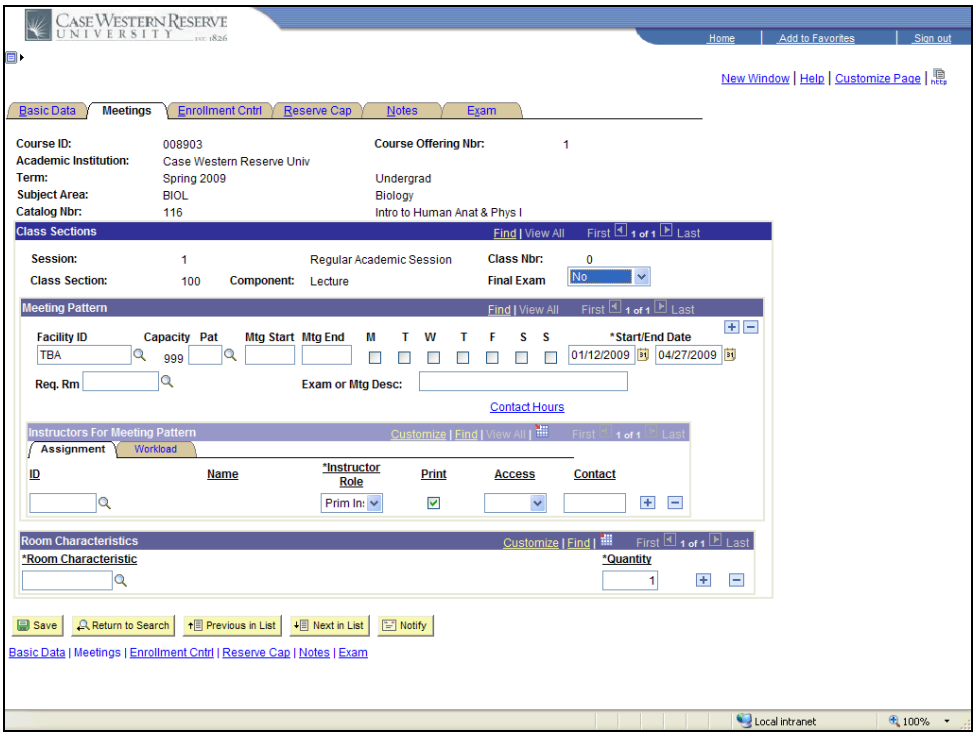
Step	Action
4.	The Schedule New Course search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



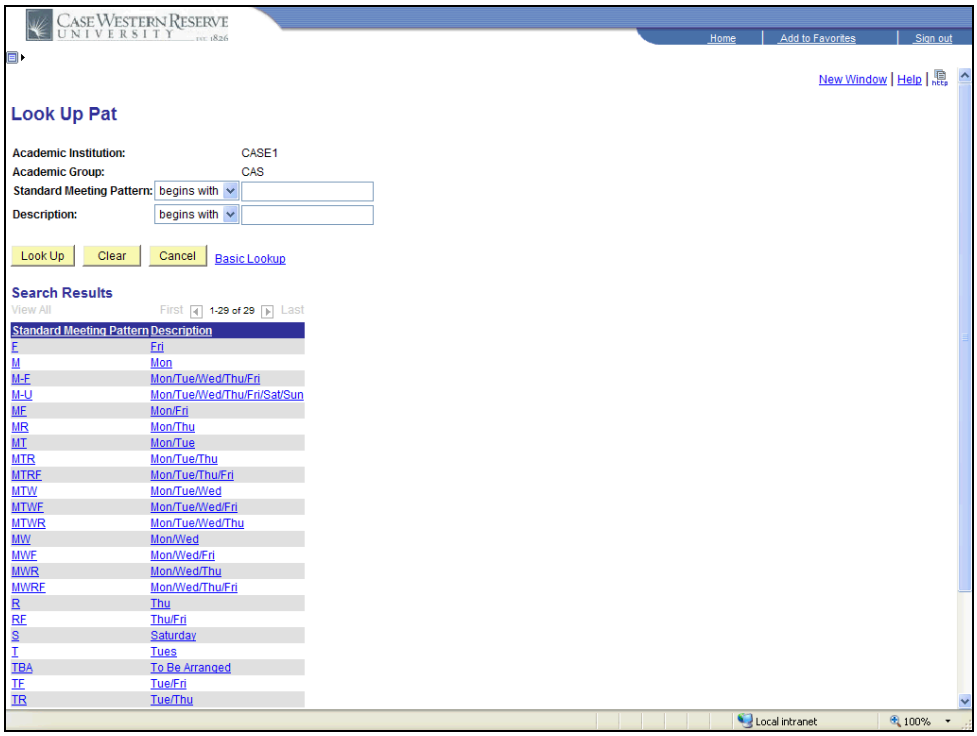
Step	Action
7.	All courses listed for your academic organization in the Course Catalog appear in the search results. Select the course that is to be added to the schedule.



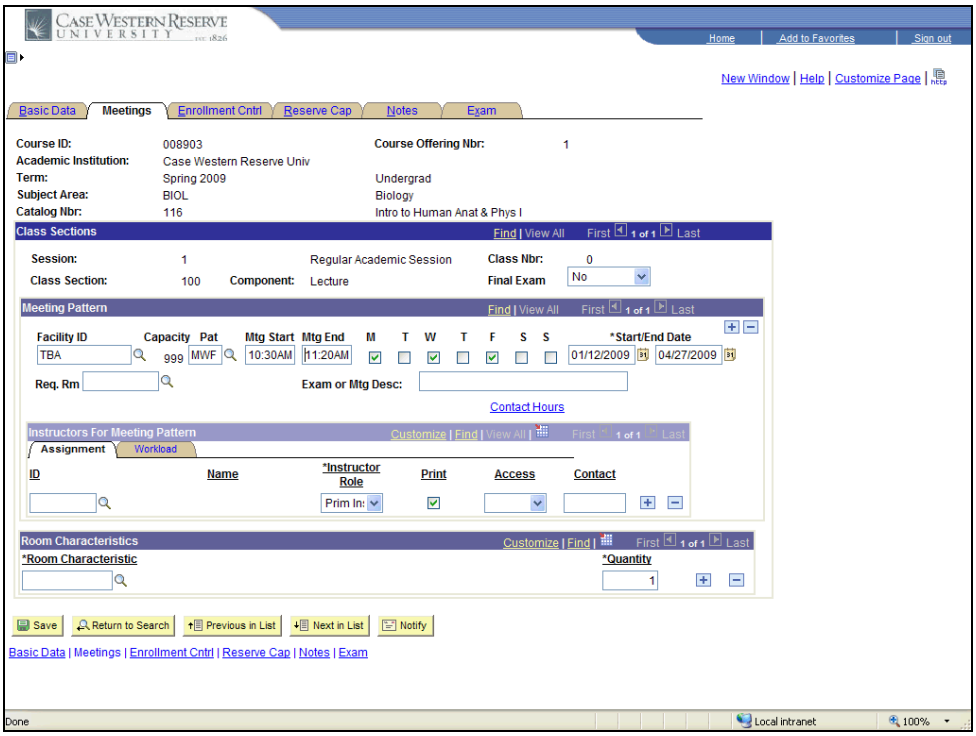
Step	Action
8.	The Basic Data tab appears. Confirm the **Session**. To change the session, click the Look Up Session button and choose a different session.
9.	Enter "**100**" into the **Class Section** field.
10.	Press **[Tab]** on your keyboard.
11.	The Class Section number has copied to the Associated Class number.
12.	If this class is part of a special topic that is listed on its Course Catalog record, the topic can be chosen in the **Course Topic ID** field by clicking on the look up icon. This will set the topic for just this section of the class during the term or session.
13.	To mark this class as being a part of a Semester Spotlight, or to mark the class for Senior Audit, utilize the **Course Attribute** and **Course Attributes Values** fields.
14.	Click the **Meetings** tab. Meetings



Step	Action
15.	All class sections are scheduled on the **Meetings** tab. The **Final Exam** field will default to the value on the Course Catalog record, and can be changed if necessary. If a final exam is to be scheduled during the standard final exam schedule, then the Final Exam field must be marked **Yes** in order for the University Registrar to include it in the schedule.
16.	The **Meeting Pattern** section contains fields for the classroom assignment, classroom request, meeting date range, meeting days, and meeting start and end times. It is important to choose the **Pattern** (**Pat**) code before assigning a classroom. Any change that occurs in the Pattern field after a Facility ID has been chosen will clear the contents of the Facility ID field.
17.	To set a meeting pattern for this class, click the **Look up Pat** button.



Step	Action
18.	The **Look Up Pat** (Pattern) screen appears. Select the pattern containing the days of the week when this class will take place. Mon/Wed/Fri
19.	The day options check off automatically based on the pattern selected.
20.	Enter the start time of the class into the **Mtg Start** field. For example, enter "**1030a**" for 10:30AM.
21.	Press **[Tab]** on your keyboard.
22.	The **Mtg End** field is filled with an end-time based on the Academic Group in which this class is assigned and the Pattern selected for it. Confirm or change the end time of the class section. Pay special attention to the AM and PM labels.
23.	The **Start** and **End** dates of the class section match the beginning and end dates of the session in which the class takes place.



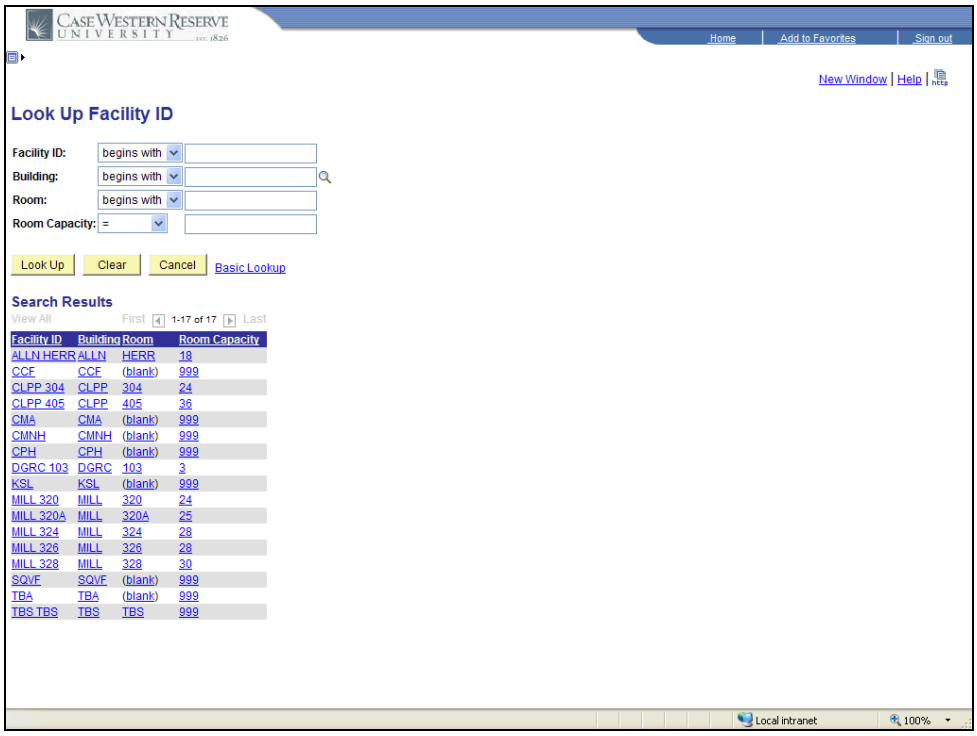
Step	Action
24.	**Facility ID** field hold the code of the classroom where instruction will take place. ***TBA*** is the default value. Click the **Look Up Facility ID** button to select a classroom owned by your Academic Organization, or use the **Req. Rm** (Request Room) field to request a room from the Office of the University Registrar.

The **TBS TBS** code in the **Facility ID** field alerts the Office of the University Registrar to select an available room from their selection for the use of the meeting.

The **TBA** code in the **Facility ID** field announces that the classroom has yet to be scheduled for a section.

The following Facility IDs will be available in the Facility ID Look Up screen:
- Classrooms owned by the Academic Organization
- General Assignment rooms not scheduled by the University Registrar
- TBA
- TBS TBS

Step	Action
25.	**Decision:** Please make a selection from the options listed below. • Use a Department Classroom Go to step 26 on page 74 • Request a Room from the University Registrar Go to step 39 on page 78
26.	Click an entry in the **Look Up Facility ID** column.

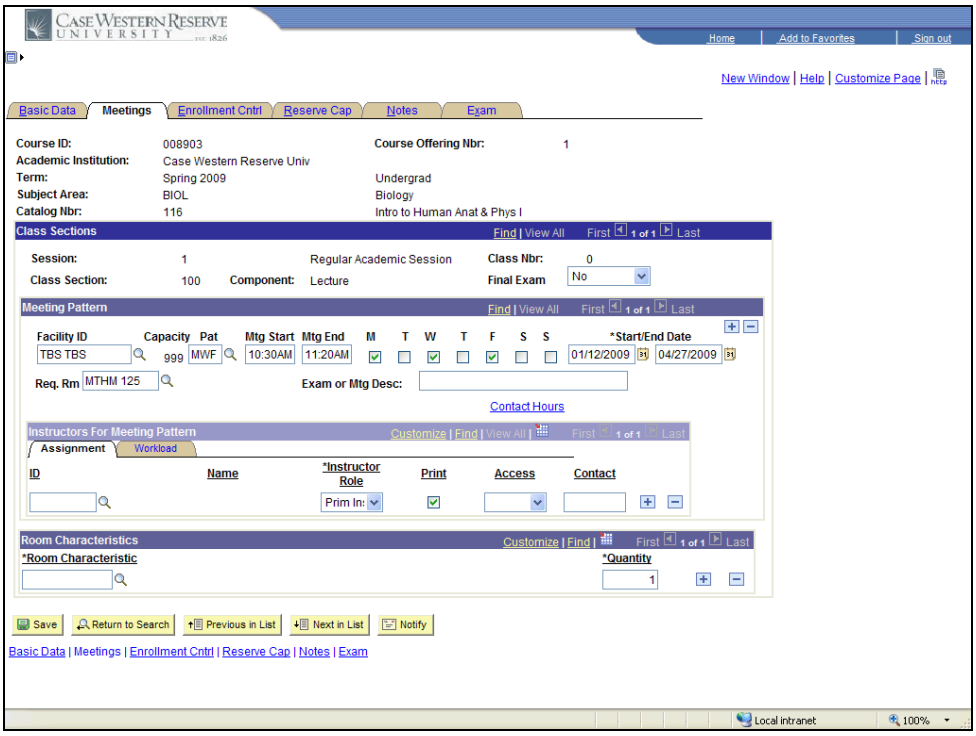


Step	Action
27.	All classrooms assigned to your Academic Organization appear in the search results. Select the appropriate classroom from the search results.

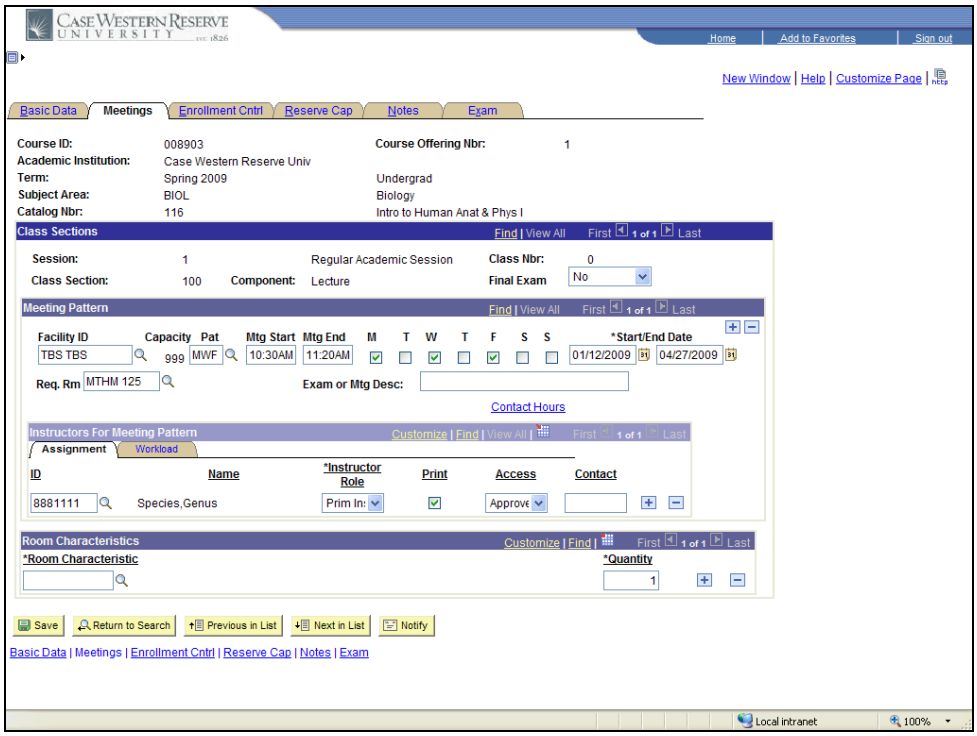
To request any room in a building, select the building code that just lists the building. For example:

Facility ID	Building	Room
ALLN	ALLN	(blank)

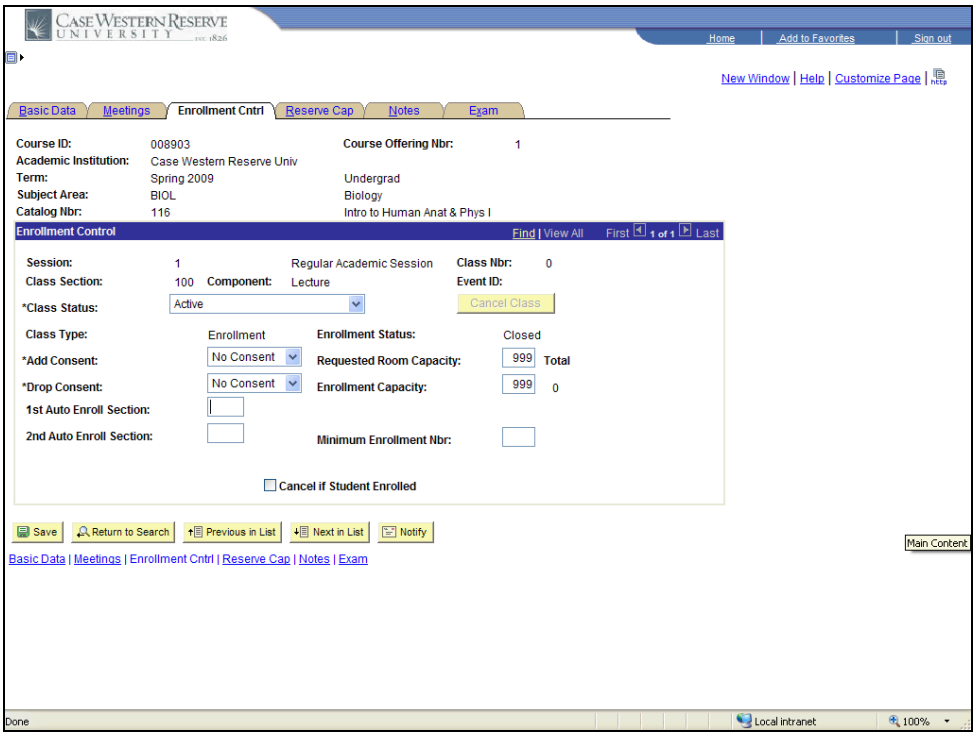
Step	Action
28.	The **Exam or Mtg Desc** field will be used for non-standard exam times ***NOT*** held during the final exam week. Please see the **Creating an Exam Outside of a Regular Meeting Pattern** business process document for directions.



Step	Action
29.	Next, select the **Instructor** for the class meeting. Enter the Instructor's EmplID or click the **Look up ID** button.
30.	All instructors appear in the **Look Up ID** search results. To locate an individual within the list, utilize the search fields.



Step	Action
31.	The instructor's role for this class section will default to the settings indicated on their individual Instructor/Advisor record.
32.	To add another instructor to the meeting, click the **Add a row** button and enter the additional instructor's **EmplID**, **Role**, and **Access**.
33.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl



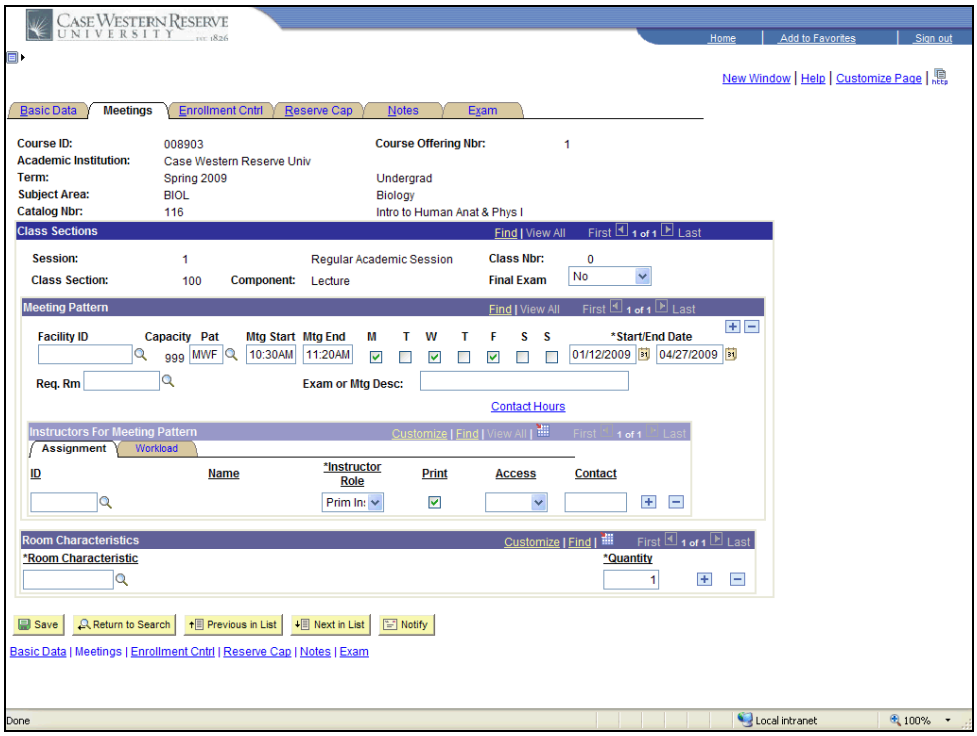
Step	Action
34.	The **Enrollment Control** tab establishes the number of students who can enroll per section of the class.
35.	The **Add** and **Drop Consent** fields default from the Course Catalog record. To alter either field for the class section, click the drop-down box and select a new value. The choices are: **Instructor Consent** **Department Consent** **No Consent**

Add Consent:
Instructor Consent - The instructor must grant a permit to each student who wants to enroll.
Department Consent - A Department representative must grant a permit to each student who wants to enroll.
No Consent - Students do not need permission to enroll in the class.

Drop Consent:
Instructor Consent - The instructor must give students permits to withdraw from the class. **Used only by SAGES and other approved organizations.**
Department Consent - A Department representative must give students permits to withdraw from the class. **Used only by SAGES and other**

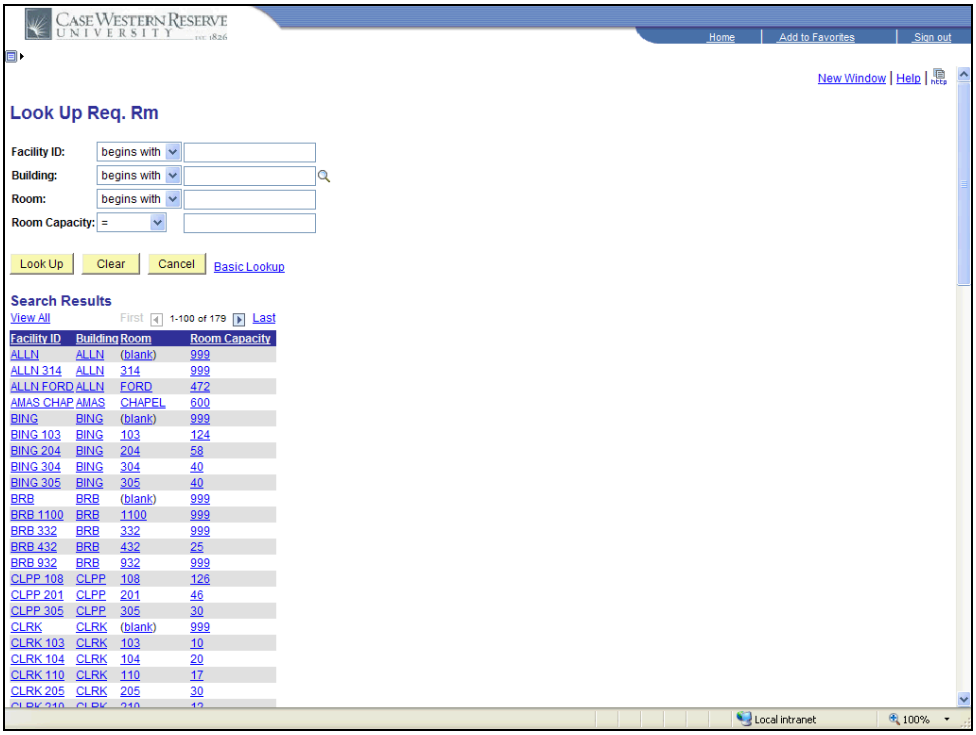
approved organizations.
No Consent - Student does not need any permission to withdraw from the class.

Step	Action
36.	The value entered in the **Enrollment Capacity** field will default from the Course Catalog entry. To enforce an enrollment limit, enter the maximum number of students who can enroll in this section in the **Enrollment Capacity** field.
37.	Click the **Save** button.
38.	This completes the process of scheduling a new class. Changes can be made to the class section until the Schedule Print Flag is turned on. **End of Procedure.** Remaining steps apply to other paths.



Step	Action
39.	Delete any data in the Facility ID field and enter "**TBS TBS**" into the **Facility ID** field.

Step	Action
40.	If your Academic Organization would like to request a particular room, click the **Look Up Req. Rm.** (Requested Room) button to search the list of rooms available from the University Registrar.

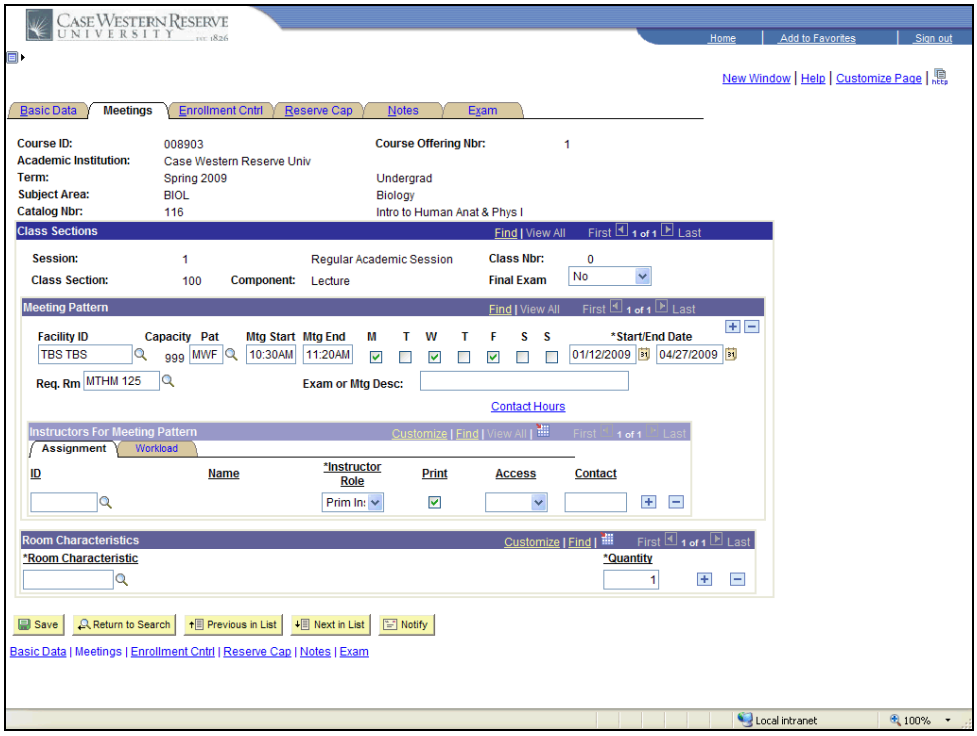


Step	Action
41.	All classrooms managed by the University Registrar appear in the Look Up Req. Rm. search results. To locate a room in the list, utilize the search fields at the top of the page. For example, begin searching for a classroom by identifying the building you want it to be in. Enter "**m**" into the **Building** field.

To request any room in a building, select the building code that just lists the building. For example:

Facility ID	Building	Room
ALLN	ALLN	(blank)

Step	Action
42.	Click the **Look up Building** button.
43.	The Look Up Building screen appears. All buildings matching your search criteria appear. Select the appropriate building. Mather Memorial Building
44.	The Look Up Req. Rm. screen reappears. The building code is in the **Building** search field. Click the **Look Up** button. Look Up
45.	Select the appropriate classroom from the search results. MTHM



Step	Action
46.	The Registrar's office will see the room request. Go to step 28 on page 75

Cancel a Class Section

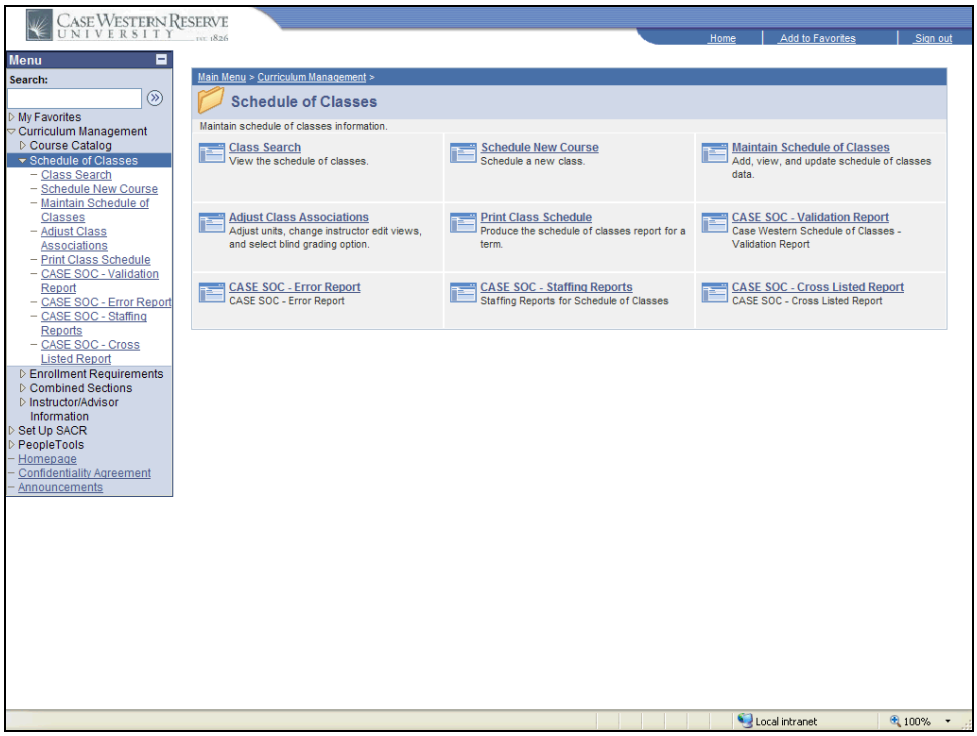
As discussed previously, if a class section needs to be removed from the schedule, there are two ways to accomplish that. The first, deleting the class section, can only be used if the Schedule Print flag has not been turned on and no students are registered for the class. The second, canceling a class, is to be used when the Schedule Print flag has been turned on for the class section and/or students are registered for the section.

After Schedule Print =

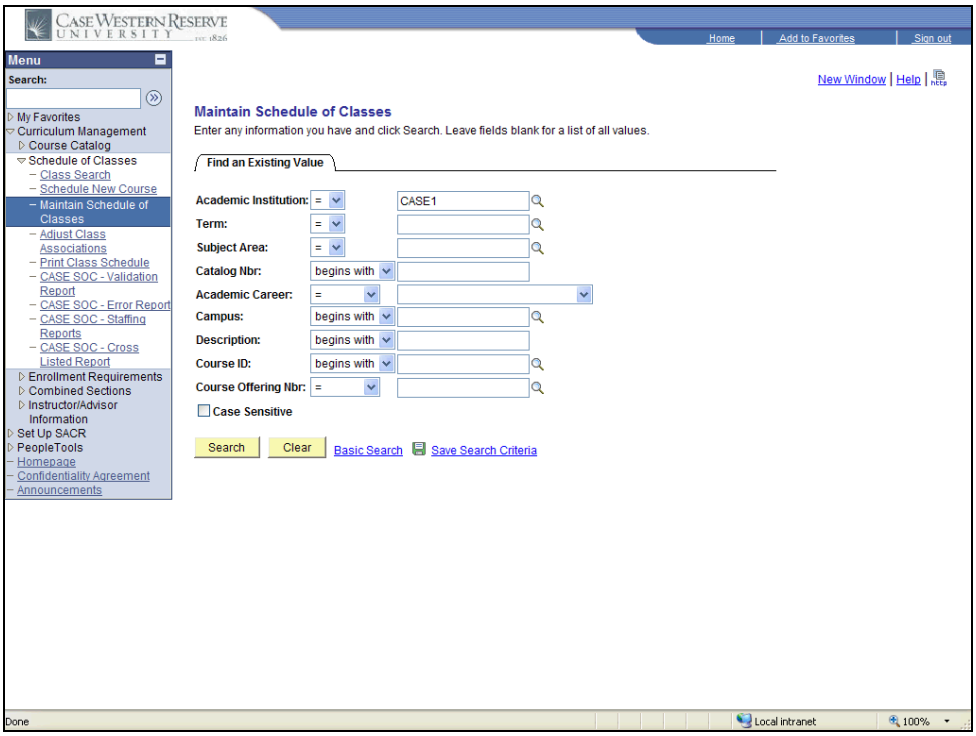
Procedure

Use the following procedure to cancel a class section.

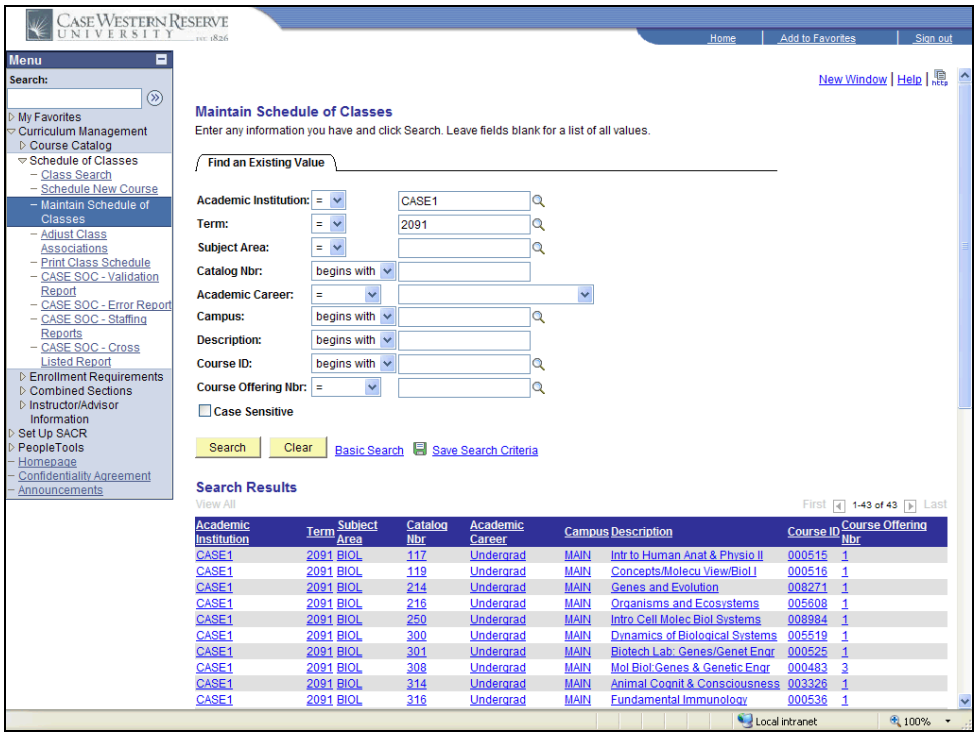
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



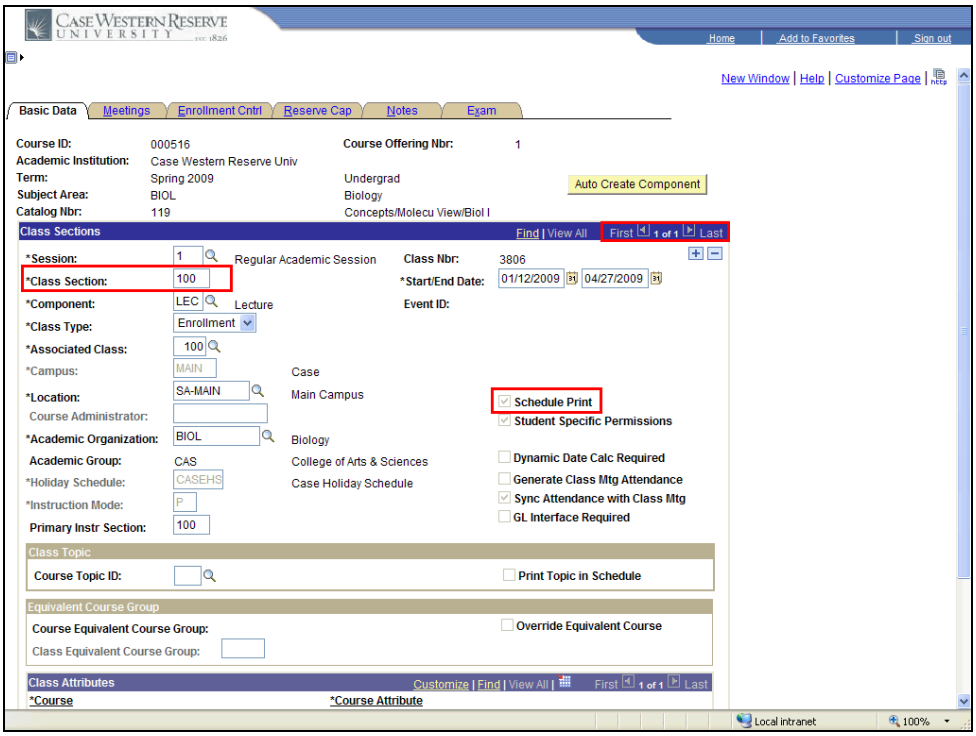
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



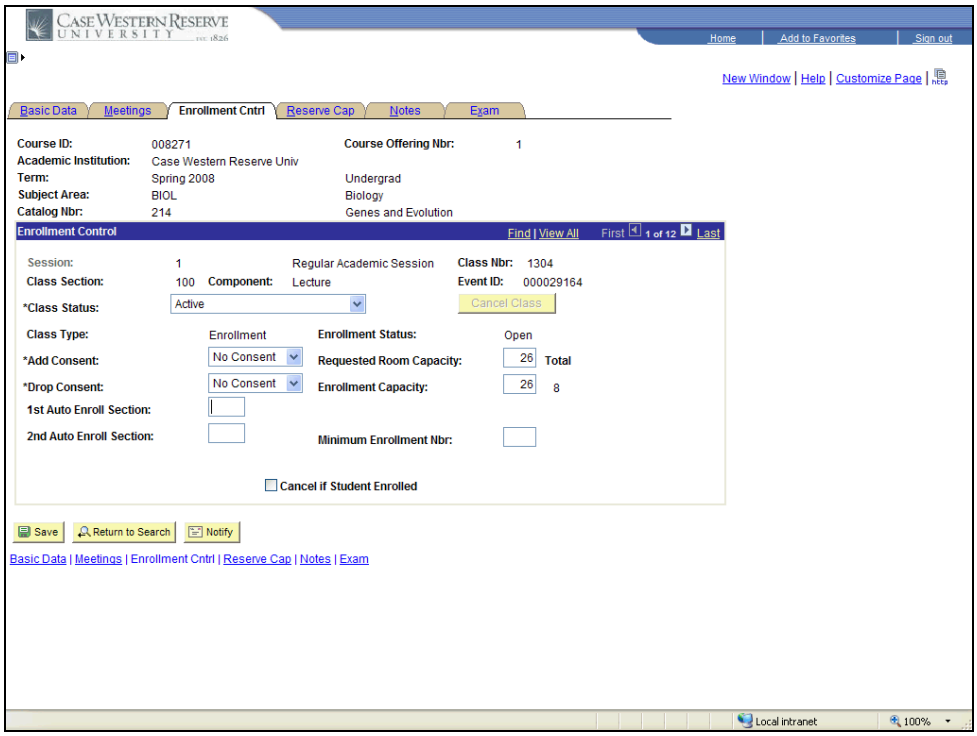
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



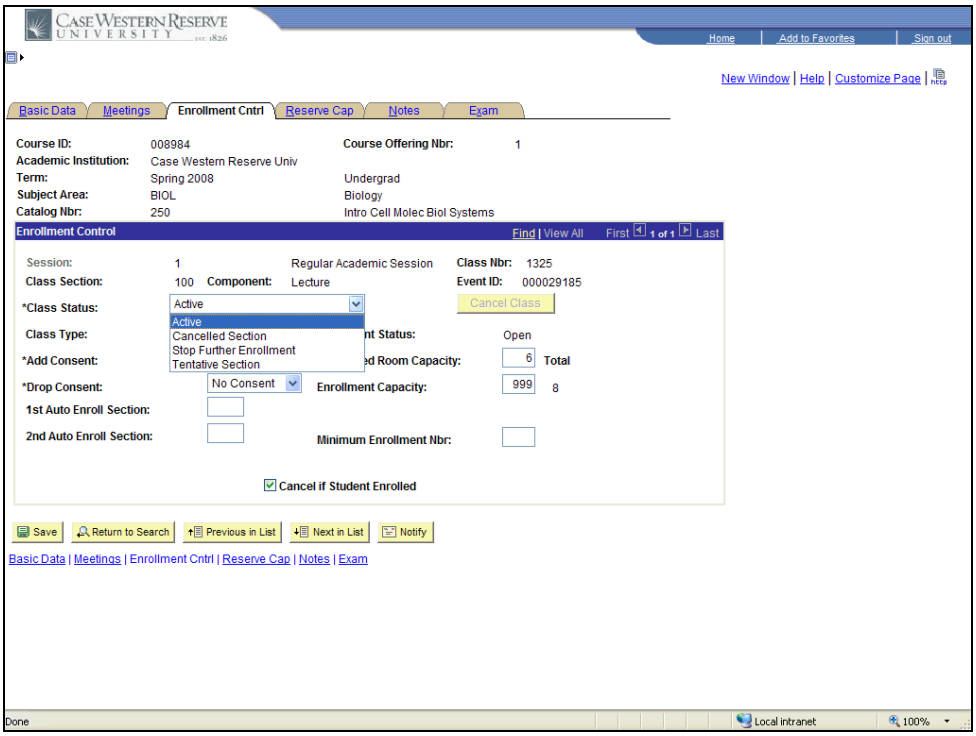
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the appropriate class.



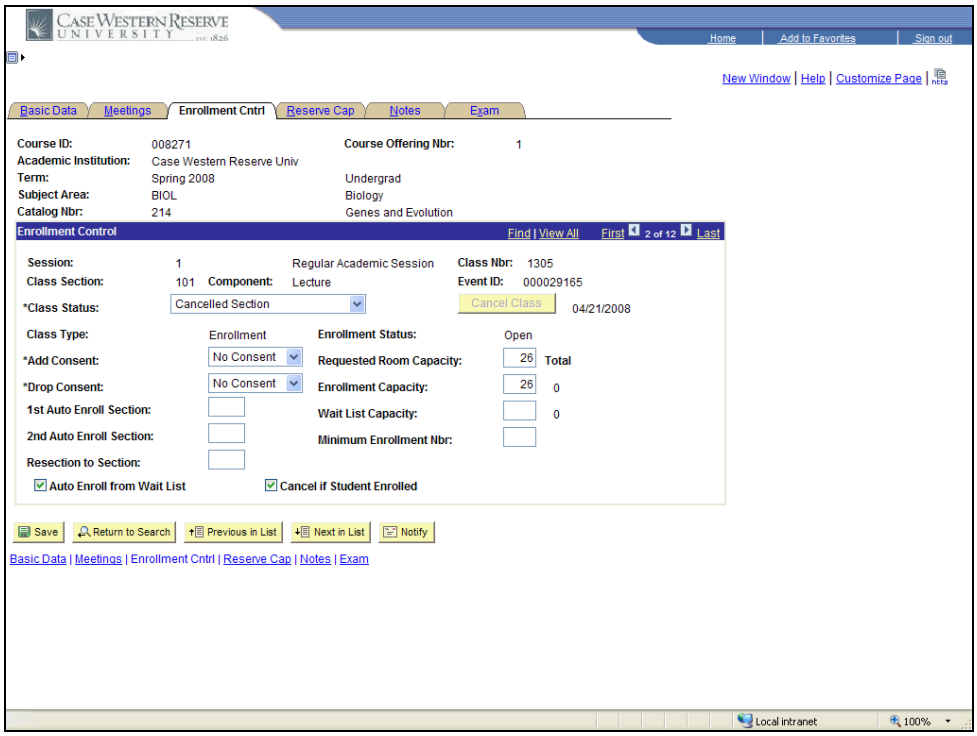
Step	Action
8.	The Basic Data tab appears. Before canceling the section, please make sure that you are on the right class section by looking at the Class Sections header and the **Class Section** field. Note the **Schedule Print** flag. If it is turned on, the class section can be cancelled.
9.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl



Step	Action
10.	Click the **Cancel if Student Enrolled** option to drop all students from the class. ☐ Cancel if Student Enrolled
11.	Click the **Class Status** list. Active



Step	Action
12.	Click the **Cancelled Section** list item. Cancelled Section
13.	A warning box appears. Click the **OK** button. OK
14.	Click the **Cancel Class** button. Cancel Class



Step	Action
15.	The class is now cancelled and all students have been dropped.
16.	Click the **Save** button. Save
17.	This completes the process of canceling a class section. **End of Procedure.**

Change Class Meeting Days and Times

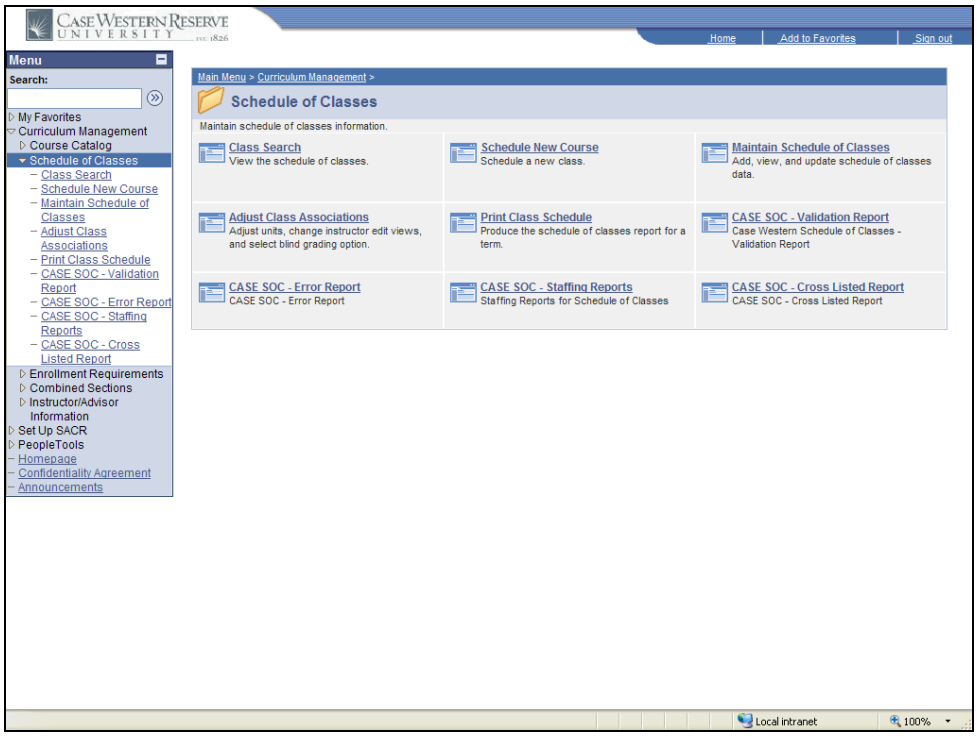
The Meetings tab holds the actual class *scheduling* information; that is, the meeting, dates, days, and times. This process will describe how to change any and all of those fields.

After Schedule Print =

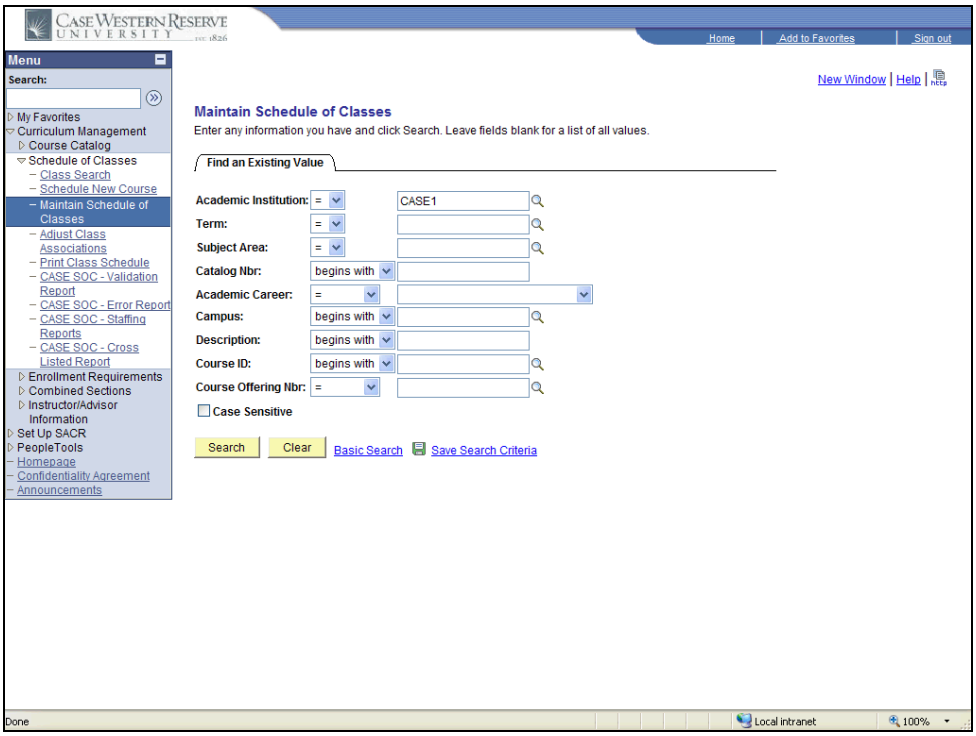
Procedure

Use the following procedure to change the days and/or times that a class section meets.

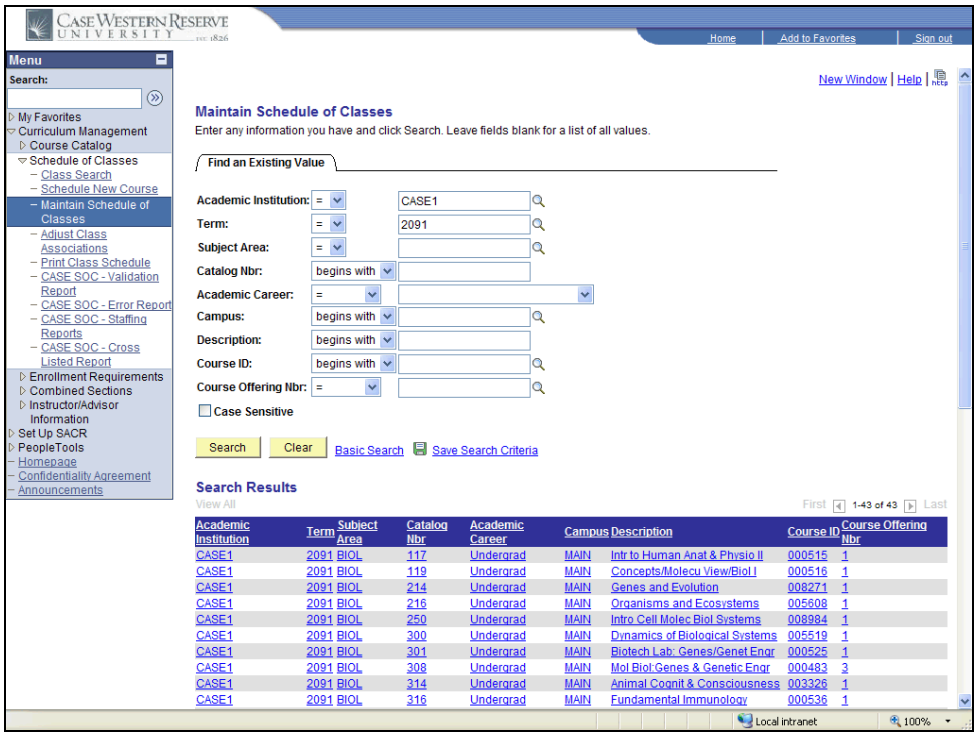
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



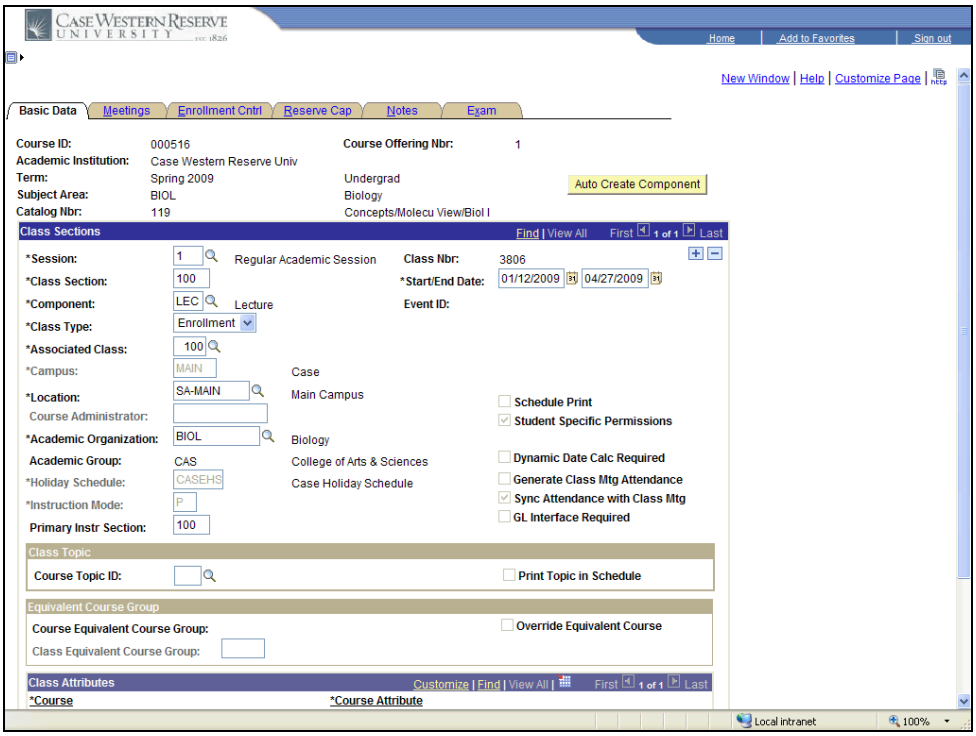
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



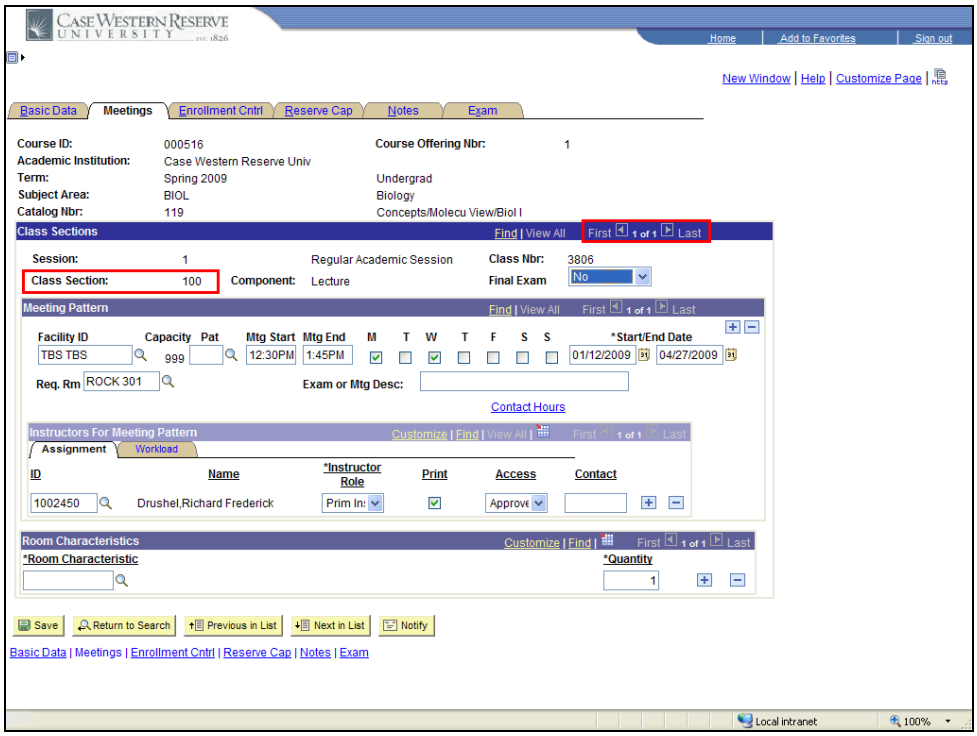
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



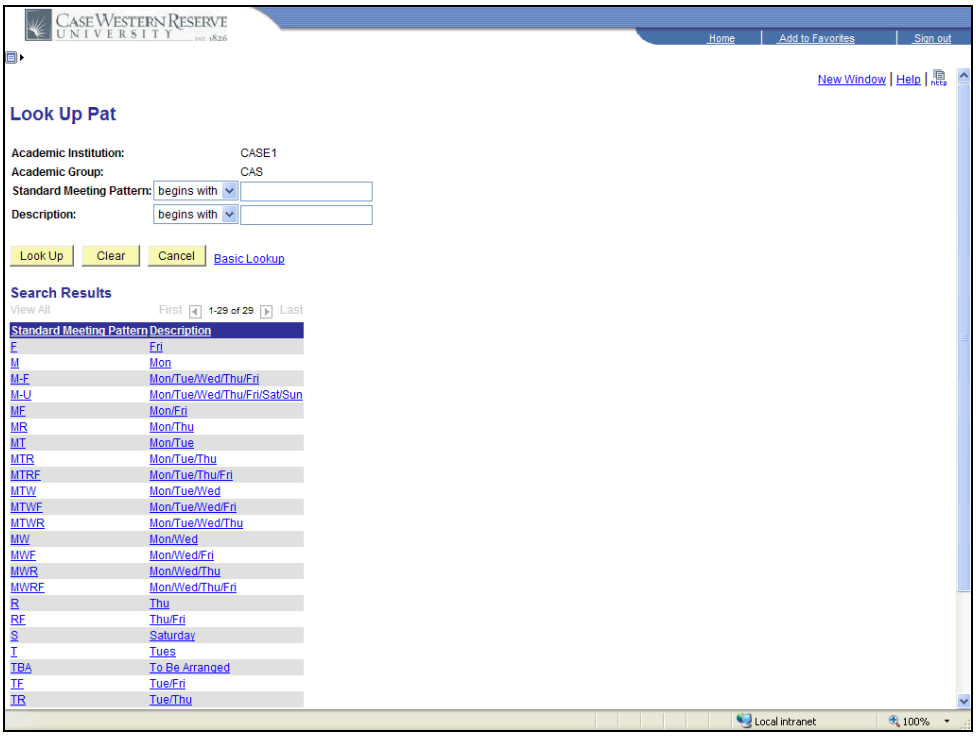
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the appropriate class.



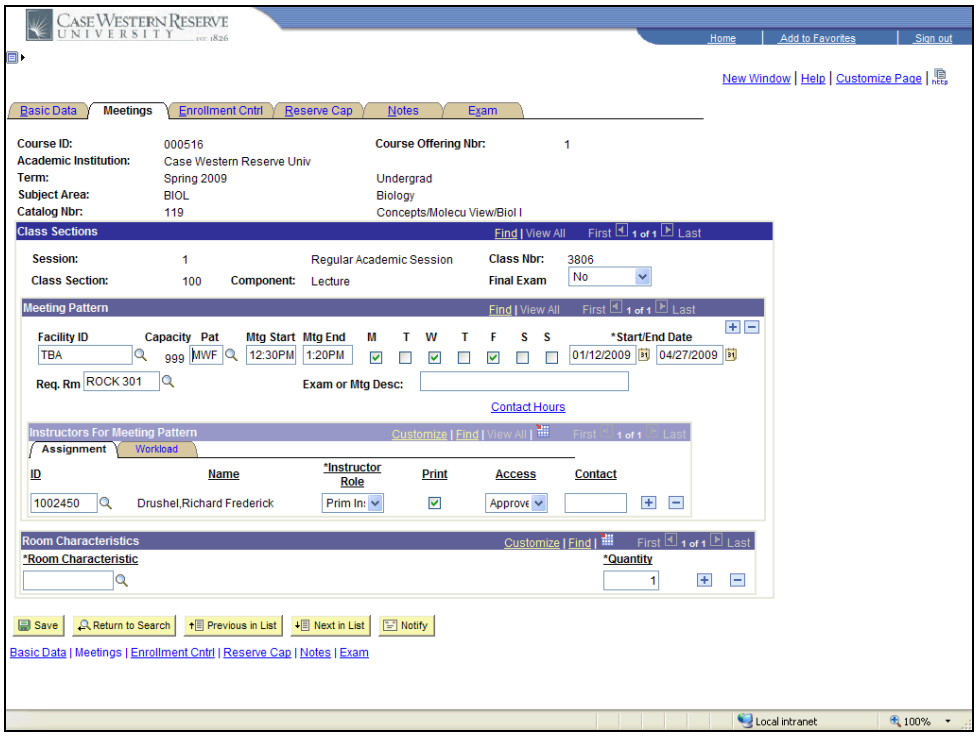
Step	Action
8.	The Basic Data tab appears. Click the **Meetings** tab. Meetings



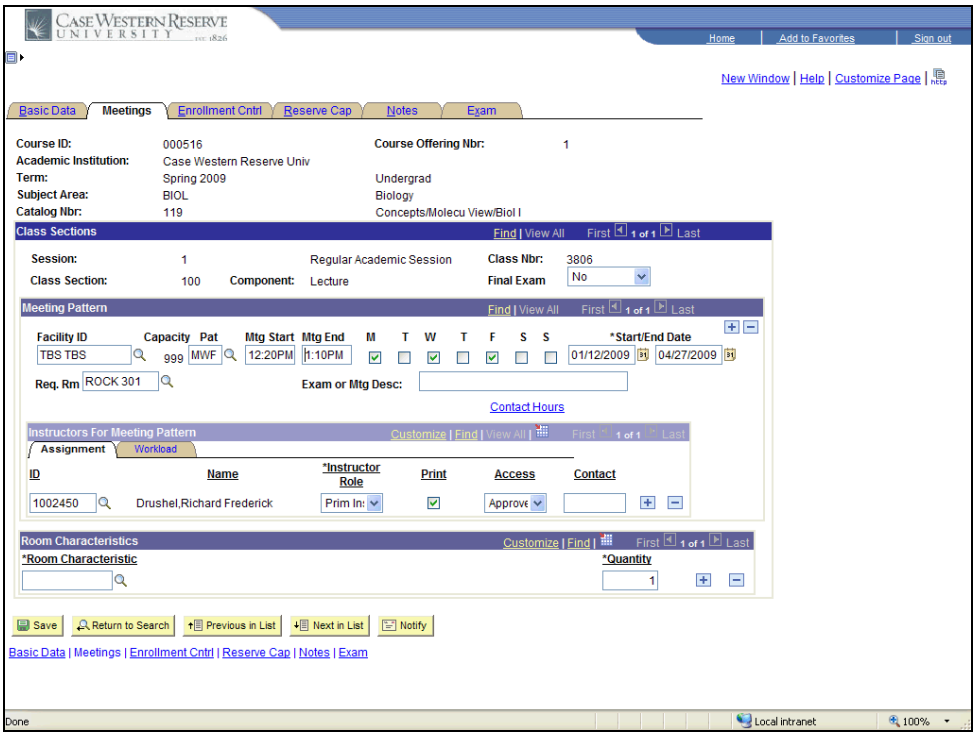
Step	Action
9.	Before making changes to the Meeting Pattern section, please make sure that you are on the right class section by looking at the Class Sections header and the **Class Section** field.
10.	The first change that should be made to a class that is changing meeting days is the **Pat** (Pattern) field. When a pattern is changed, the Facility ID field is cleared. Click the **Look up Pat** button.

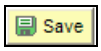


Step	Action
11.	A variety of meeting patterns appear based on the **Academic Group** to which your Academic Organization belongs. Select the appropriate meeting pattern from the search results. Mon/Wed/Fri



Step	Action
12.	Note that the **Facility ID** field is TBA. Please see **Change Classroom** for directions on using the Facility ID and Req. Rm. fields.
13.	If applicable, enter a new class start time into the **Mtg Start** field. For example, enter "**1220p**".
14.	Press **[Tab]** on your keyboard.



Step	Action
15.	The **Mtg End** field updates to show an end time that meets the standard class timetable according to your Academic Group and Pattern. This can be changed as necessary.
16.	The **Start/End Date** fields default to the beginning and end of the Session to which the class is assigned.
17.	Click the **Save** button. 
18.	This completes the process of changing the class meeting days and times. **End of Procedure.**

Change or Add Instructor

In SIS, the term "instructor" can apply to a faculty instructor, teaching assistant, or grading proxy. Individuals are set up as an instructor on the Instructor/Advisor Table by the University Registrar, and assigned one of three roles:

- Primary Instructor - the "instructor of record" for the class; has Approve access to grades.
- Teaching Assistant - a graduate student; has Grade access to grades.
- Grading Proxy - a graduate student or department administrator or assistant; has Grade access to grades.

Each of these three roles has specific access to the grade roster, where student grades are submitted (beginning Summer 2008). When an instructor is chosen for a class section, the Instructor Role and Access fields automatically populate according to the settings on the Instructor/Advisor table. The Access field can contain one of the following:

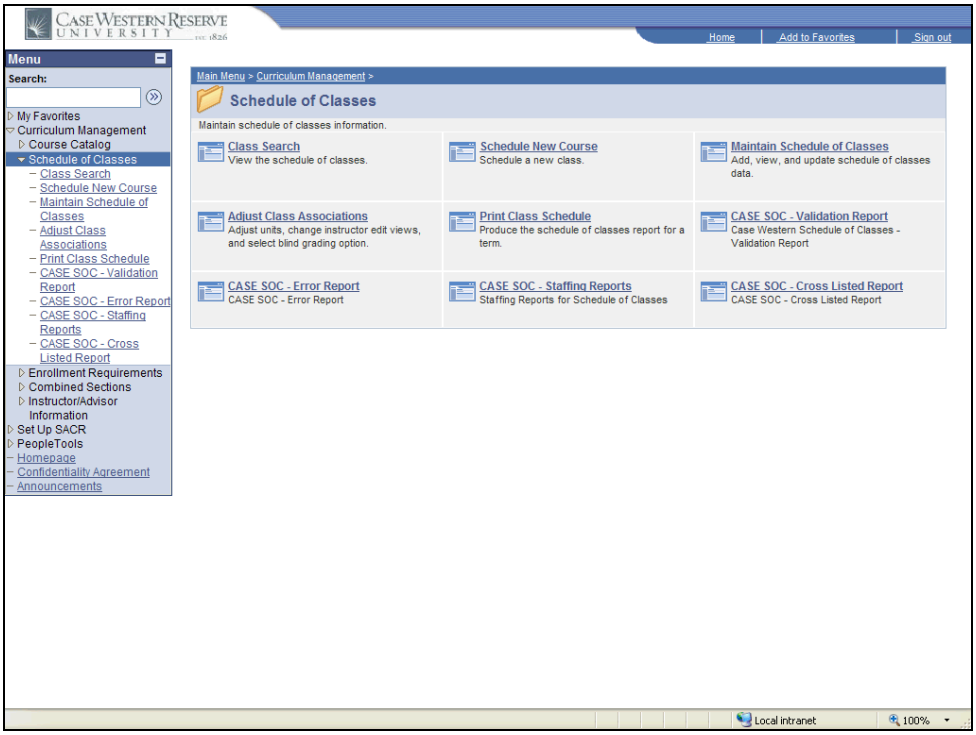
- Approve - the instructor can enter and submit grades.
- Grade - the instructor can enter grades, but not submit them.

After Schedule Print =

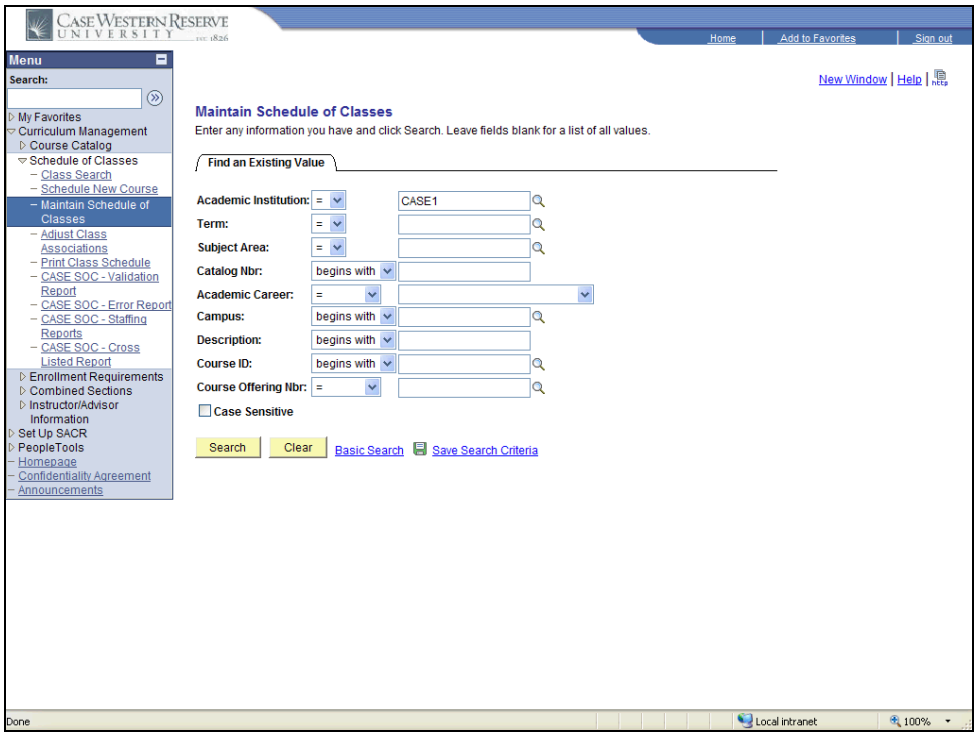
Procedure

Use the following procedure to change an instructor on a class section or add an instructor to a class section.

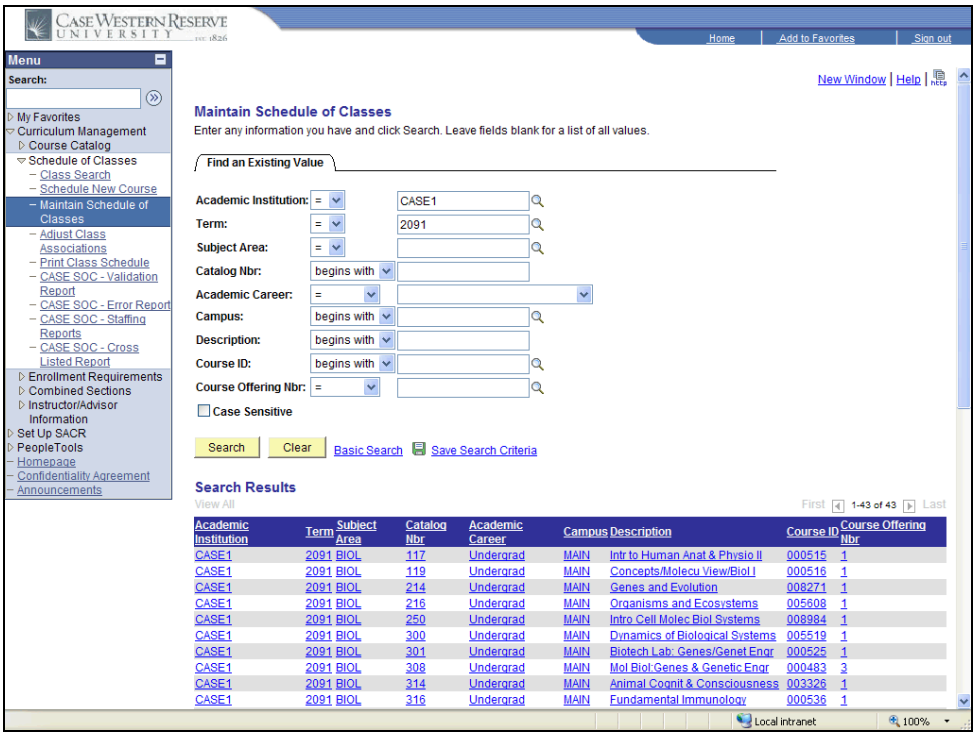
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



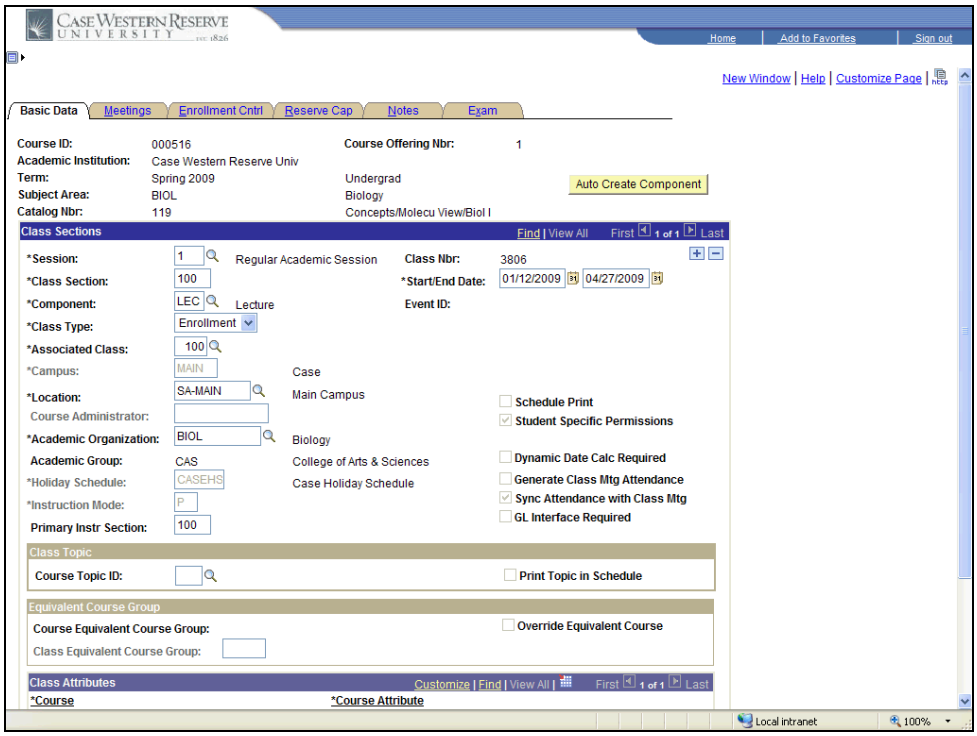
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



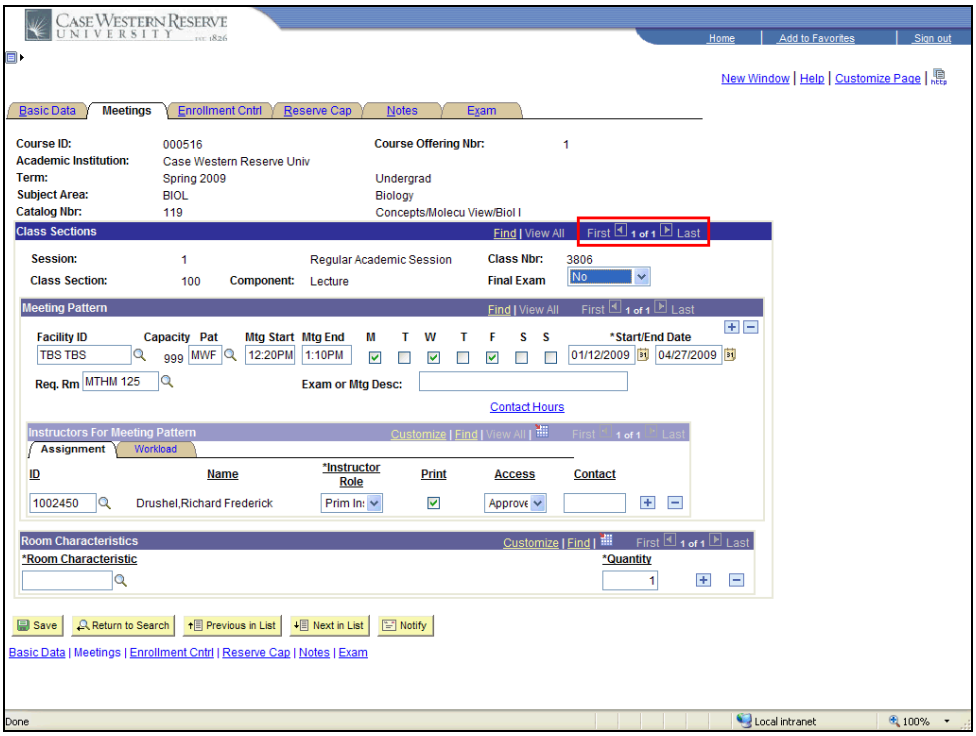
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



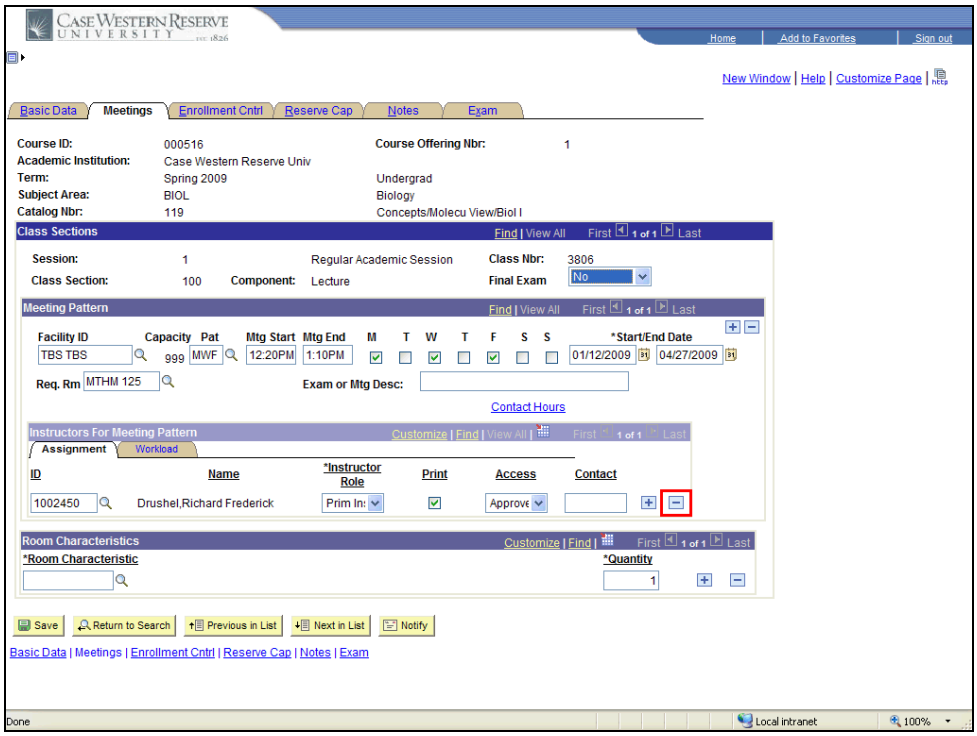
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the appropriate class.

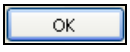


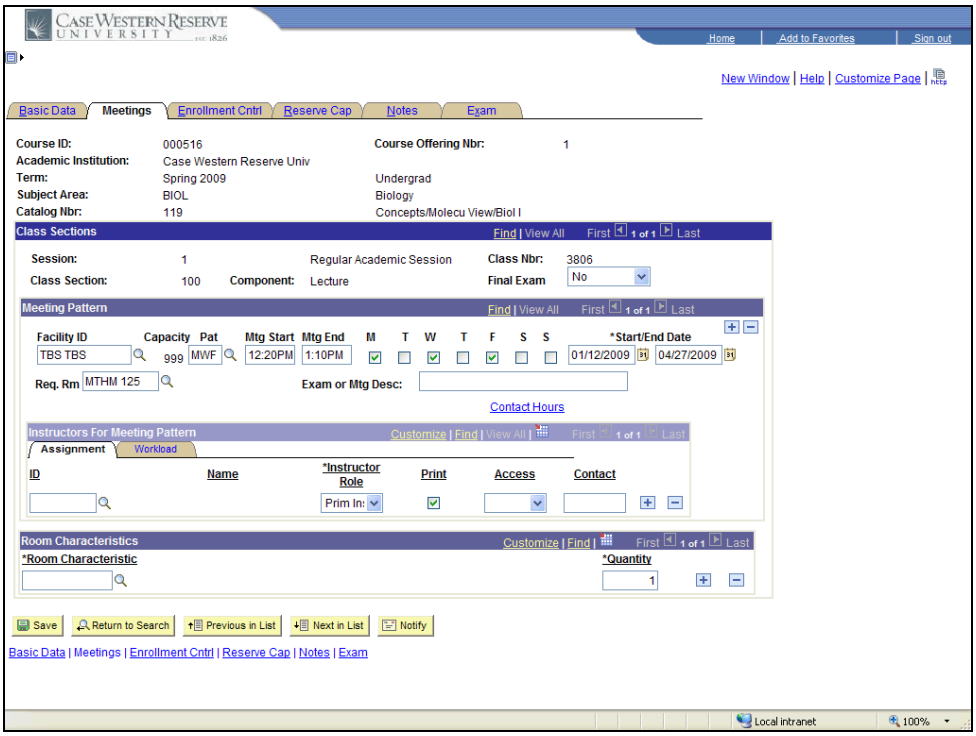
Step	Action
8.	The Basic Data tab appears. Click the **Meetings** tab. Meetings



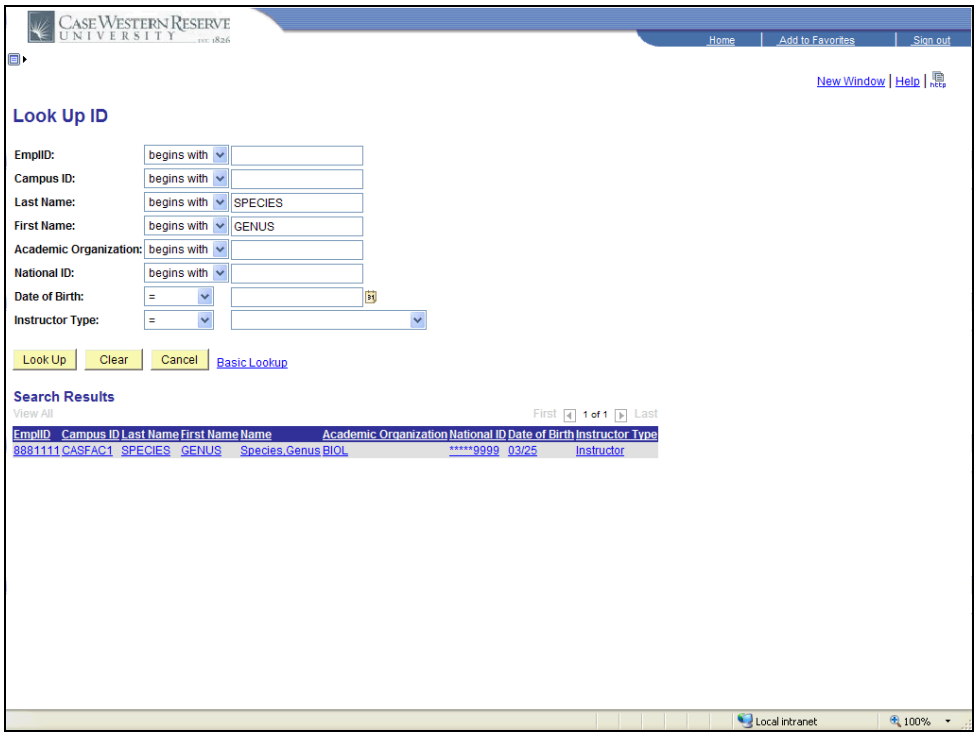
Step	Action
9.	Before making changes to the Instructors for Meeting Pattern section, please make sure that you are on the right class section by looking at the Class Sections header and the **Class Section** field.



Step	Action
10.	To change or remove an instructor, click the **Delete row** button in the Instructors for Meeting Pattern section. **Important:** Do not simply delete the contents of the ID field in the existing row to overwrite the existing EmplID. Doing so can cause errors in the Searchable Schedule.
11.	A gray window appears. Click the **OK** button. 



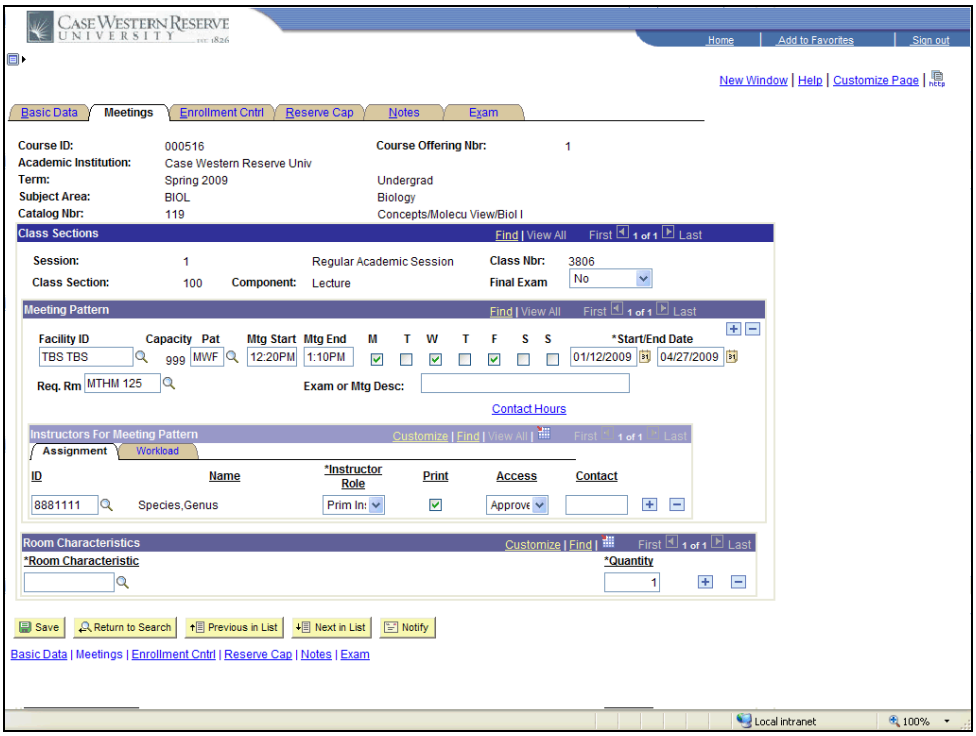
Step	Action
12.	Enter the instructor's EmplID into the **ID** field, or click the **Look Up ID** button.
13.	The Look Up ID screen appears. Search for the instructor by utilizing the search fields at the top of the page. For example, enter the instructor's last name into the **Last Name** field.
14.	Enter the instructor's first name into the **First Name** field.
15.	Click the **Look Up** button.



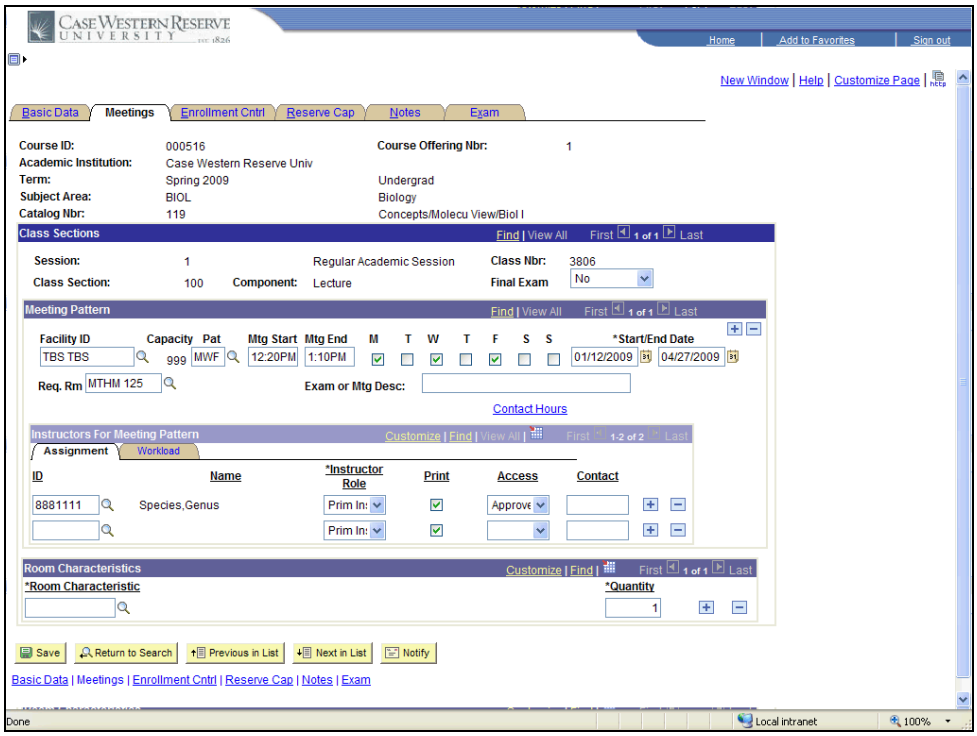
Step	Action
16.	The instructor should appear in the search results. Click on his/her name. If the name does not appear, check the spelling used in the search fields. Other search fields that can be used are **Campus ID** (Case network ID), and **National ID** (SSN).

If an instructor does not appear after repeated attempts to search for him or her, then the **Add/Update/Delete Instructor/Advisor/TA/Grading Proxy Form** must be completed for that individual and returned to the Office of the University Registrar.

The form can be obtained at http://www.case.edu/provost/registrar/forms.html.



Step	Action
17.	The instructor's EmplID and name appear. The individual's **Instructor Role** and **Access** default per the settings on the Instructor/Advisor Table.
18.	To add another instructor (or Grading Proxy or TA), click the **Add a new row** button.



Step	Action
19.	A new Instructor row appears. Repeat the steps to enter the instructor's EmplID into the ID field.
20.	Click the **Save** button. Save
21.	This completes the process of changing or adding an instructor. **End of Procedure.**

Change Enrollment Capacity

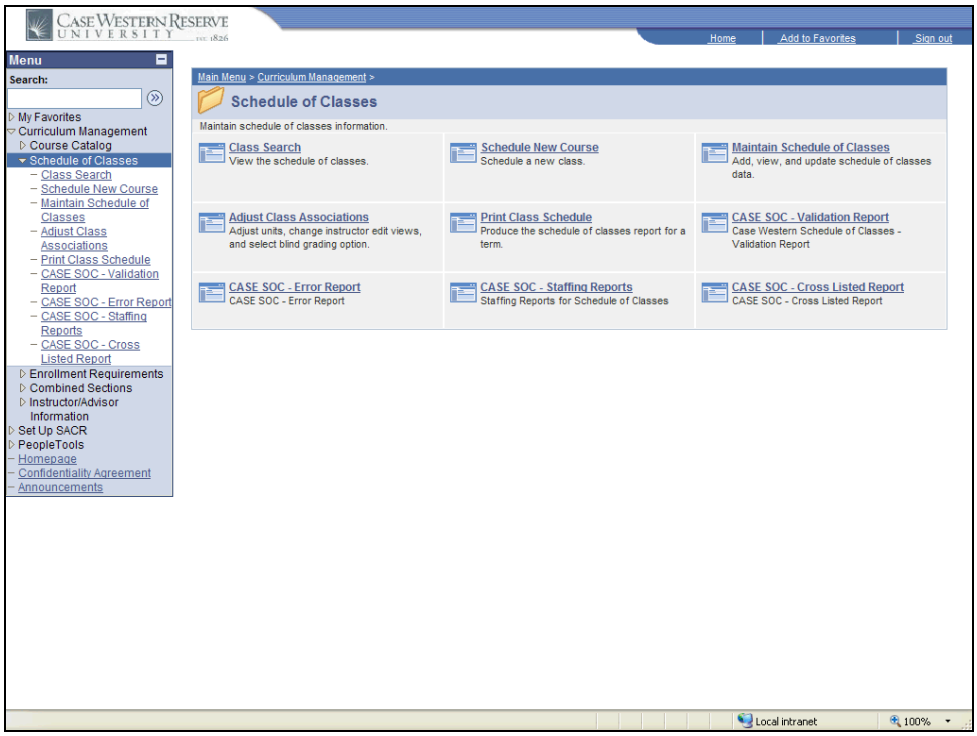
Academic Organizations have the option to use or not use the Enrollment Capacity field to limit the number of students who can enroll in a class section. When not being utilized, the Enrollment Capacity field defaults to "999," ensuring that all students who wish to enroll will be able. When the Enrollment Capacity field is used, it establishes the maximum number of students who can register before the class section automatically closes to enrollment.

After Schedule Print =

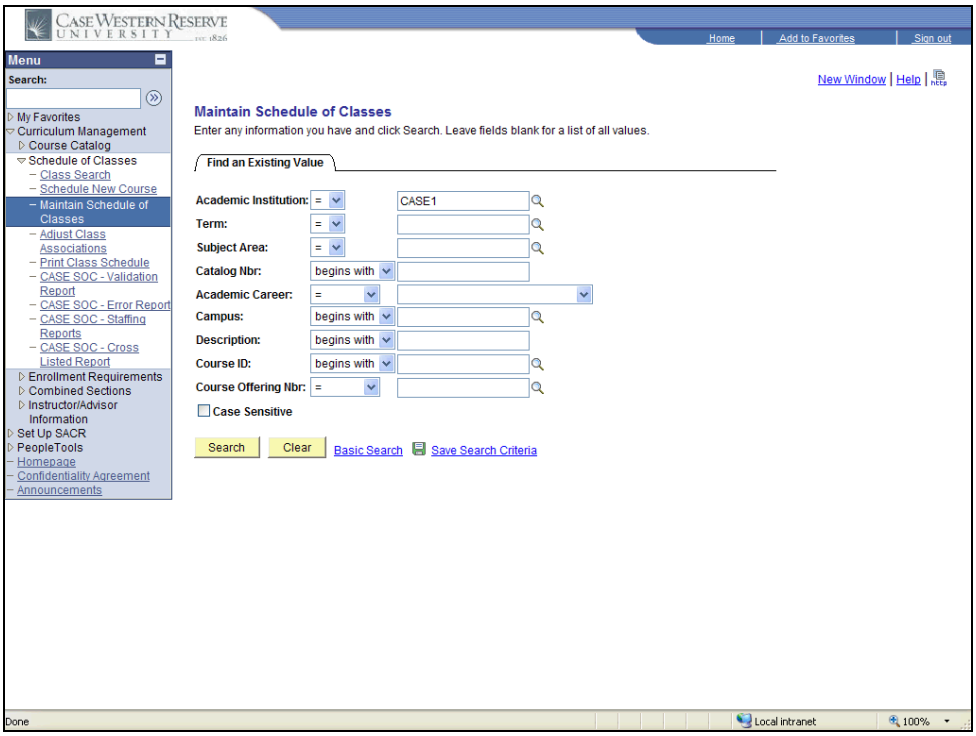
Procedure

Use the following procedure to change the Enrollment Capacity of a class section.

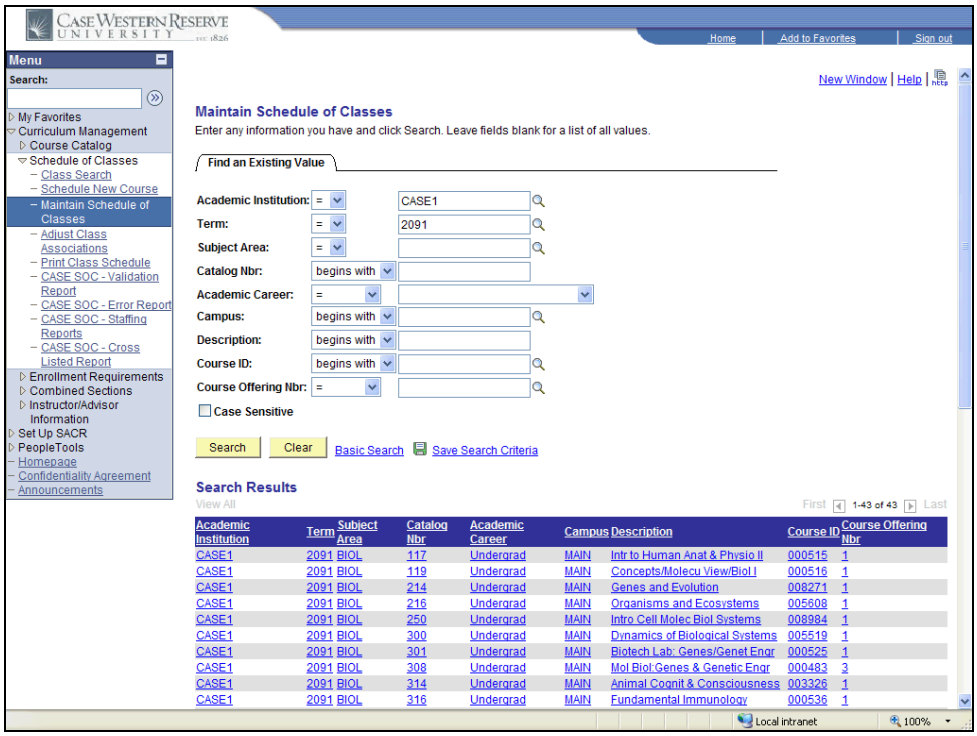
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



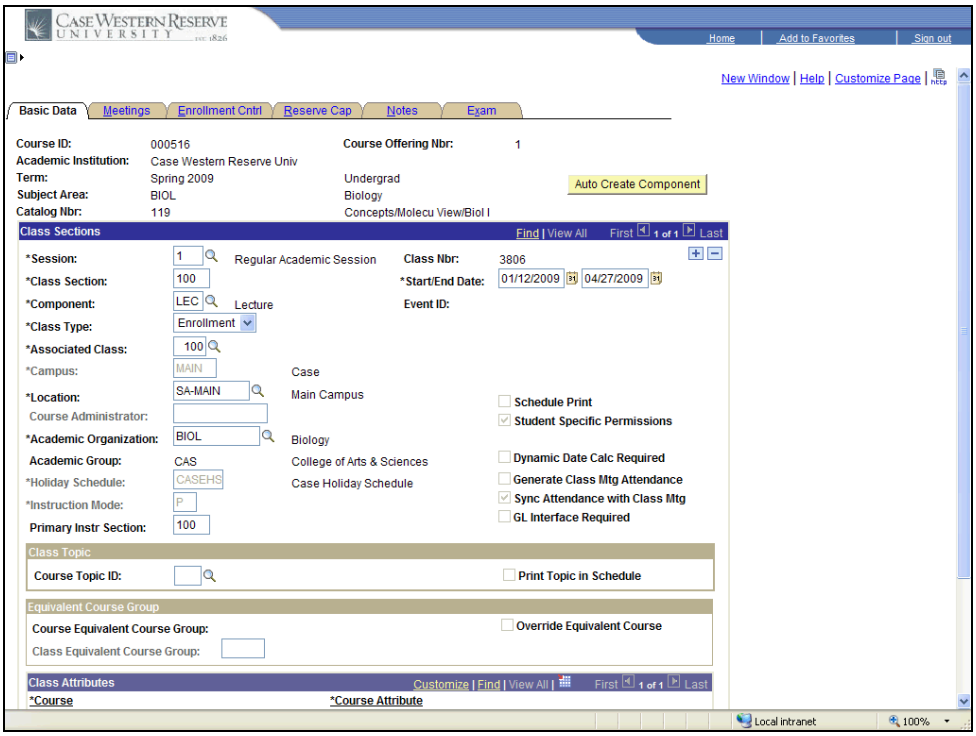
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



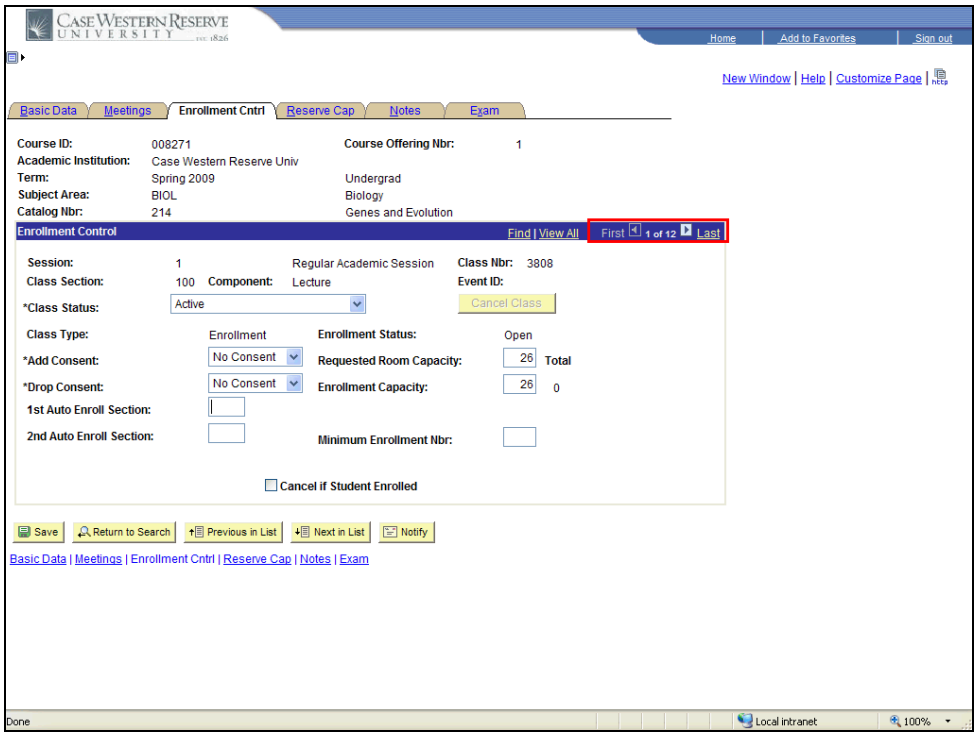
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



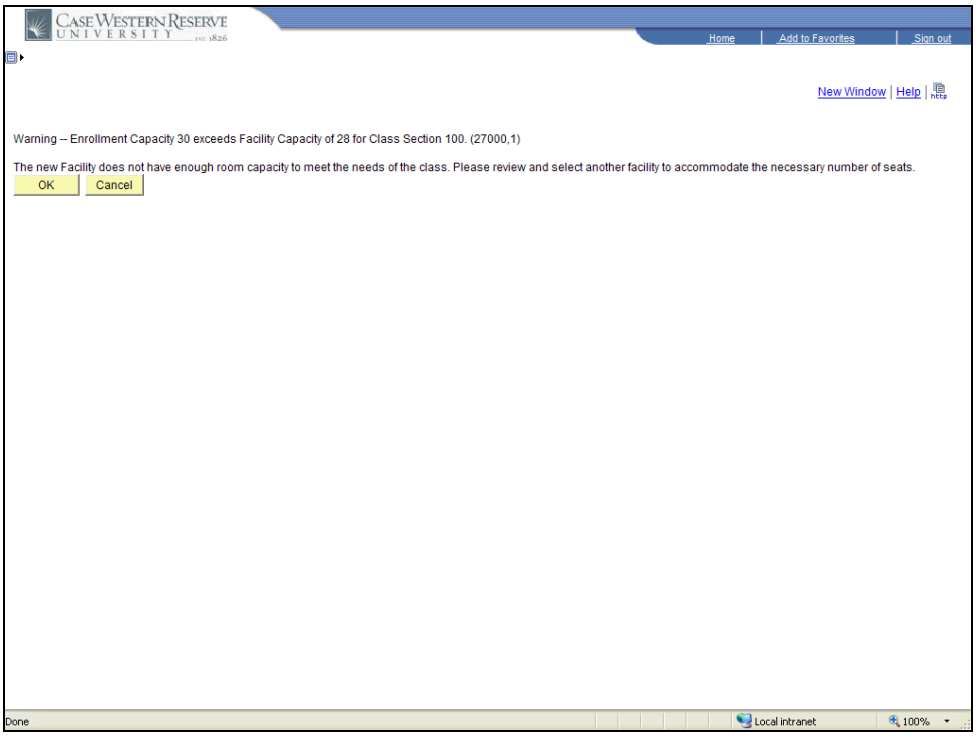
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the appropriate class.



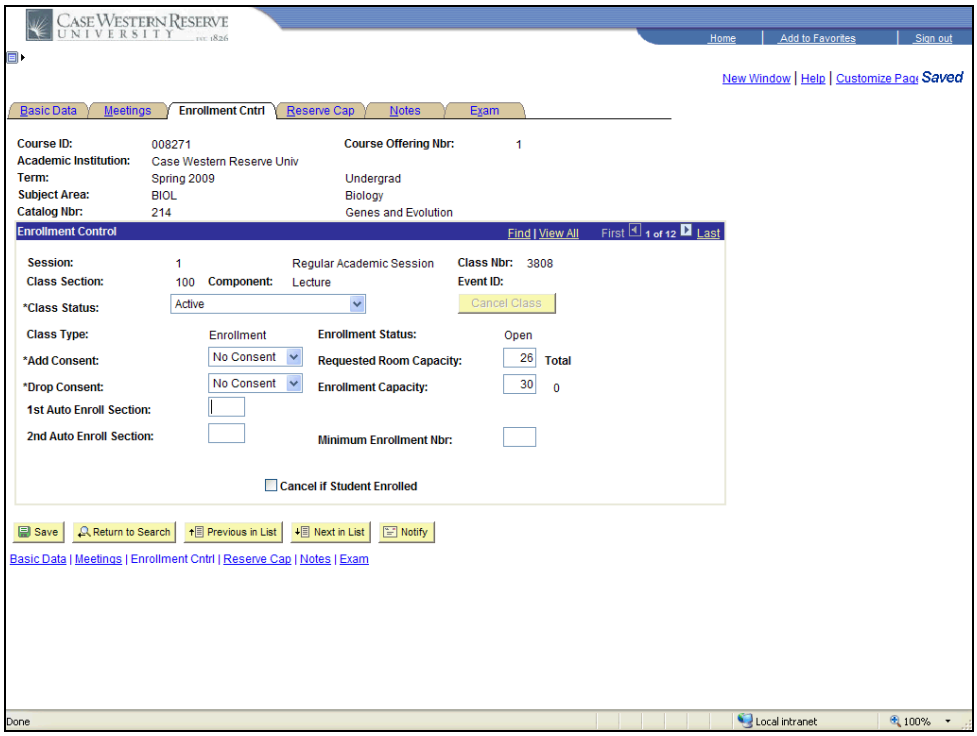
Step	Action
8.	The Basic Data tab appears. Click the **Enrollment Cntrl** tab. Enrollment Cntrl



Step	Action
9.	Before making changes, please make sure that you are on the right class section by looking at the Class Sections header and the **Class Section** field.
10.	Enter the desired number into the **Enrollment Capacity** field.



Step	Action
11.	If the Enrollment Capacity you entered is greater than the number of seats in the room that was requested in Facility ID or Req. Rm., you will receive a warning. Click the **OK** button. OK



Step	Action
12.	If you received a warning about the enrollment capacity being greater than what the classroom can hold, you should enter a new Enrollment Capacity or change the Facility ID or Req. Rm.
13.	Click the **Save** button. Save
14.	This completes the process of changing the enrollment capacity of a class section. **End of Procedure.**

Indicating a Final Exam for a Class Section

The **Final Exam** field on a class record in the Schedule of Classes will default to the value entered on the class's course record in the Course Catalog. If it is determined that the class should have a final exam during the standard final exam week schedule, then the value in the **Final Exam** field on each class section must be ***Yes***. This change must be made prior to mid-term. The Office of the University Registrar will then be able to schedule a final exam time for the class. Once that process occurs, the **Exam** tab of the class record will populate with the exam time and location.

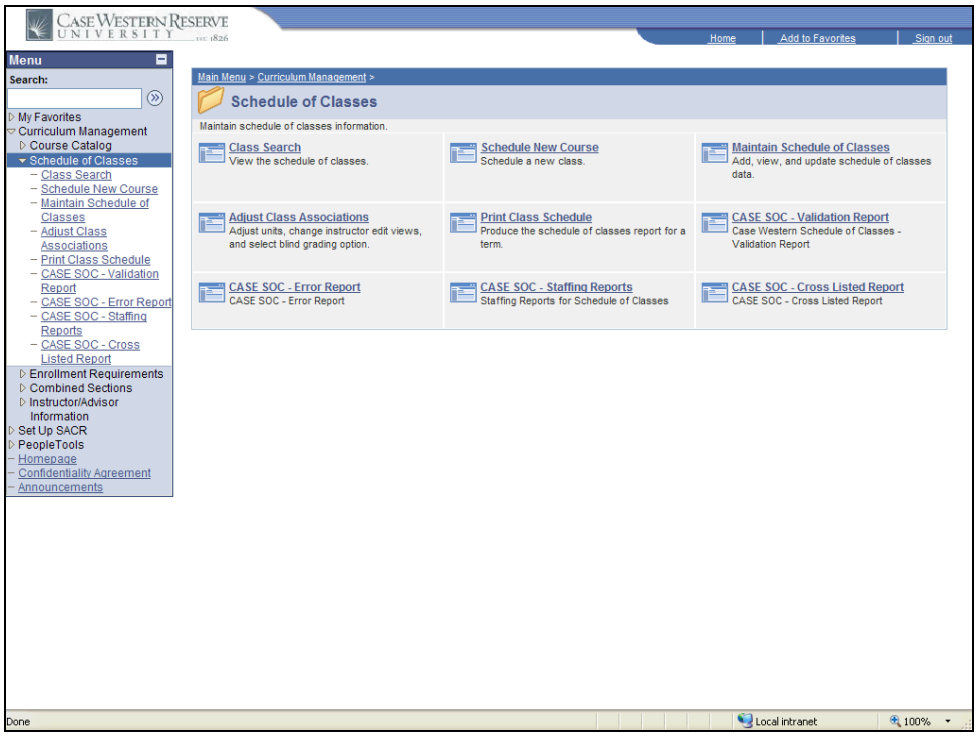
If an exam time (final or mid-term) must be added during the normal term (i.e. before final exam week), and outside of the standard meeting time, then a separate business process applies. Please see the guide called **Creating an Exam Outside of the Regular Meeting Pattern** for directions.

After Schedule Print =

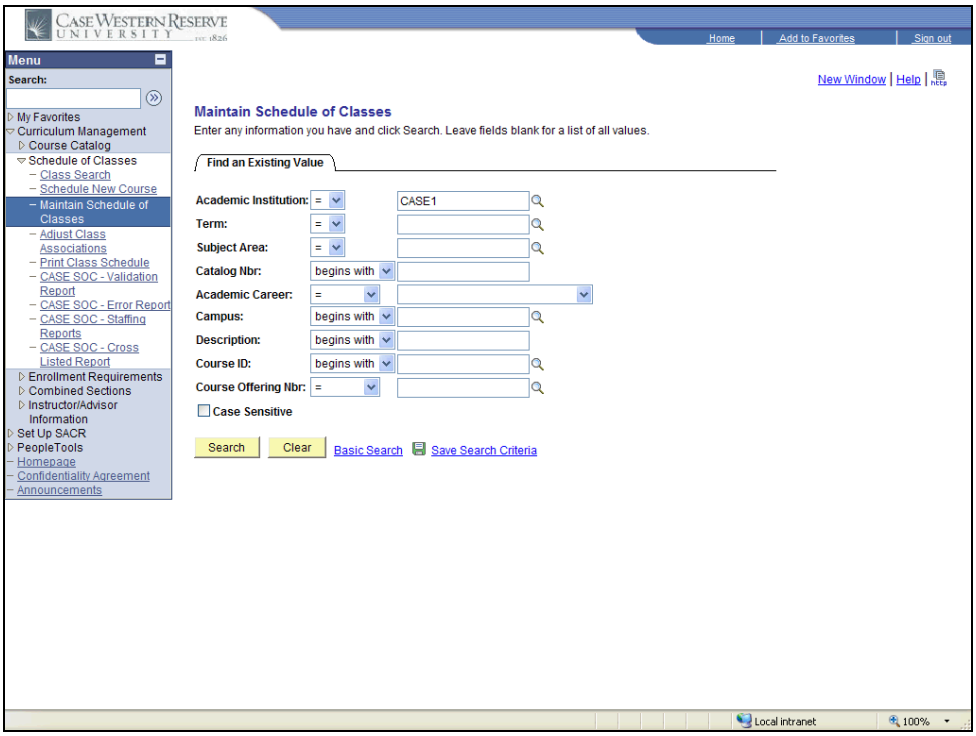
Procedure

Use the following procedure to indicate that a class section is utilizing a standard final exam period.

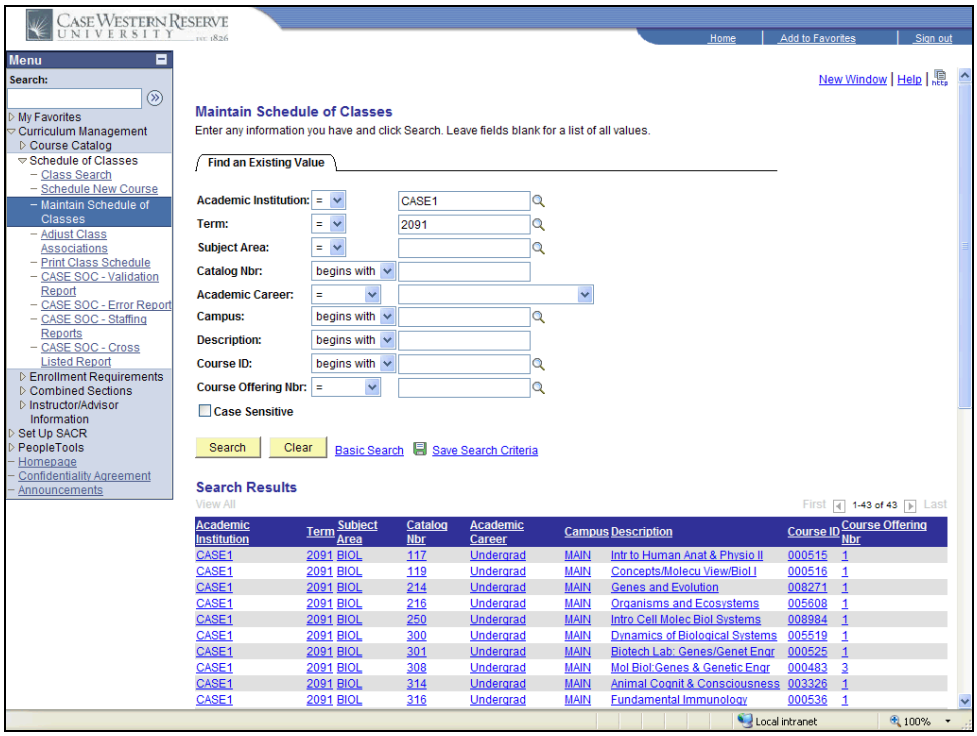
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



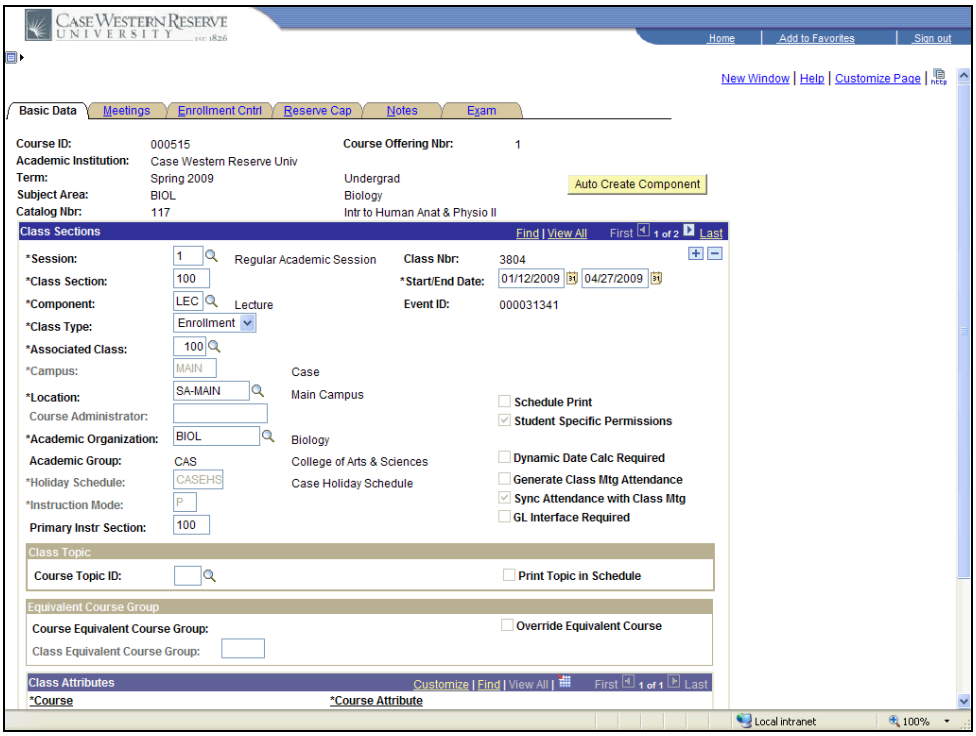
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



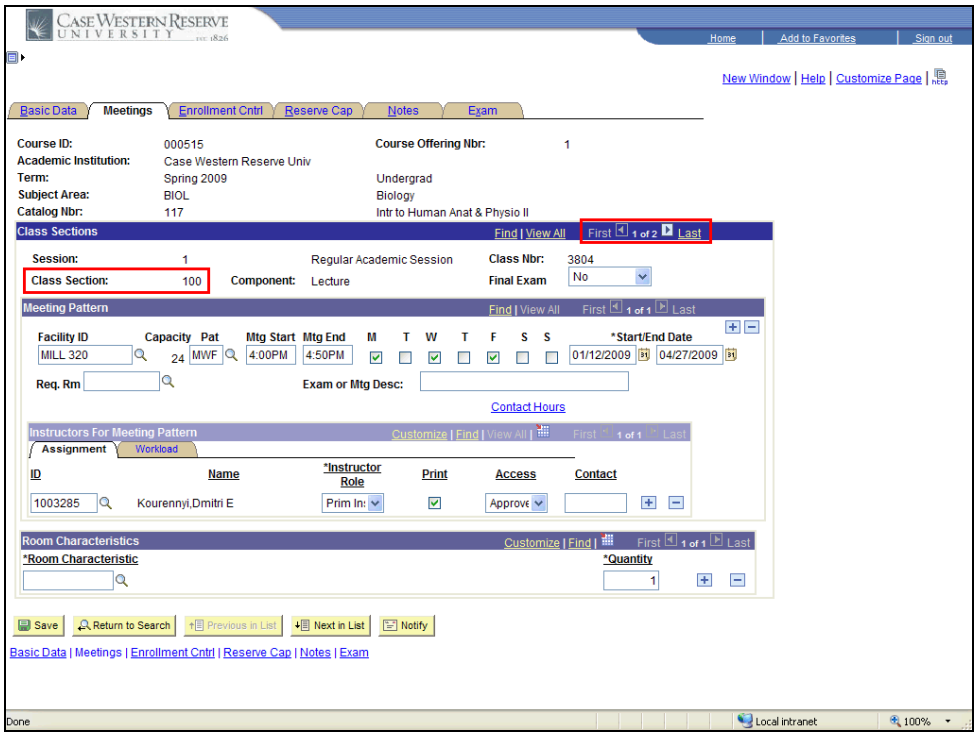
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



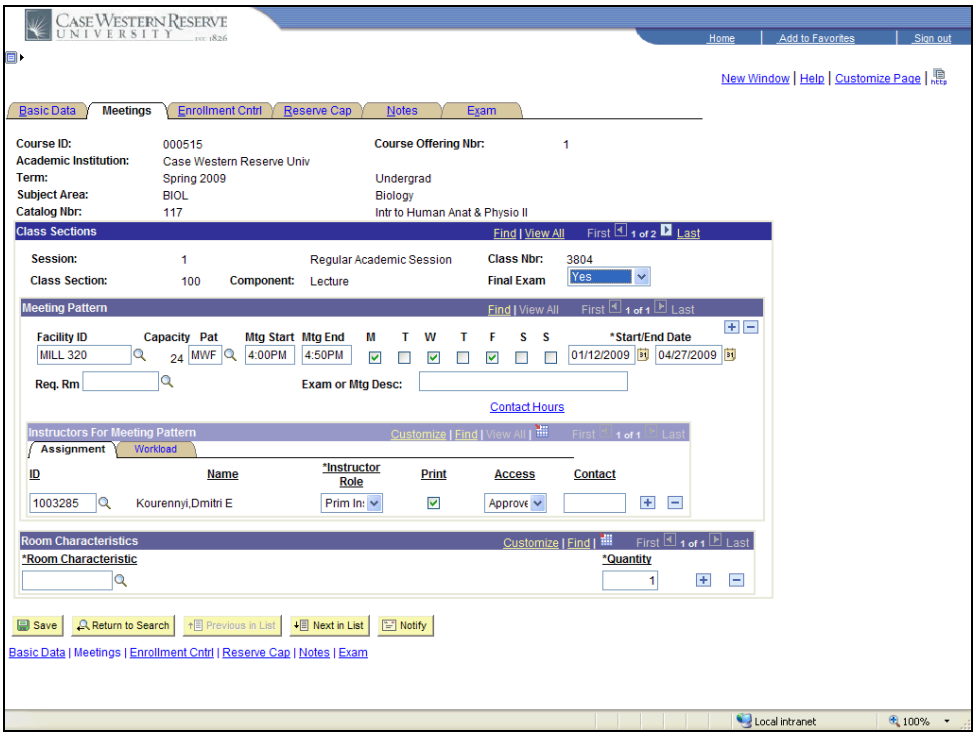
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Select the appropriate course. Click an entry in the **Description** column.



Step	Action
8.	The **Basic Data** tab appears. Click the **Meetings** tab. Meetings



Step	Action
9.	Before making changes, please make sure that you are on the right class section by looking at the Class Sections header and the **Class Section** field.
10.	The **Meetings** tab appears. Click the **Final Exam** list.
11.	Click the **Yes** list item. Yes



Step	Action
12.	Click the **Save** button. Save
13.	The Final Exam field will alert the Astra scheduling system to create a meeting time and location for the class during the standard Final Exam week schedule. After being generated, the Exam details will import into each section record on the Exam tab. **End of Procedure.**

Creating an Exam Outside of the Regular Meeting Pattern

If an exam must be scheduled in the midst of the semester outside of a class section's standard meeting pattern (for instance, during the Provost's Hour), then a **Meeting Pattern** must be added to the class section before the Schedule Print Flag is set. Adding the non-standard exam (or other meeting) to the class section record will allow students to see the time commitment in the Schedule of Classes before they enroll in the course. It will also prevent time conflicts from occurring between this class section and any other class in which a student might try to enroll. The non-standard meeting time must be approved by the responsible Dean before the Schedule Print flag is activated on the class section affected.

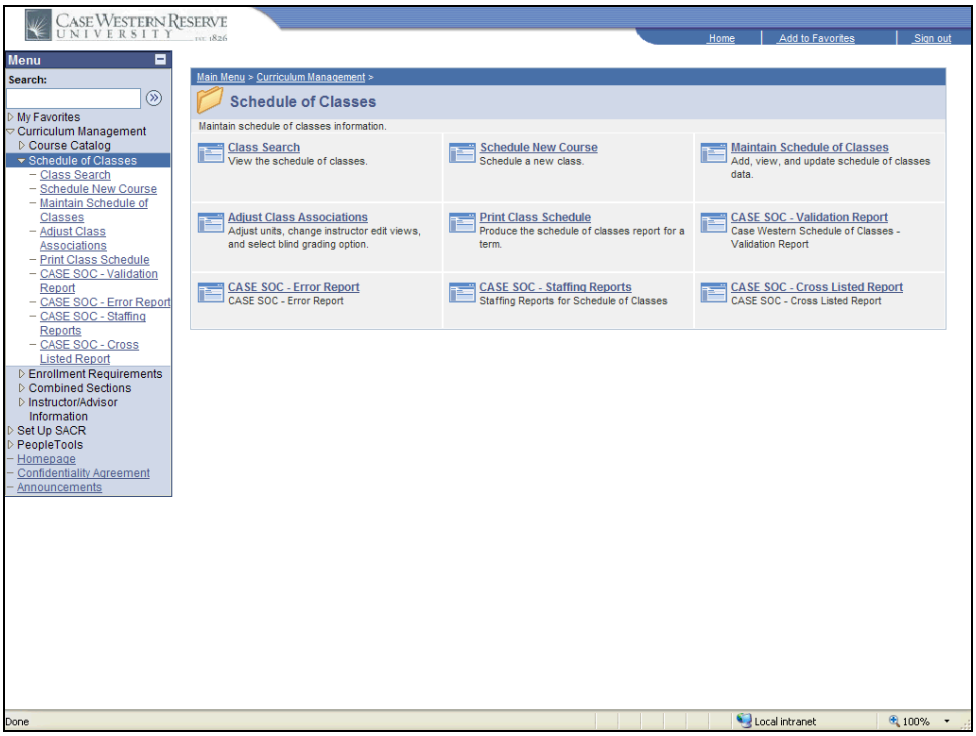
This business process is not meant to be utilized to schedule final exams during the final exam week.

After Schedule Print =

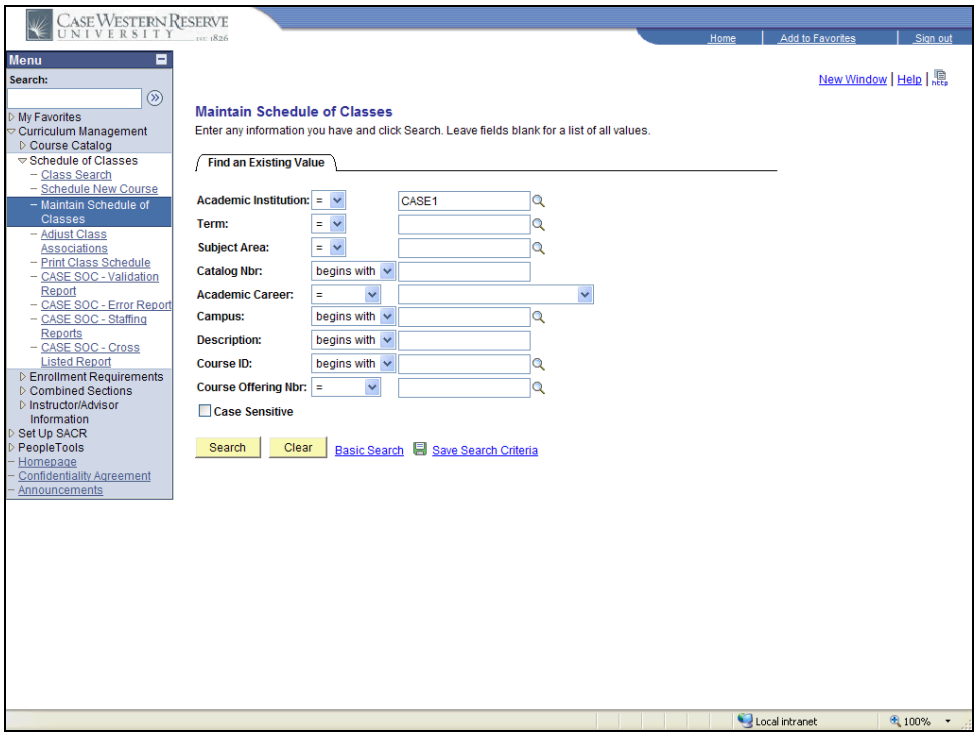
Procedure

Use the following procedure to schedule an exam outside of a class section's regular meeting pattern.

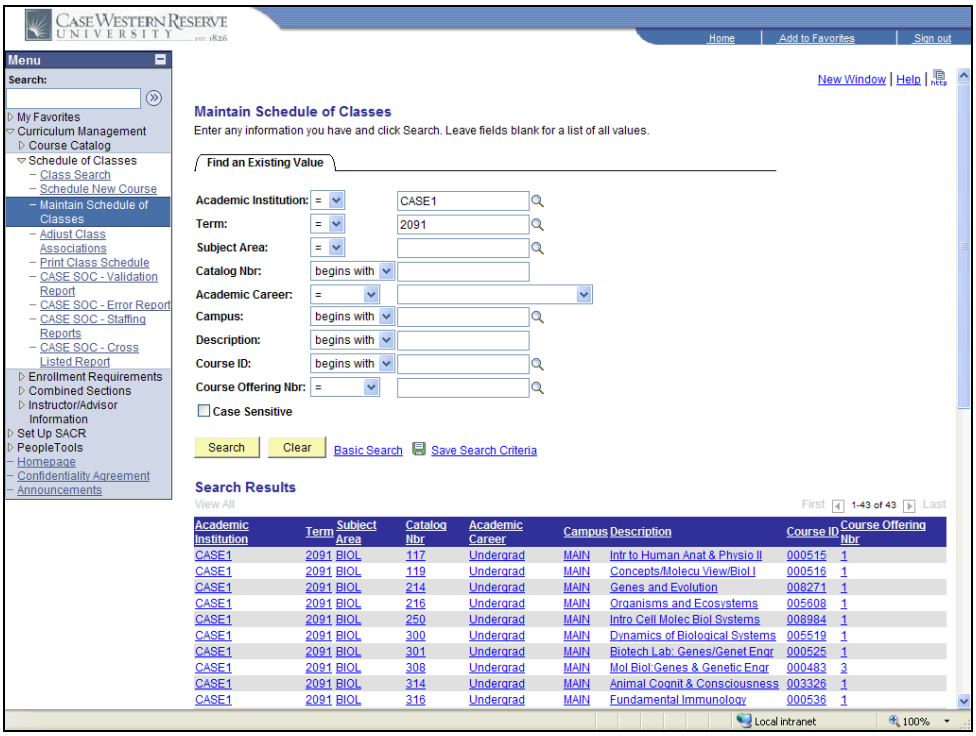
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



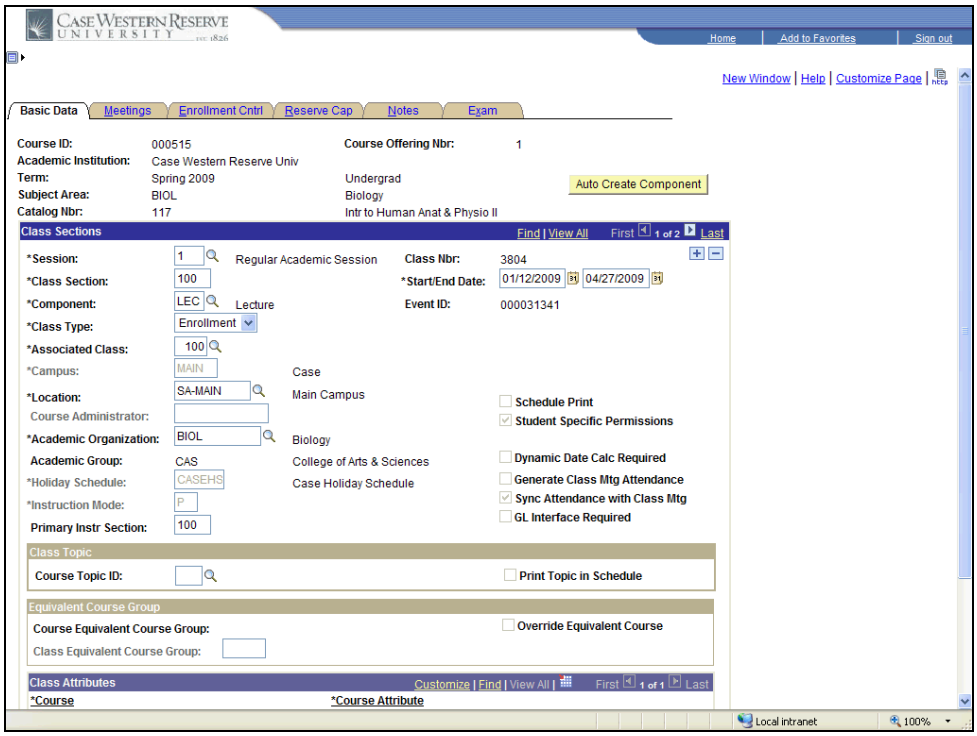
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



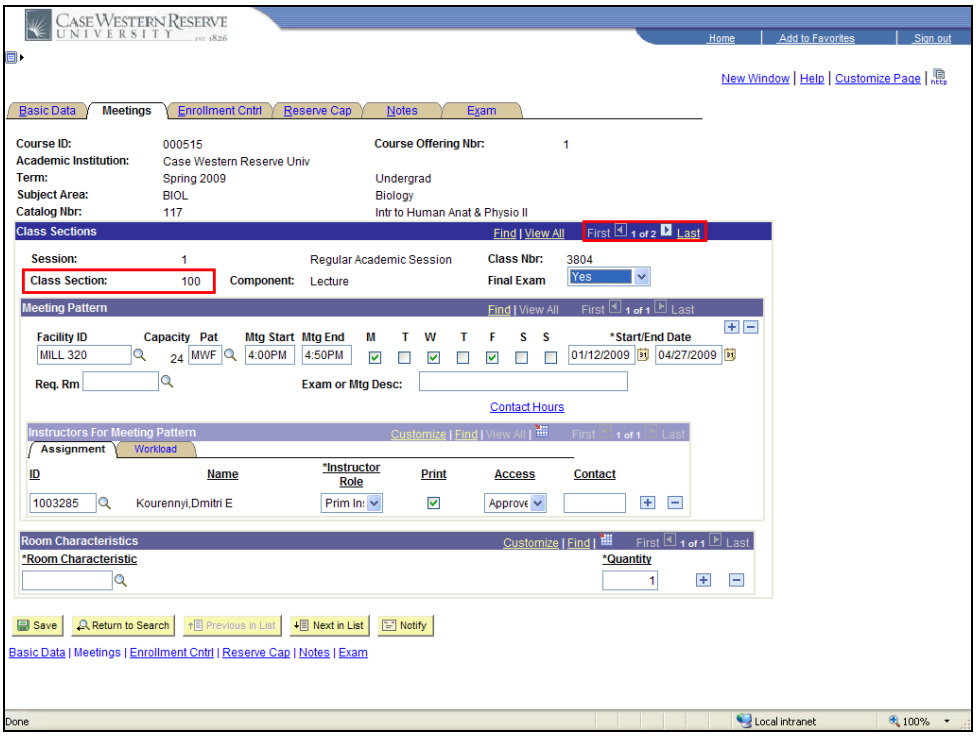
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



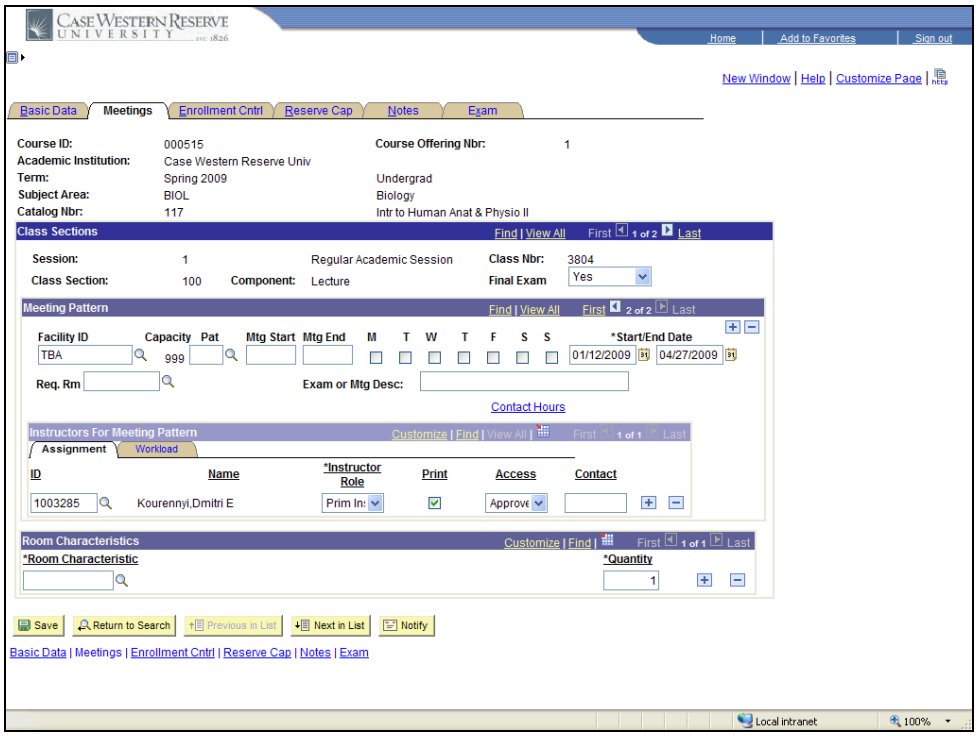
Step	Action
7.	All courses owned by your academic organization and scheduled during the chosen term appear in the search results. Click on the appropriate course. Click an entry in the **Description** column.



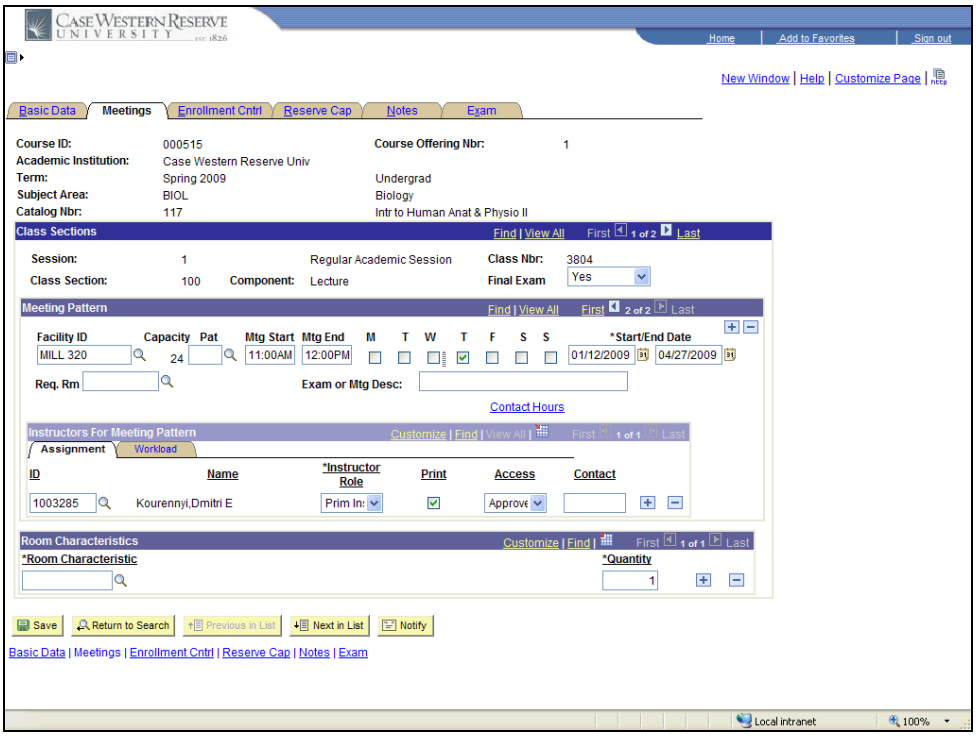
Step	Action
8.	The class record appears. Click the **Meetings** tab. Meetings



Step	Action
9.	Before making changes, please confirm that you are looking at the correct section number. Use the arrows to the right to move between records or click **View All** to see all sections for a class.
10.	In the Meeting Pattern section, click the **Add a new row** button.



Step	Action
11.	A new meeting pattern row appears. Click the **Facility ID** button to select a location for this meeting.
12.	The Look Up Facility ID screen appears. All classrooms assigned to your academic organization appear. Select the appropriate classroom from the search results.
13.	Enter the start time for the exam into the **Mtg Start** field. For example, enter "**11a**".
14.	Press **[Tab]** on your keyboard.
15.	A standard meeting-end time will appear in the **Mtg End** field. Edit this field as necessary.
16.	Select the day of the week that this exam will occur.



Step	Action
17.	Enter the date that the meeting is occurring into the **Start Date** field. For example, enter "**03102009**".
18.	Enter the same date into the **End Date** field. For example, enter "**03102009**".
19.	Enter the **Exam or Mtg Desc** (Meeting Description) field as the purpose of the non-standard meeting time. For example, enter "**Midterm Exam**".
20.	Click the **Save** button. Save
21.	The non-standard meeting time will appear in the Schedule of Classes so that students are aware of the time commitment, and cannot schedule another class during that time. **End of Procedure.**

Labs and Other Associated Classes

Scheduling a Class with Multiple Components

When a course has more than one required component (i.e. laboratory, recitation), each individual component is scheduled as a unique section, and then the components are associated with each other.

In scheduling a course with multiple components, it is especially important to pay attention to the following fields:
Class Section
Component
Class Type
Associated Class

The **Associated Class** number groups sections of lectures, laboratories, and other components into a single enrollment option. The Associated Class number can be one of three values:

1. The same value as the Class Section. This means that the section is only associated "with itself."
2. The same Class Section number as the Lecture section to which the Lab Class Section is grouped.
3. "9999," which indicates that a section is associated with ANY OTHER section existing under the Course ID.

When you associate a class section with a section other than itself, it cues SIS to make sure that students enroll not only for the current class section, but also the section with which it is associated.

Example 1: In this class, students enroll in the Lecture and pick one lab.

Component	Section	Class Type	Associated Class
LEC	100	Enroll	100 (itself)
LAB	110	Non-Enroll	100 (LEC)
LAB	111	Non-Enroll	100 (LEC)

Example 2: In these classes, students select one of two lectures, and for each lecture, they have a selection of two labs from which to choose.

Component	Section	Class Type	Associated Class
LEC	100	Enroll	100 (itself)
LEC	200	Enroll	200 (itself)
LAB	110	Non-Enroll	100 (LEC 100)
LAB	111	Non-Enroll	100 (LEC 100)
LAB	210	Non-Enroll	200 (LEC 200)
LAB	211	Non-Enroll	200 (LEC 200)

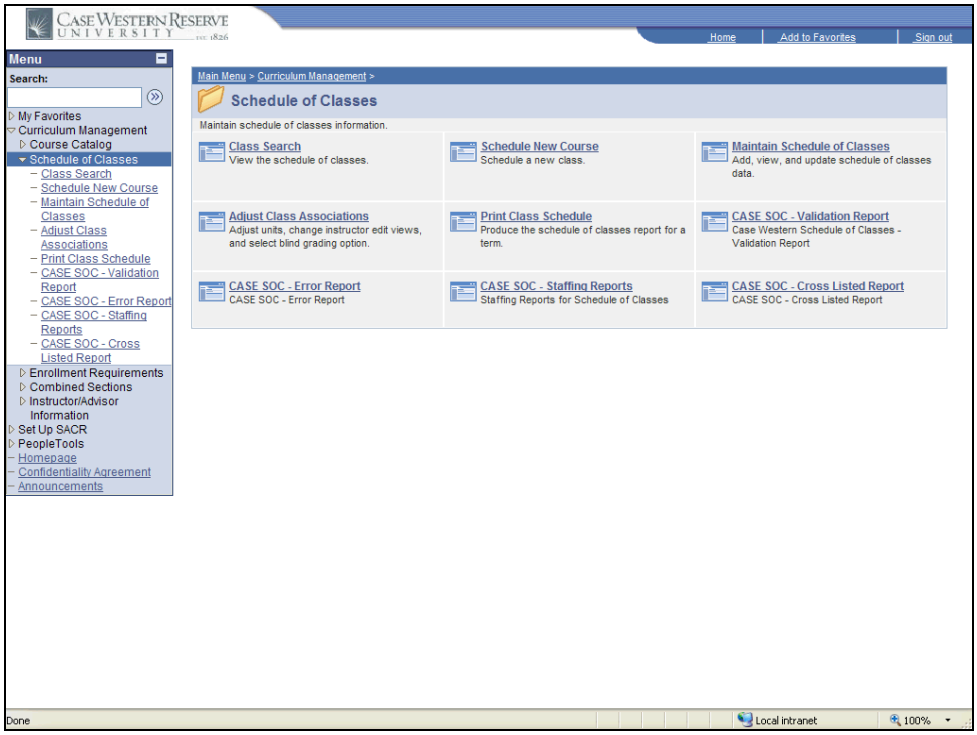
Example 3: In these classes, students select one of two lectures, and have a selection of all four labs available to the course offering.

Component	Section	Class Type	Associated Class
LEC	100	Enroll	100 (itself)
LEC	101	Enroll	101 (itself)
LAB	110	Non-Enroll	9999 (either Enroll section)
LAB	111	Non-Enroll	9999 (either Enroll section)
LAB	112	Non-Enroll	9999 (either Enroll section)
LAB	113	Non-Enroll	9999 (either Enroll section)

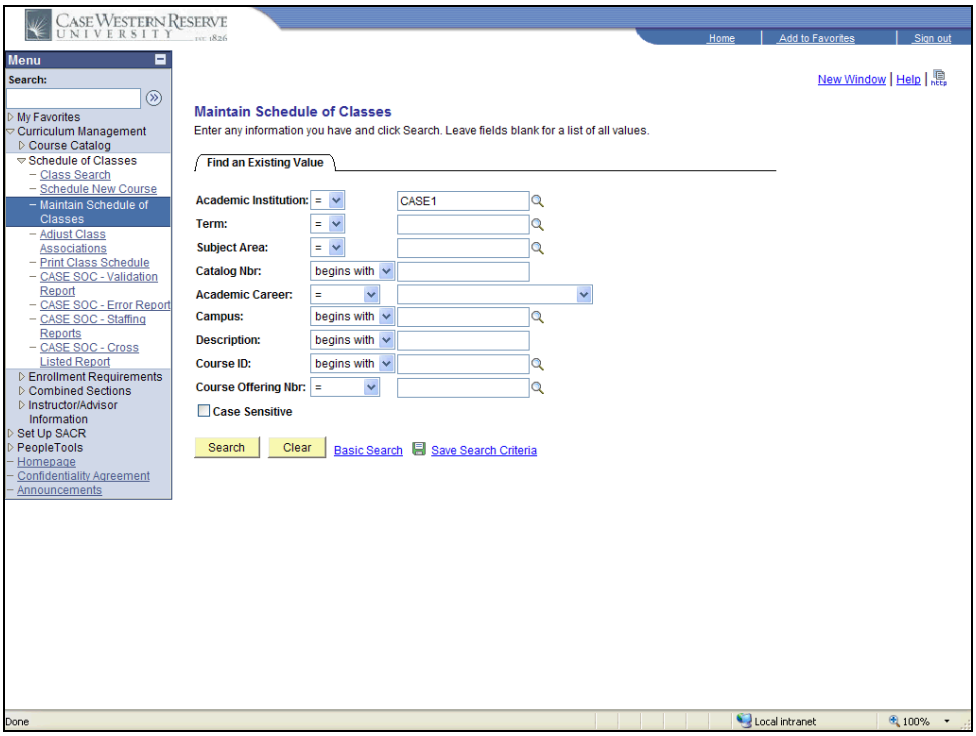
Procedure

Use the following procedure to schedule a multi-component course.

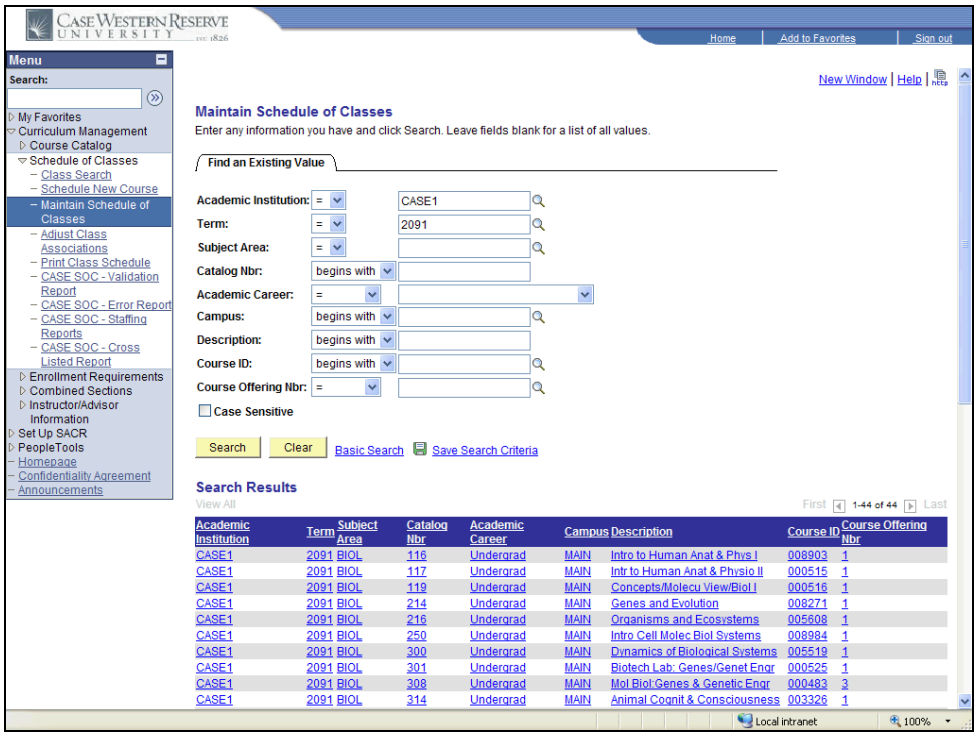
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



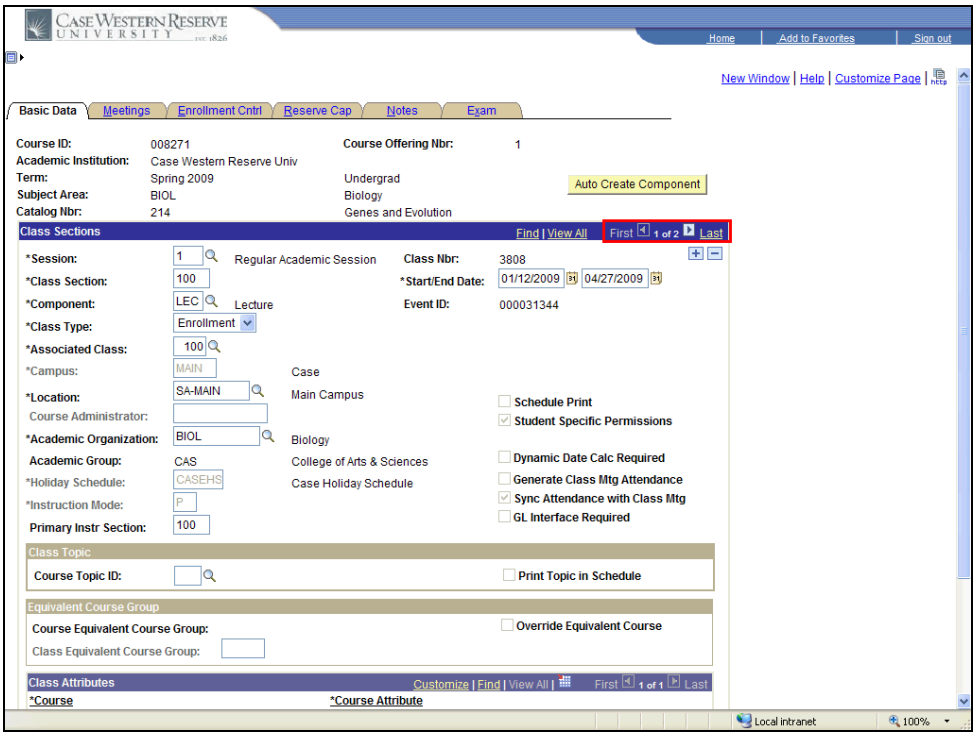
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



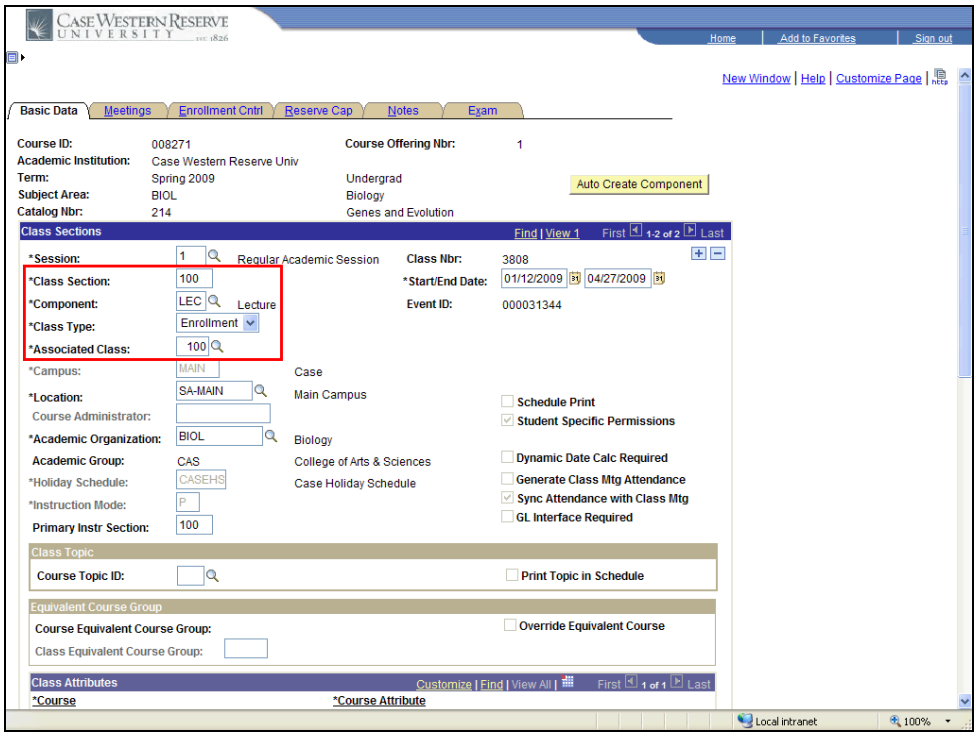
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



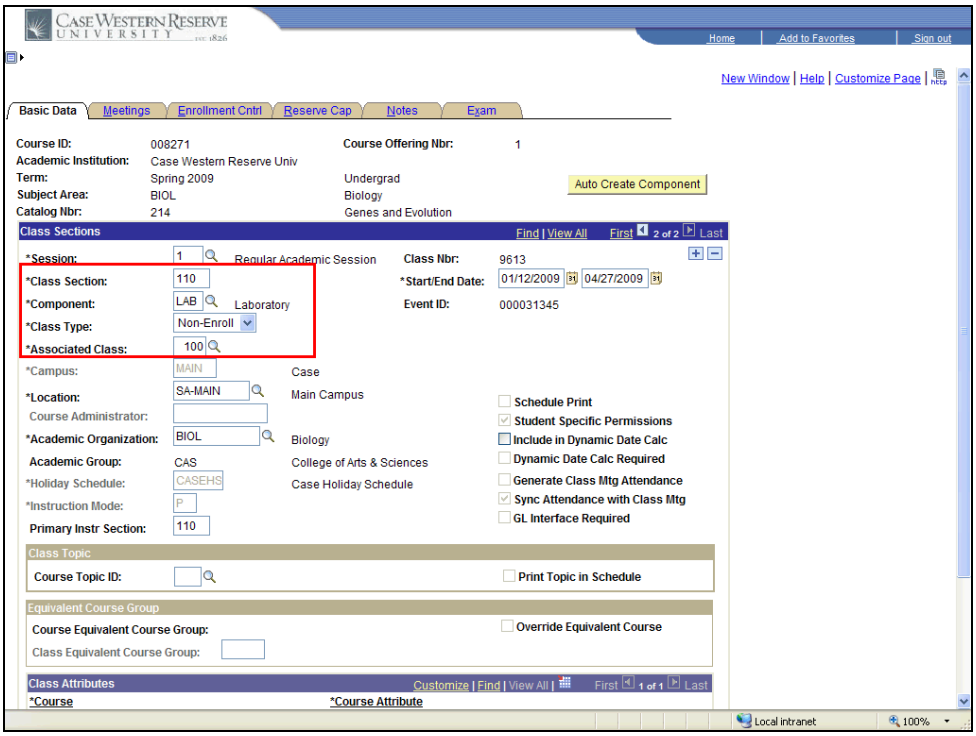
Step	Action
7.	All courses scheduled for your academic organization during the term appear in the search results. Select the appropriate course.



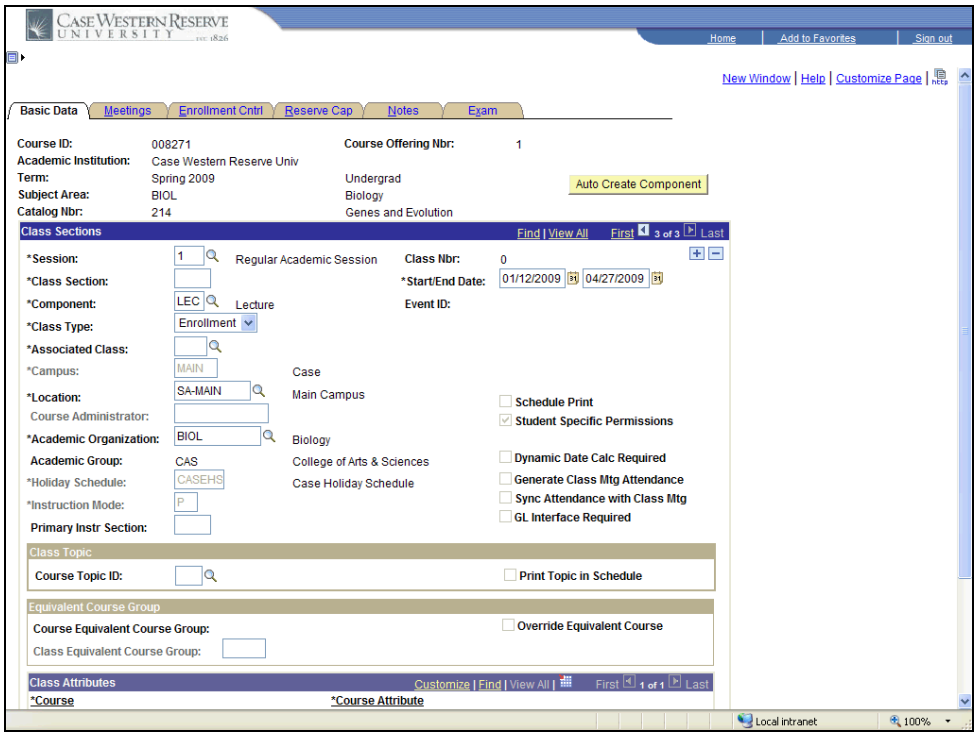
Step	Action
8.	The **Basic Data** tab of the class record appears. The total number of class sections that exist on the record in its current state is displayed on the Class Sections header. Each row equals one section.
9.	Click the **Show next row** button to move between sections one by one.
10.	Click the **View All** link to see all sections on the page at one time. View All



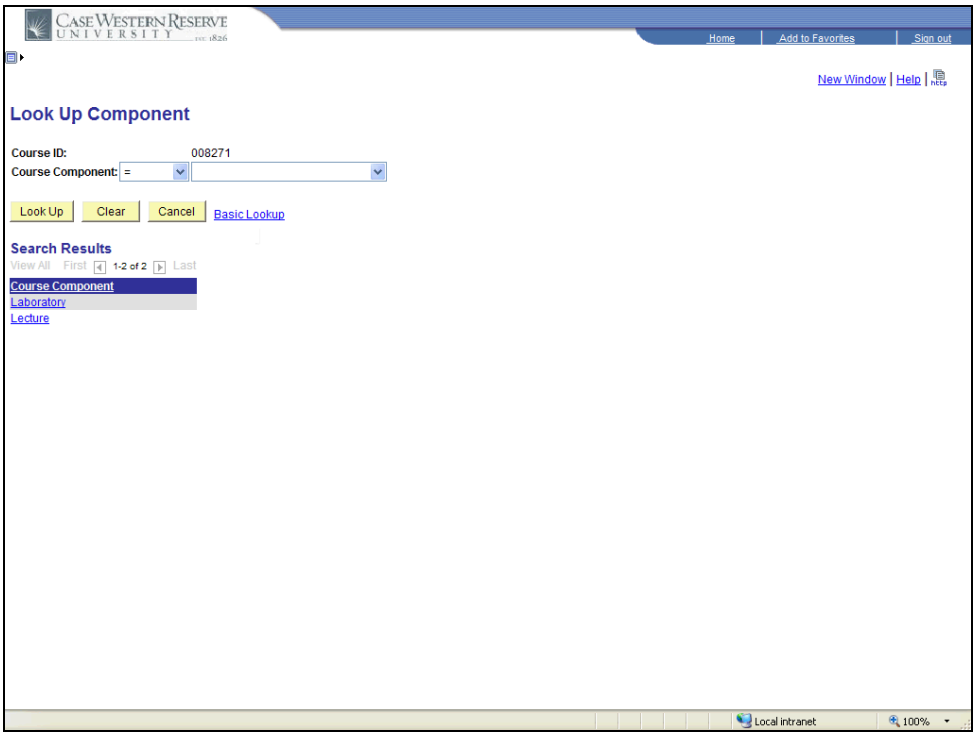
Step	Action
11.	Look at the first section of the class. The first section of a class should always be **Class Section** "**100**". The **Lecture** component is typically the **Enrollment Class Type**. The **Associated Class** number of the Lecture is typically "**100**" as well, indicating that the lecture is only associated with itself.
12.	Click the **Show next row** button until you see a LAB section (or another non-enrollment section).



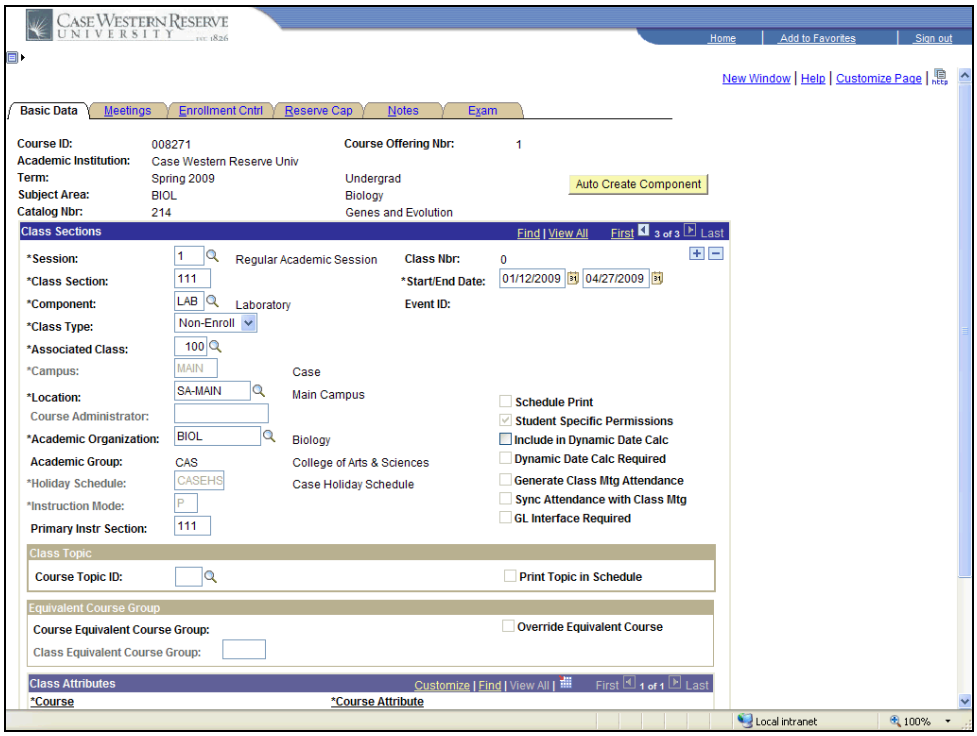
Step	Action
13.	The first Laboratory section is typically **Class Section** "**110**." Its **Class Type** is typically **Non-Enroll**. Its **Associated Class** number is "**100**," meaning that it is associated with the first Lecture section.
14.	To add another lab to this course offering and associate it with an existing lecture, click the **Add a new row** button.



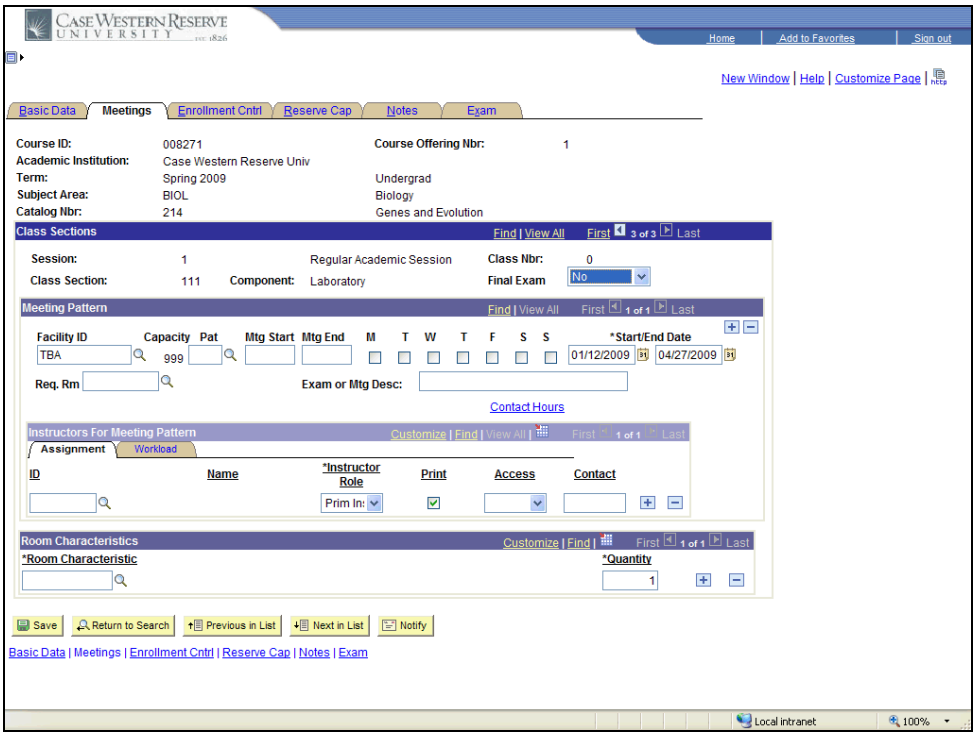
Step	Action
15.	A blank Class Section row appears. The **Component** field will default to the graded component, usually Lecture, so this must be changed. Click the **Look Up Component** button to choose the lab component.



Step	Action
16.	Select the **Laboratory** component from the search results. Laboratory
17.	Click the **Class Type** list. Enrollment
18.	Click the **Non-Enroll** list item. Non-Enroll
19.	Enter the appropriate section number into the **Class Section** field. For example, if this is the second lab section for the class, enter "**111**".
20.	Press **[Tab]** on your keyboard.
21.	The Class Section value copies to the Associated Class value, so it must be changed in order to associate this section with its lecture. Enter the lecture's section number into the **Associated Class** field.



Step	Action
22.	Repeat the process of adding sections if needed. You can add additional lectures. Follow Example 2 or 3 from the Introduction to create the appropriate associations.
23.	Click the **Meetings** tab. Meetings



Step	Action
24.	Set up the Meeting Pattern and Instructor for Meeting Pattern sections for each class section.
25.	Click the **Save** button. Save
26.	**End of Procedure.**

Schedule an Auto Enroll Multi-Component Class

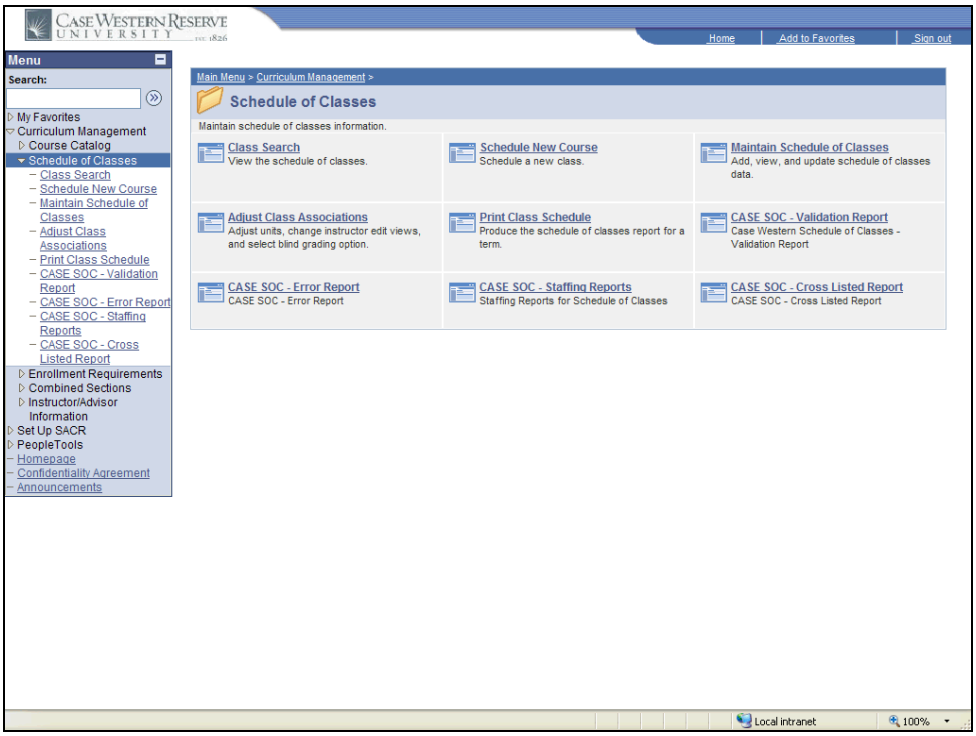
SIS provides users the ability to automatically enroll students in a class section once they select an associated section during registration. This feature can only be utilized when students do not have a choice of the component into which they are being automatically enrolled. A course offering that utilizes the auto enroll feature to enroll students into a single lecture after they select one of two labs to would look like this:

Component	Section	Class Type	Associated Class	1st Auto Enroll Section
LEC	100	Non-Enroll	100 (itself)	n/a
LAB	110	Enroll	100 (LEC)	100 (LEC)
LAB	111	Enroll	100 (LEC)	100 (LEC)

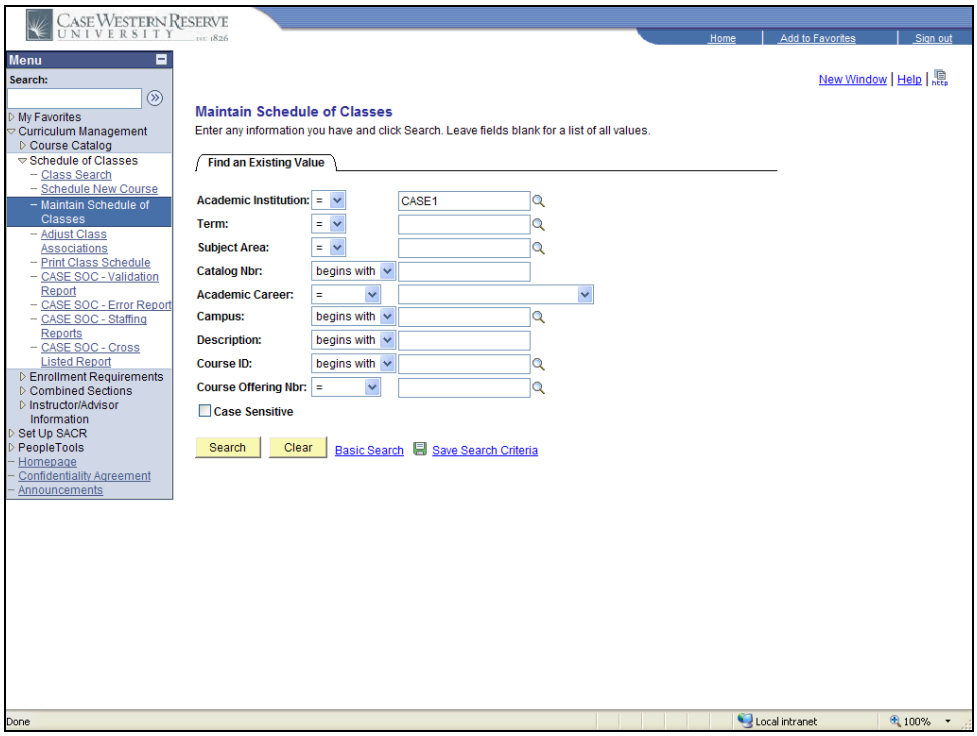
Procedure

Use the following procdure to schedule a class offering that utilizes the auto enroll feature to automatically enroll students in a section once they register for an associated section.

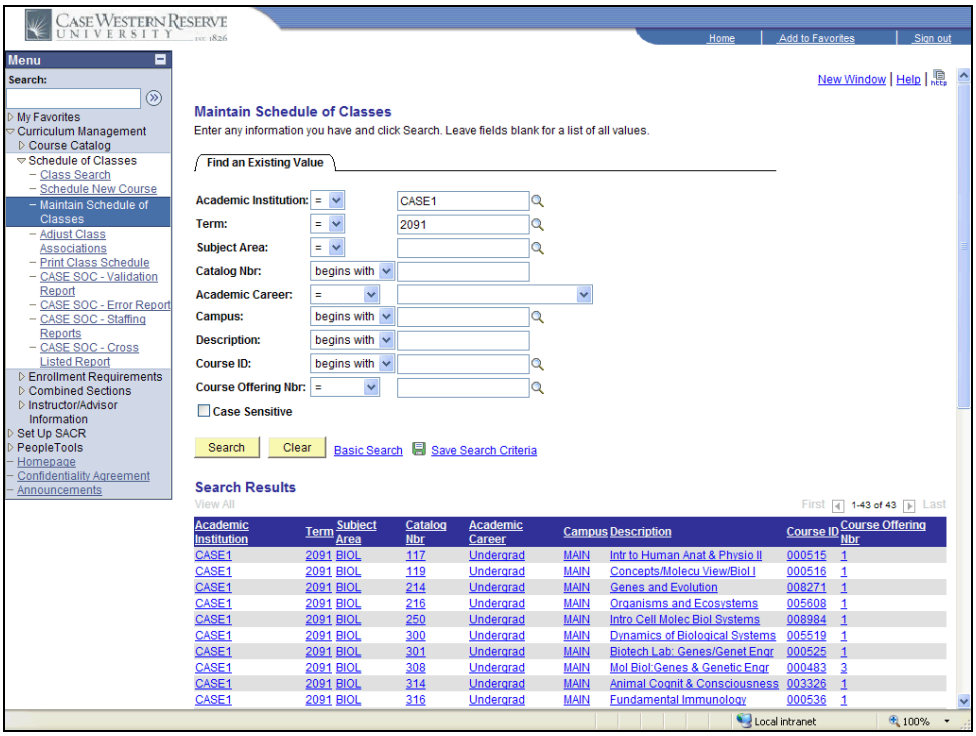
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



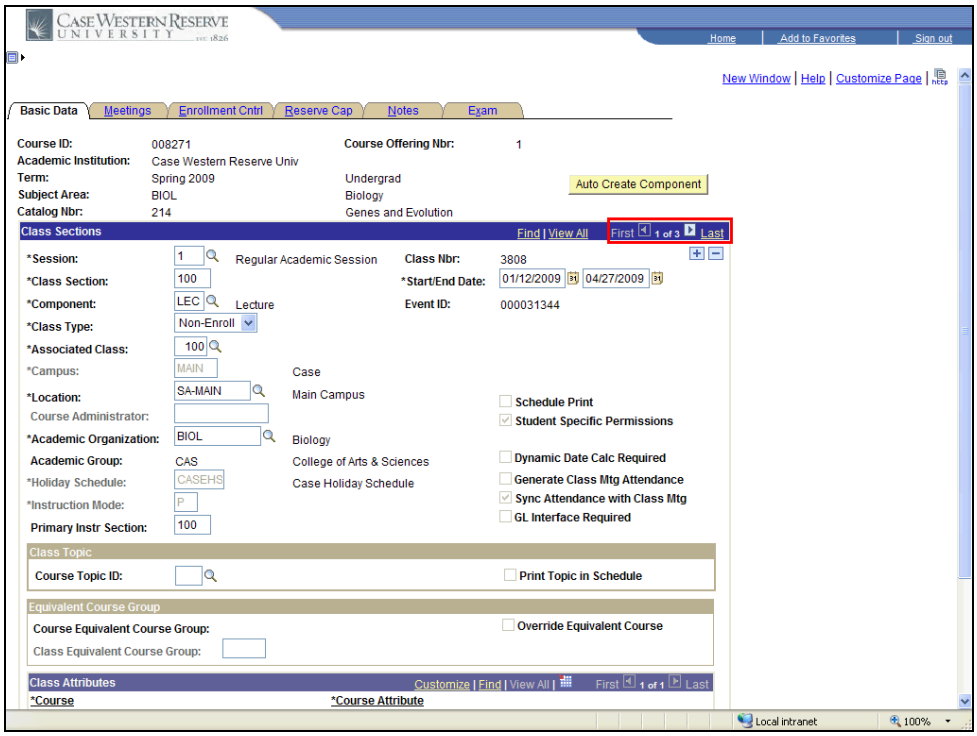
Step	Action
3.	Click the **Maintain Schedule of Classes** link.



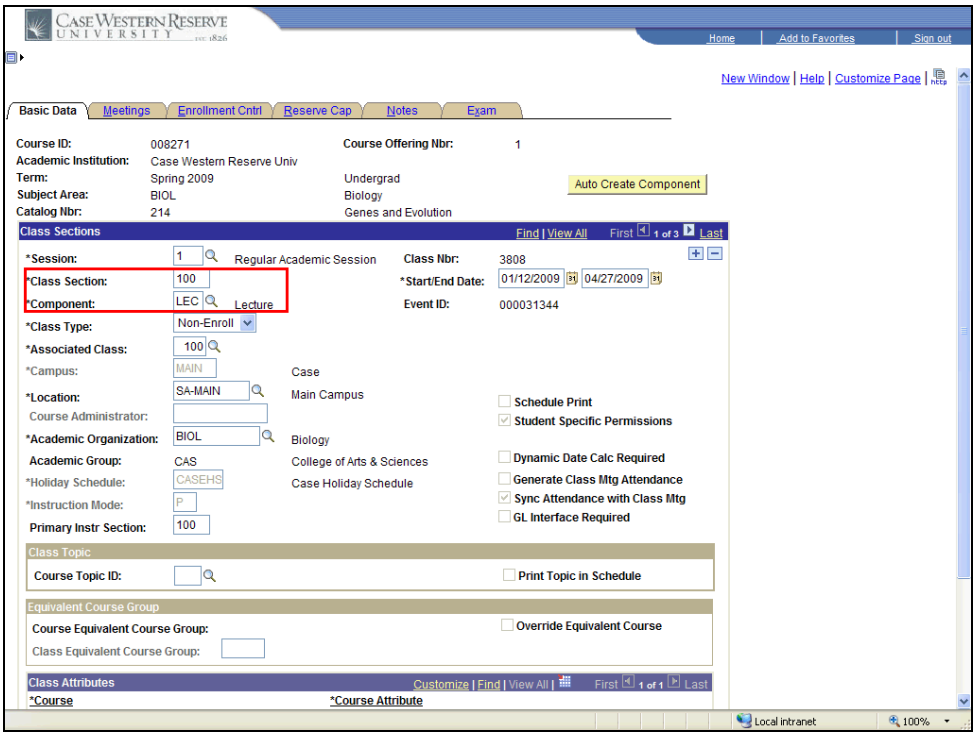
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Search** button.



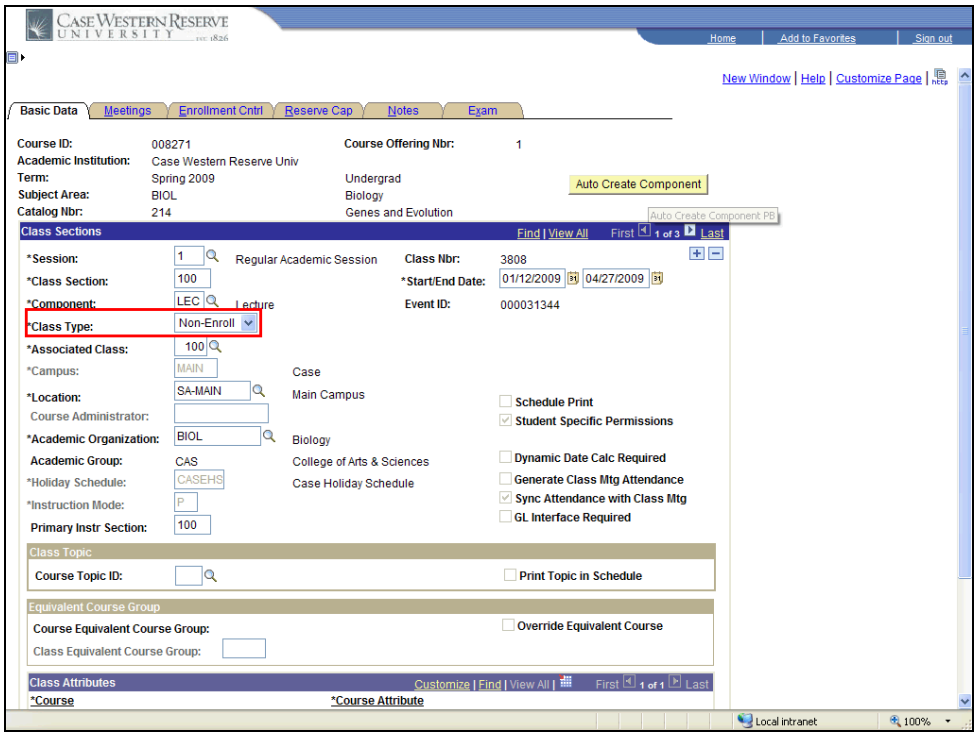
Step	Action
7.	All courses owned by your academic organization appear in the search results. Select the appropriate class.



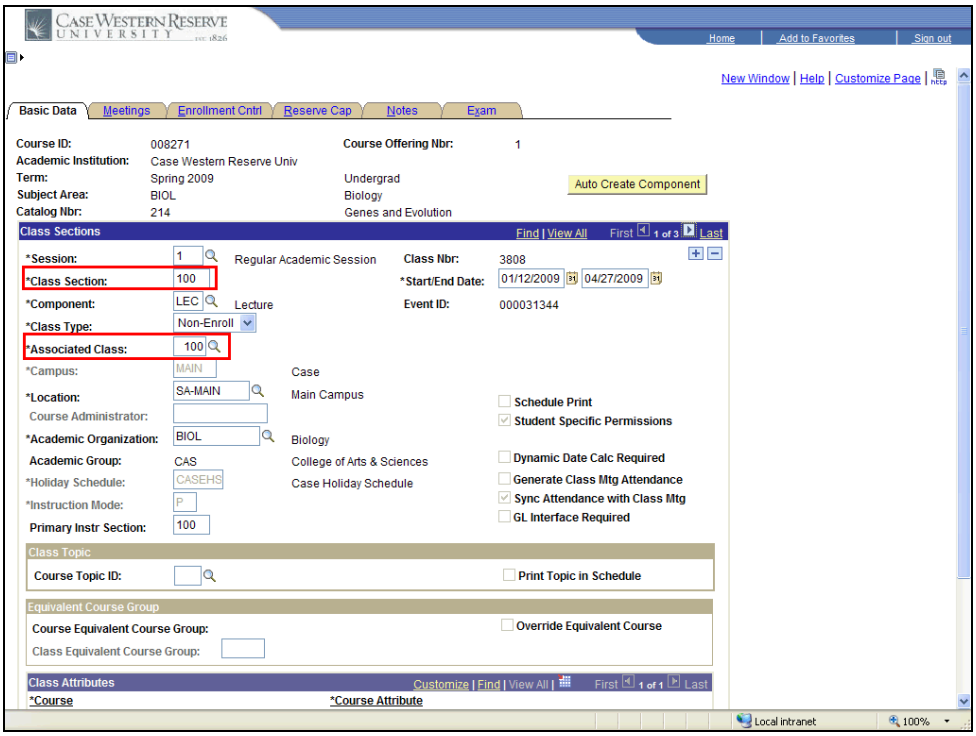
Step	Action
8.	The **Basic Data** tab of the class record appears. The total number of class sections that exist on the record in its current state is displayed on the Class Sections header. Each row equals one section.



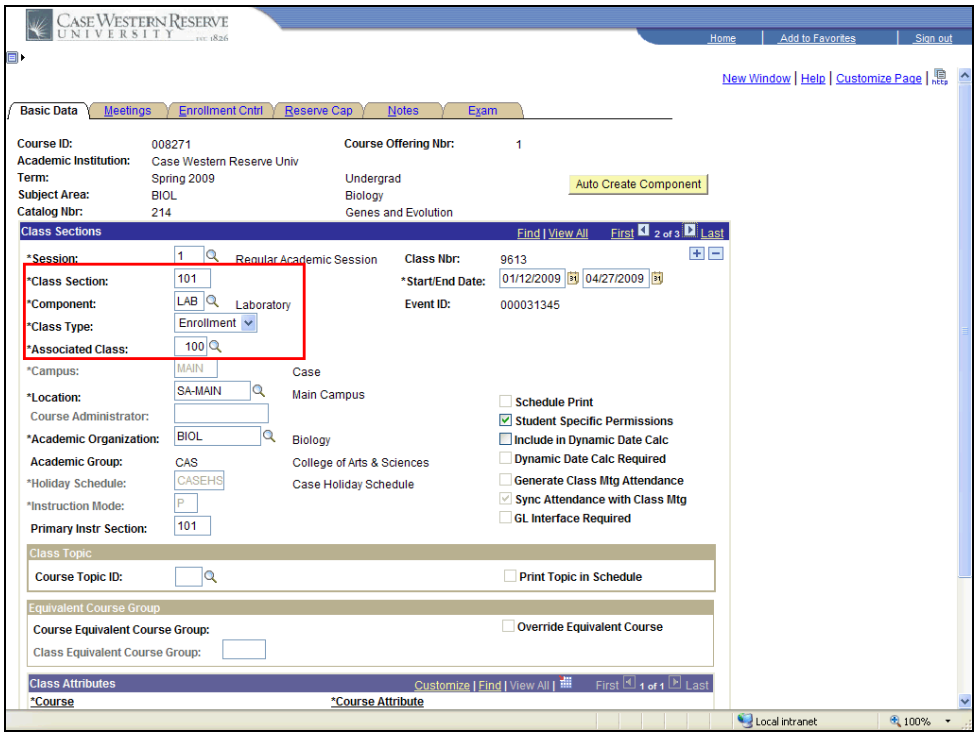
Step	Action
9.	The first **Class Section** is usually the **Lecture Component**. The first class section of any course offering is number "**100**."



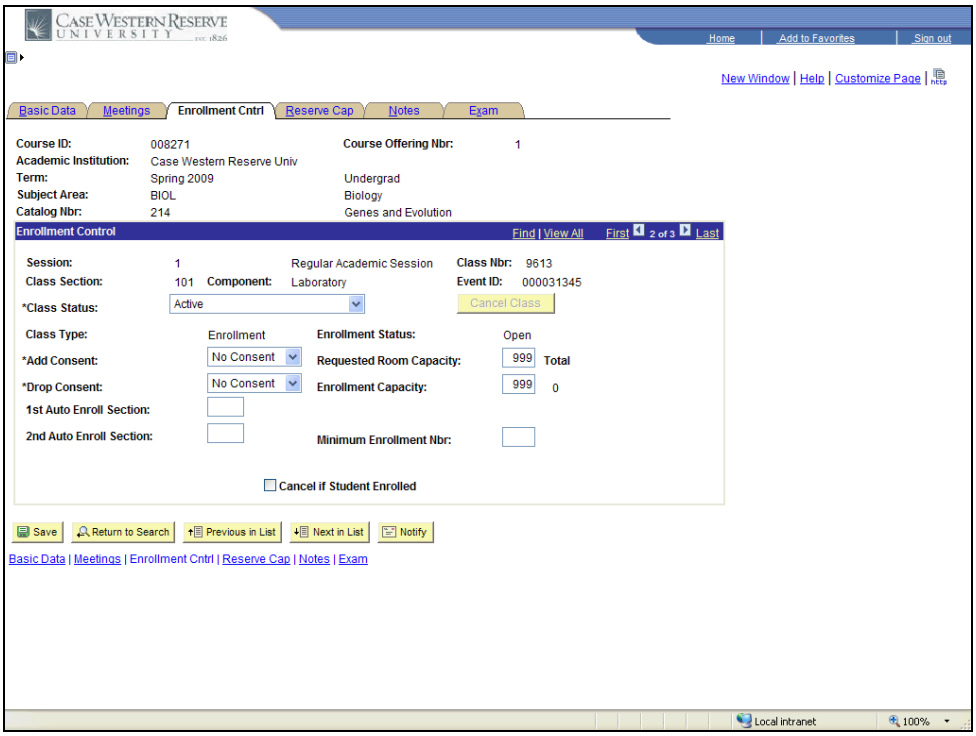
Step	Action
10.	With an **Auto Enroll** section, the Lecture **Class Type** doesn't have to be Enroll. In this case, because students will choose a lab and then be automatically enrolled in the lecture, the Class Type is **Non-Enroll**.



Step	Action
11.	Note that the **Associated Class** number is still "100," the same as this section's **Class Section** number, meaning that the lecture section is still only associated with itself.
12.	To look at the lab sections, click the **Show next row** button.



Step	Action
13.	The first lab section is **Class Section** "**110**". The **Class Type** is **Enrollment**, meaning that the student must choose a lab in order to enroll in the Non-Enroll section, the lecture. The value in the **Associated Class** field is "**100**", meaning that this lab is associated with the lecture section, which is section 100 of this course offering.
14.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl



Step	Action
15.	In order to automatically enroll students who choose a lab section into the lecture section, use the 1st Auto Enroll Section field. Enter the lecture's section number into the **1st Auto Enroll Section** field.
16.	Click the **Show next row** button to see other lab sections and enter the lecture section number into the **1st Auto Enroll Section** field.
17.	Click the **Save** button.
18.	This completes the process of using the auto enroll function to automatically enroll students in a section when they register for one of its associated sections. **End of Procedure.**

Advanced Scheduling

Creating Combined Sections

If two or more separate classes are to be scheduled as one class offering, class sections can be combined.

Class sections can be combined permanently or for a single class occurrence. They can also be combined within or across subjects. When classes are linked to a combined section, they are all given the same **Event ID**. The enrollment and wait list capacities are controlled both at the section level and at the sections' combined level.

To create combined sections:

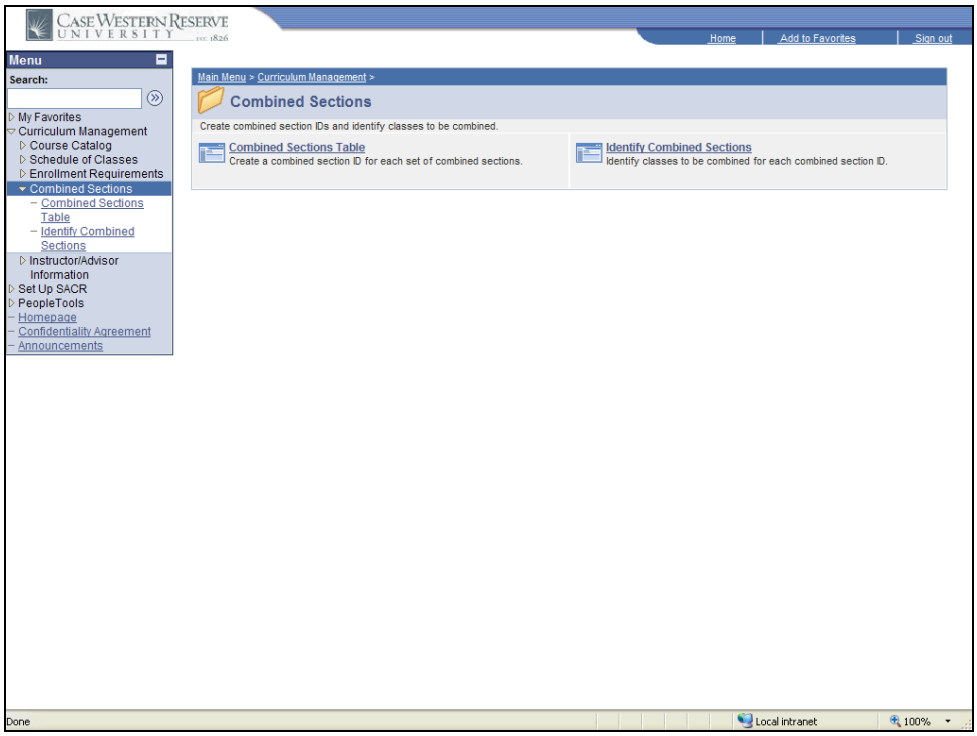
1. Create each class with like section numbers (i.e. two 100 sections, two 101 sections). See *Updating the Schedule of Classes* or *Scheduling a New Class* for directions on creating class sections.
2. Define a Combined Sections ID on the **Combined Sections Table** page
3. Link classes to the Combined Sections ID and choose a combination type on the **Combined Sections** page.
4. Confirm the enrollment limits for the Combined Sections.

Before combining sections, be sure that a classroom exists in the **Facility ID** field for only one of the classes being combined. The other sections must have **TBA** in the Facility ID field.

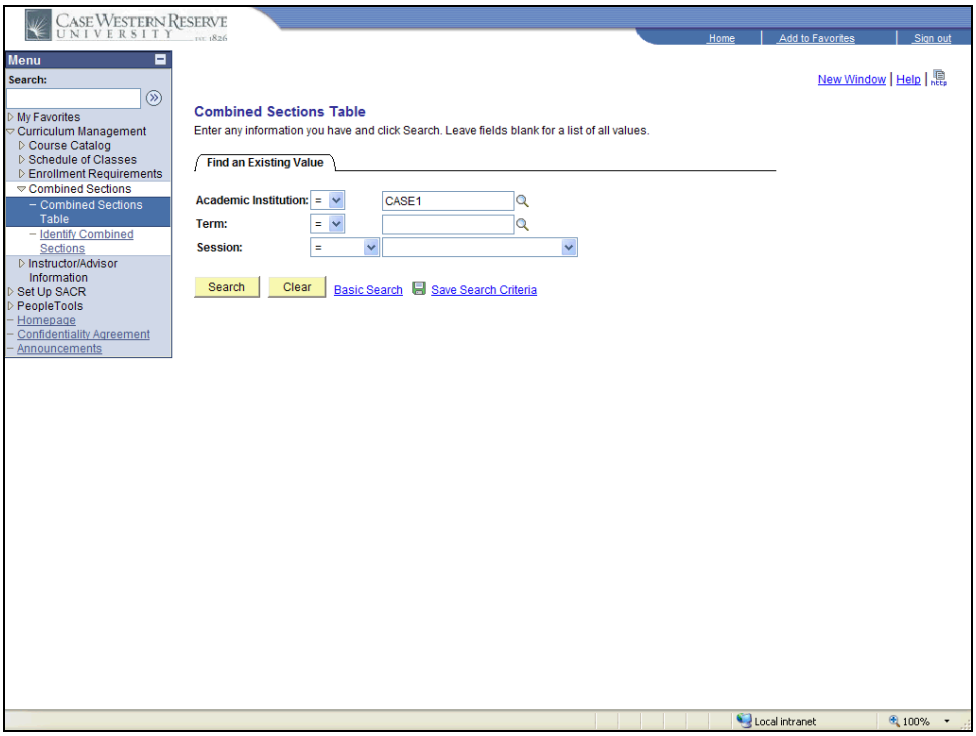
Procedure

Use the following procedures to enter a combined section onto the Combined Sections table and combine the class sections on the Identify Combined Sections screen.

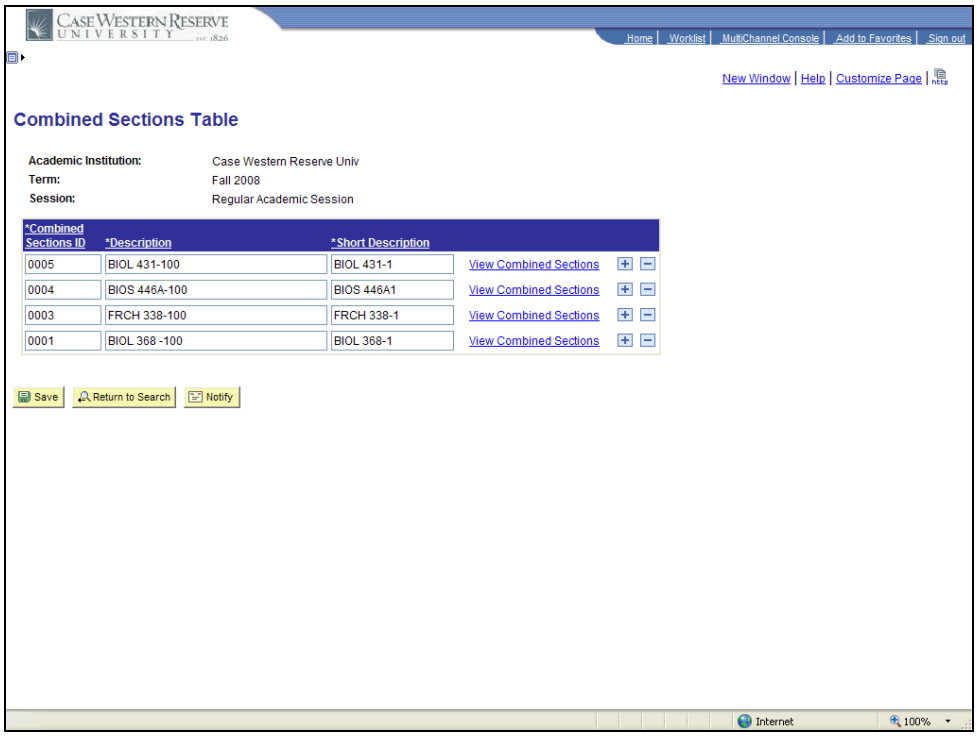
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Combined Sections** link. ▷ Combined Sections



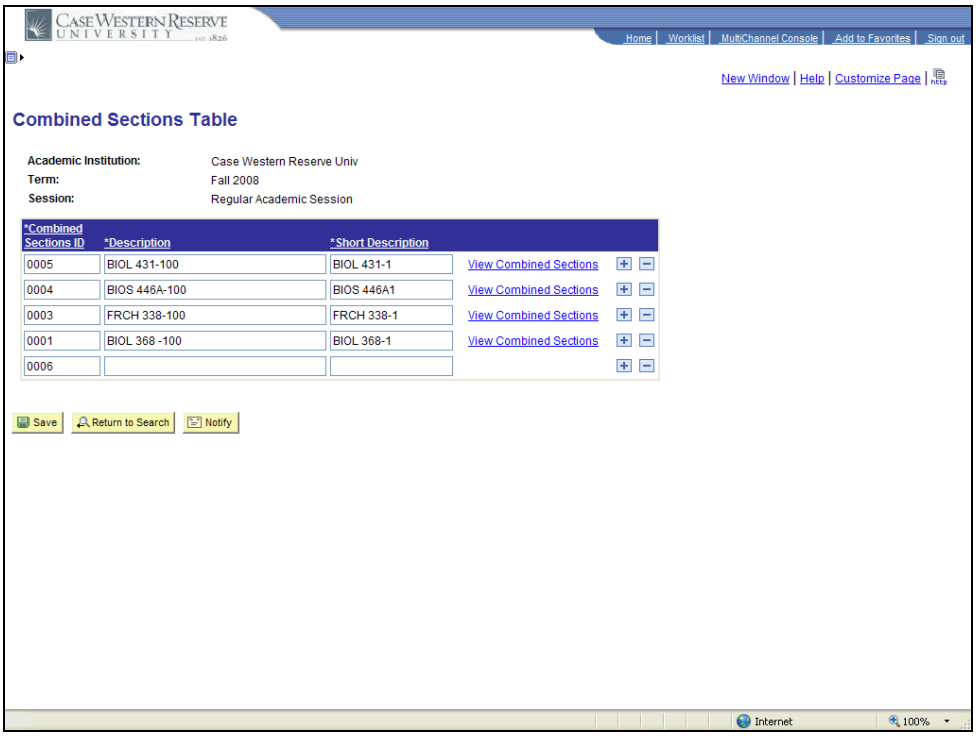
Step	Action
3.	Click the **Combined Sections Table** link. Combined Sections Table



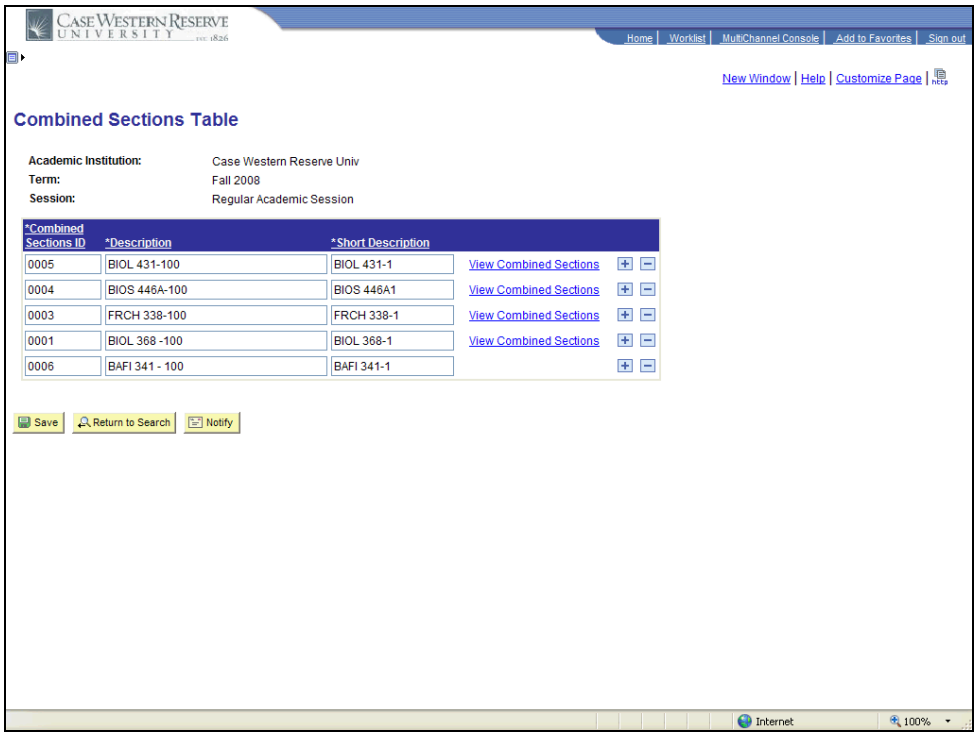
Step	Action
4.	Click the **Look up Term** button.
5.	Select the appropriate term from the search results.
6.	Click the **Session** list.
7.	Select the **Session** during which the combined section will take place.
8.	Click the **Search** button.



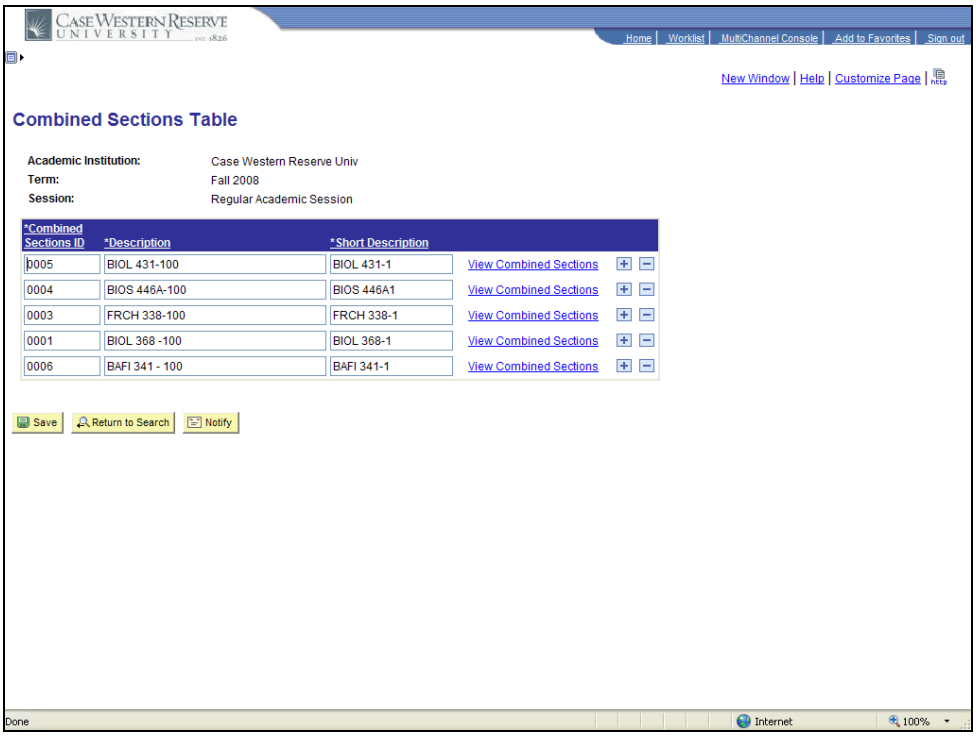
Step	Action
9.	The **Combined Sections Table** will appear. This is where the **Combined Sections ID** is named.
10.	Click the **Add a new row** button to create a new combined section ID.



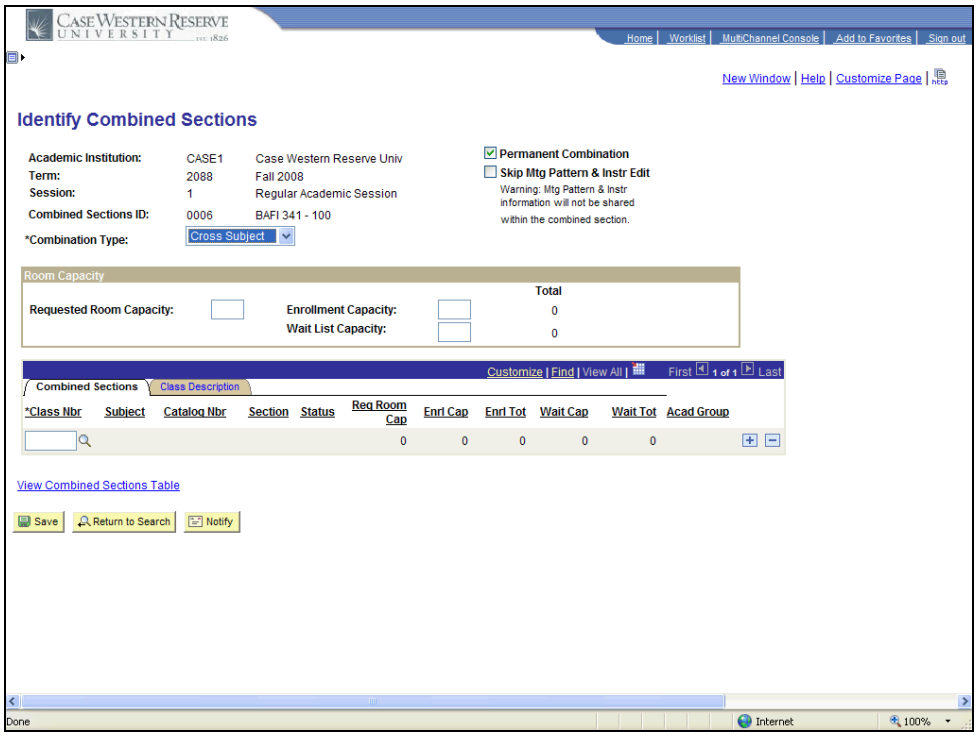
Step	Action
11.	Enter the **Subject Area** code representing what organization "owns" the Combined Section, followed by the **Catalog Number** and **Section Number** to be combined into the **Description** field. For example, enter "**BAFI 341 - 100**".
12.	Press **[Enter]** to copy the first ten characters of the **Description** field to the **Short Description** field.



Step	Action
13.	Click the **Save** button.



Step	Action
14.	Click the **View Combined Sections** link that appeared when the Table was saved. View Combined Sections



Step	Action
15.	The **Identify Combined Sections** screen appears. Here, you must select the class sections that are being combined.
16.	Click the **Combination Type** list.
17.	Choose the type of sections that are being combined.

Cross Subject - class sections from different subject areas will be combined. For example: BAFI 341 and ECON 341.

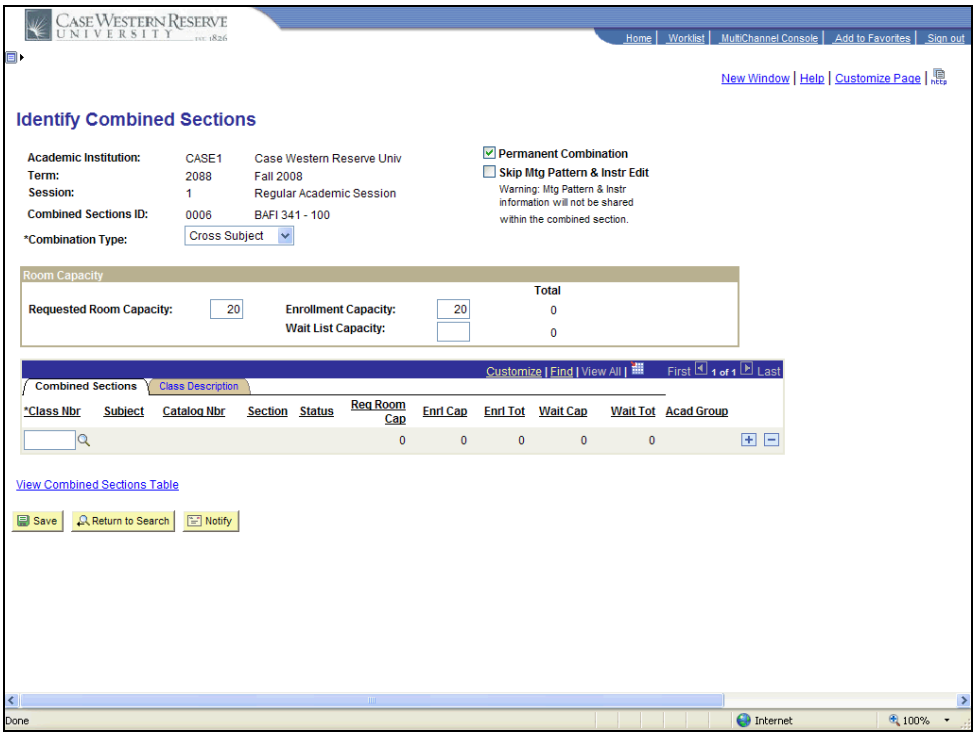
Within Subject - class sections from within a single subject area will be combined. For example: FRCH 338 and FRCH 438.

Both - class section will be drawn from both within subject areas and across subject areas. For example: BIOL 368, BIOL 468, and ANTH 467.

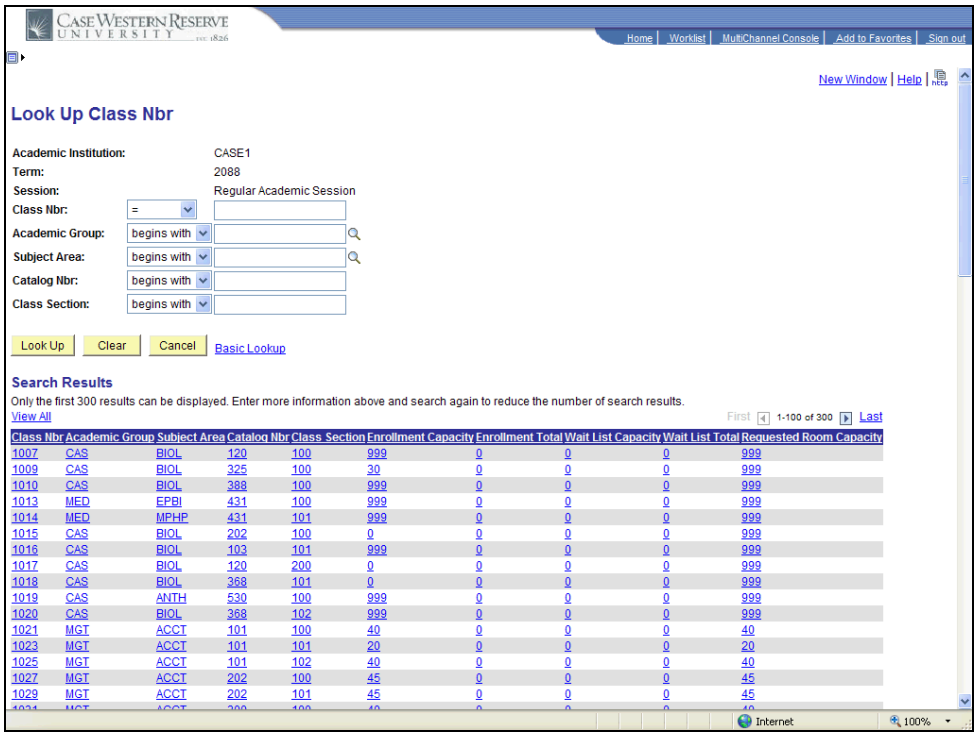
Step	Action
18.	By default, the **Permanent Combination** checkbox is marked. If this combined section is not permanent, uncheck the box.

Step	Action
19.	Enter the **Requested Room Capacity** field. For example, enter "**20**".
20.	Enter the **Enrollment Capacity** field as the total number of students that can enroll in the combined class. For example, enter "**20**".

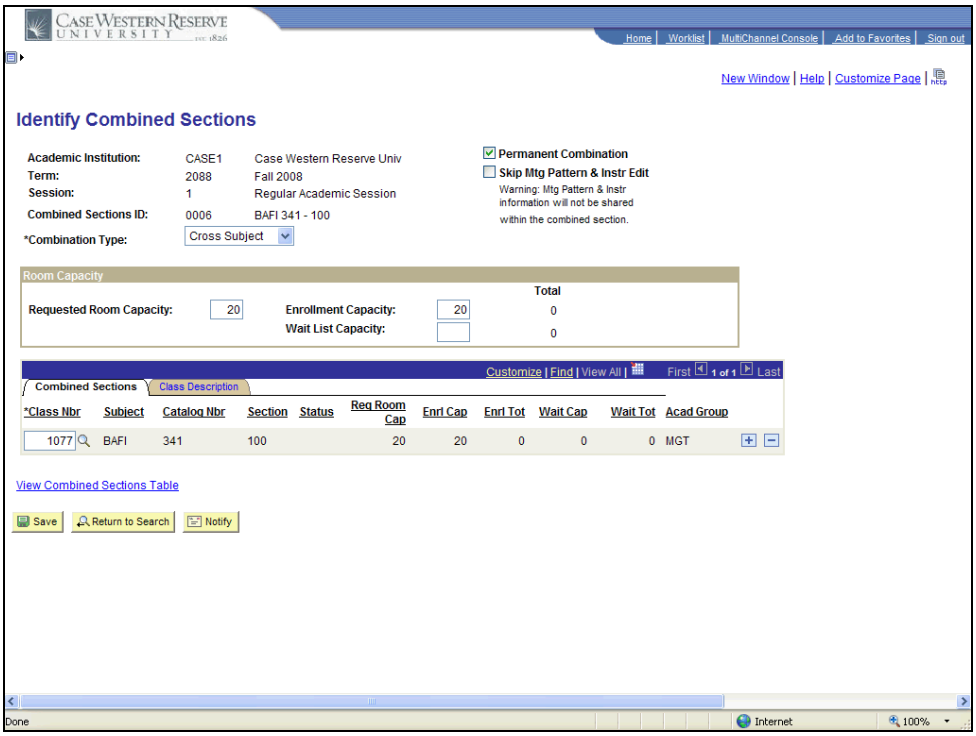
If the **Enrollment Capacities** of both courses are the same, and both are equal to the Enrollment Capacity of the combined section, then any number of students can sign up for either section of the course until the combined section is full.



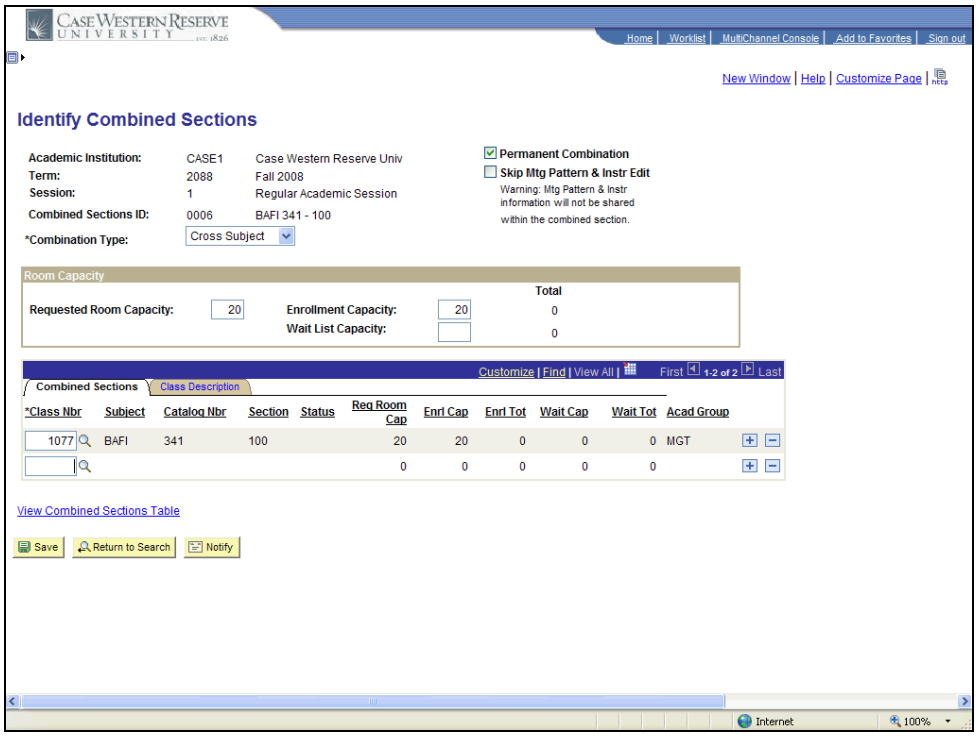
Step	Action
21.	Click the **Class Nbr** button.



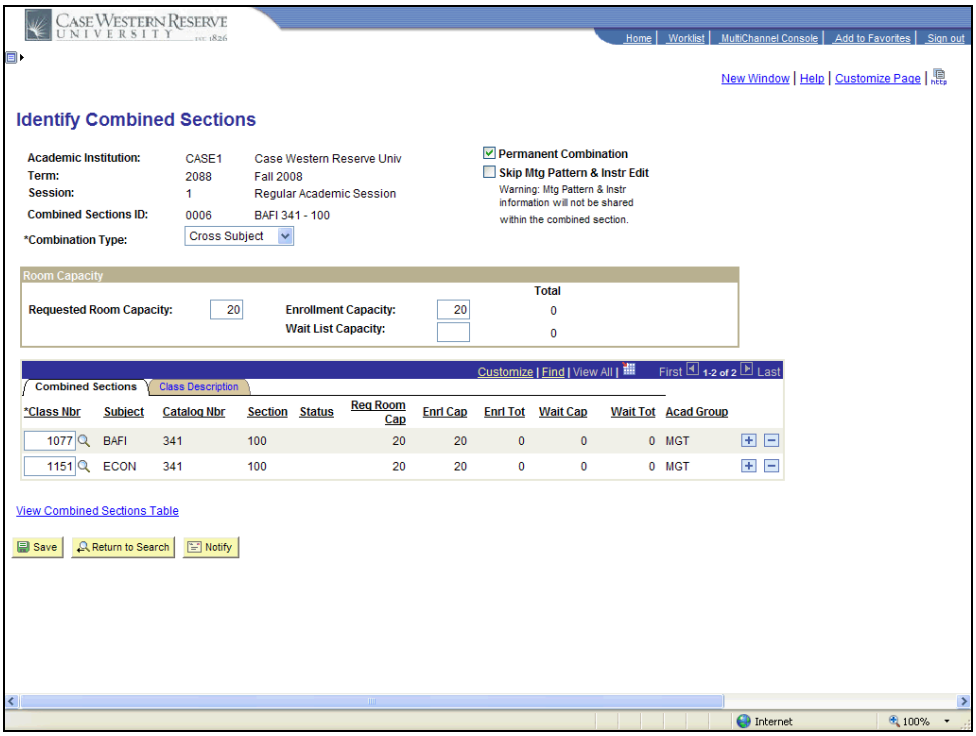
Step	Action
22.	The **Look Up Class Number** screen appears. Search for the class. Enter the subject area of the class to be combined in the **Subject Area** field.
23.	Click the **Look Up** button. Look Up
24.	All classes and sections scheduled within the chosen term will appear in the search results. Select the class section that is being combined.



Step	Action
25.	The Subject, Catalog Number, Section Number, and Enrollment and Room Capacity numbers fill into the row.
26.	Click the **Add a new row** button.



Step	Action
27.	A new Class Nbr row appears. Click the **Class Nbr** button.
28.	Enter the subject area of the next section to be combined in the **Subject Area** field.
29.	Click the **Look Up** button. Look Up
30.	Select the class section that is to be combined.



Step	Action
31.	Repeat the process of adding class sections to the Combined Section if applicable.
32.	Click the **Save** button. Save
33.	The linked sections will now appear listed as Combined Sections in the Schedule of Classes. When the Schedule of Classes is loaded into the Astra room scheduling program, the combined sections will be recognized and scheduled at the same time and in the same location. Be sure to run the SOC Combined Classes Report to check for errors in your academic organization's combined sections. **End of Procedure.**

SOC Reports

Before the Schedule Print Flag is turned on, it is important to run a series of reports on your Academic Organization's scheduled classes. These reports will look for errors that can prevent students from being able to register for the classes.

SOC Error Report

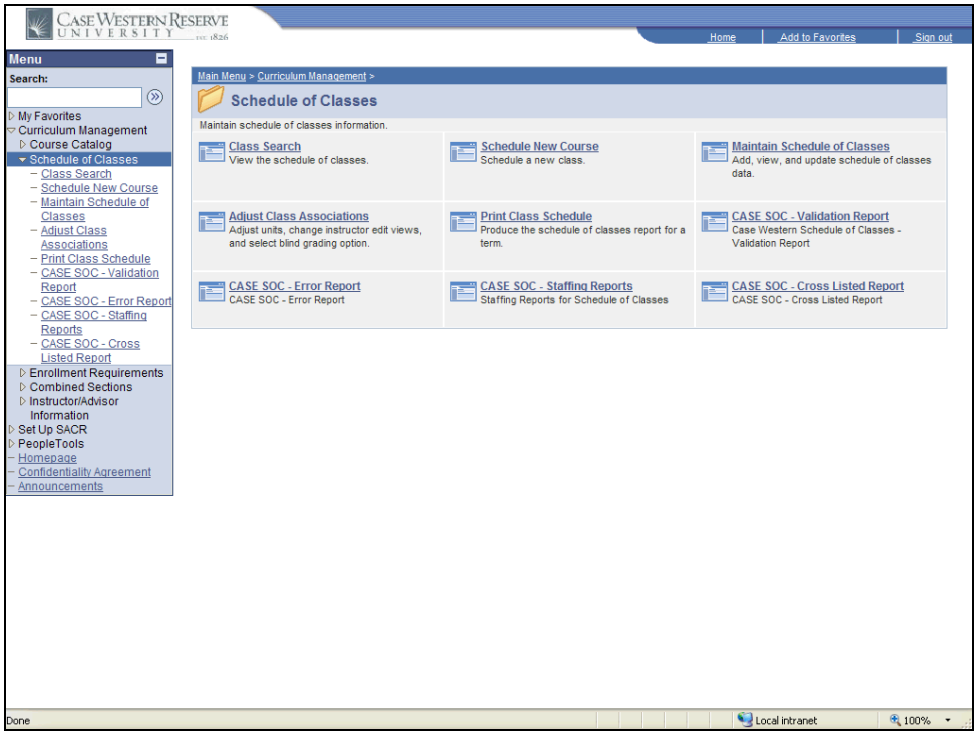
The **Schedule of Classes Error Report** was created so that users could review all scheduled class sections within an Academic Organization for errors. Errors that may be found include:

- Missing course topic
- Missing meeting days and/or times
- Missing components (such as lab or recitation)

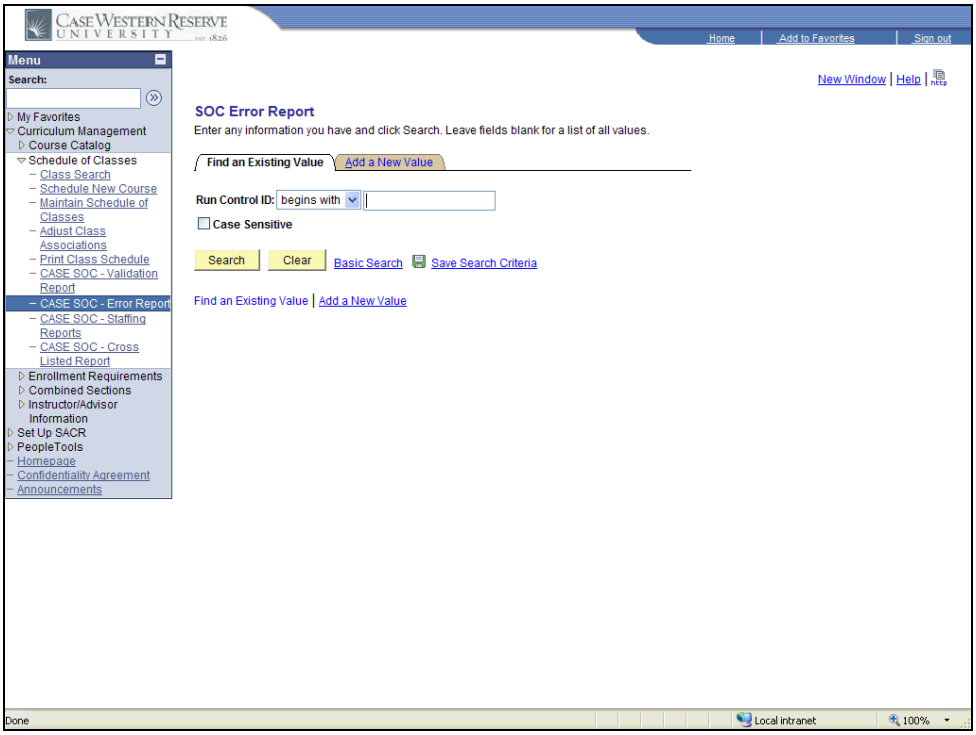
Procedure

Use the following procedure to run the SOC Error Report.

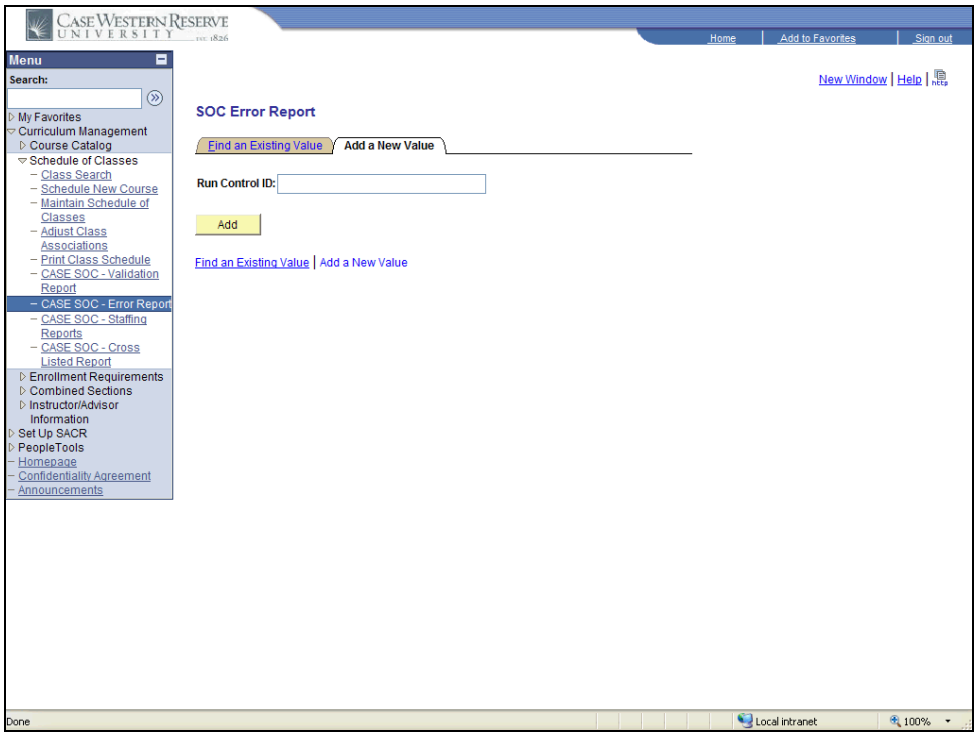
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



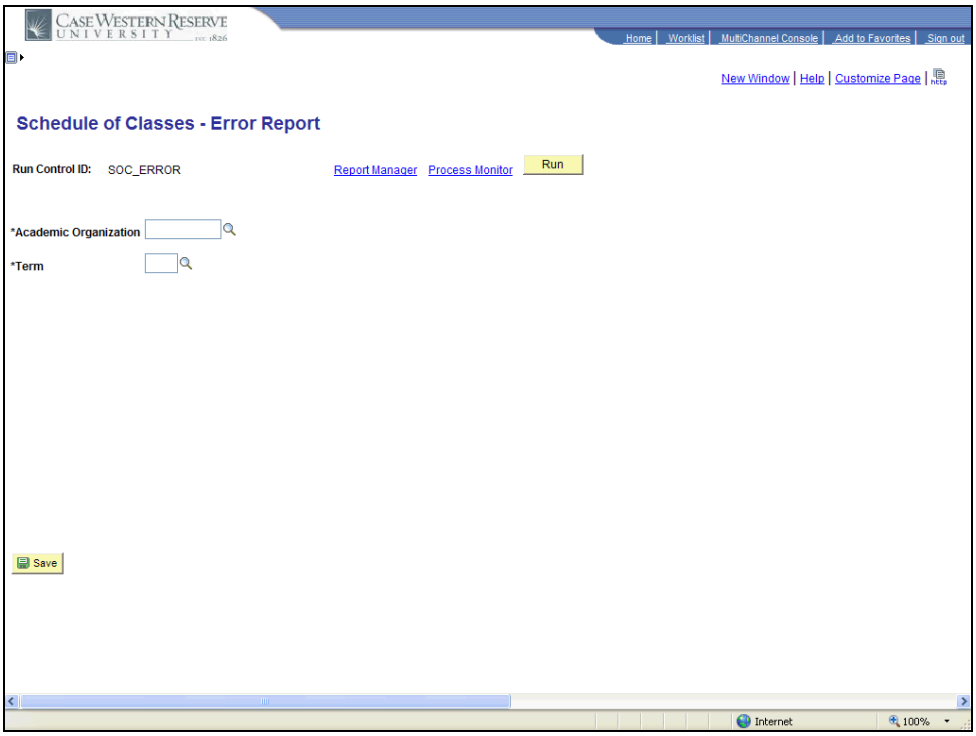
Step	Action
3.	Click the **CASE SOC - Error Report** link.



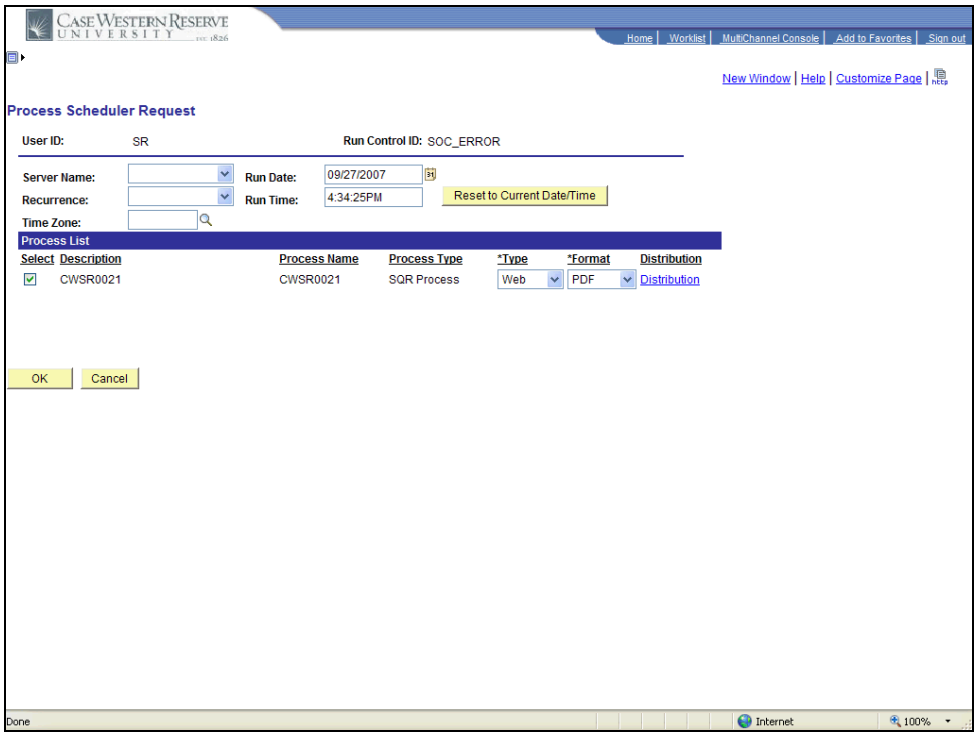
Step	Action
4.	The SOC Error Report run control screen appears. Click the Search button to find a Run Control ID that you already created for SOC reports, or add a new one.
5.	Click the **Add a New Value** tab. Add a New Value



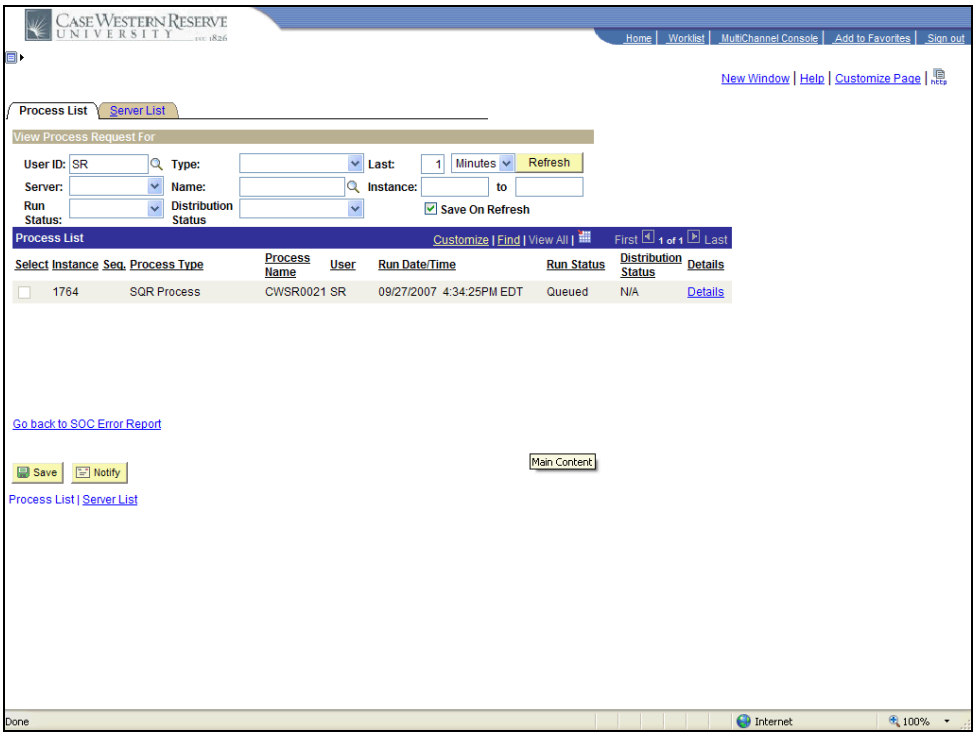
Step	Action
6.	Enter an easily recognizable name to represent the process being run into the **Run Control ID** field. For example, enter "**SOC_ERROR**".
7.	Click the **Add** button. Add



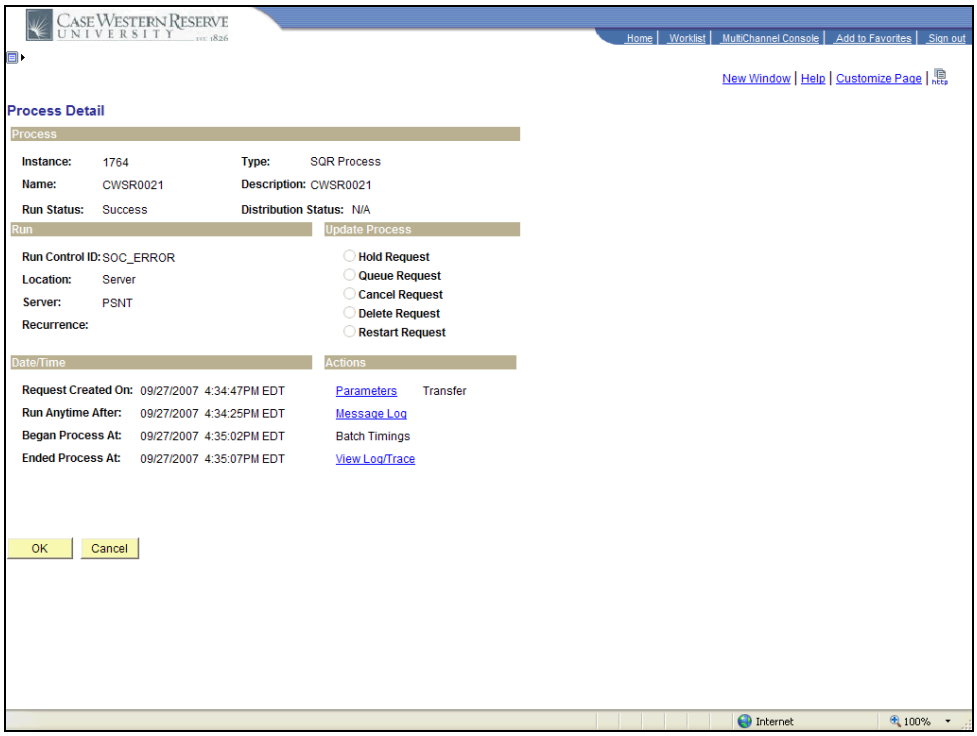
Step	Action
8.	The **Schedule of Classes - Error Report** screen appears. Enter **Academic Organization** code of the department whose schedule is being checked. For example, enter "**BIOL**".
9.	Enter the term code of the term being reviewed into the **Term** field. For example, enter "**2088**".
10.	Click the **Run** button. Run



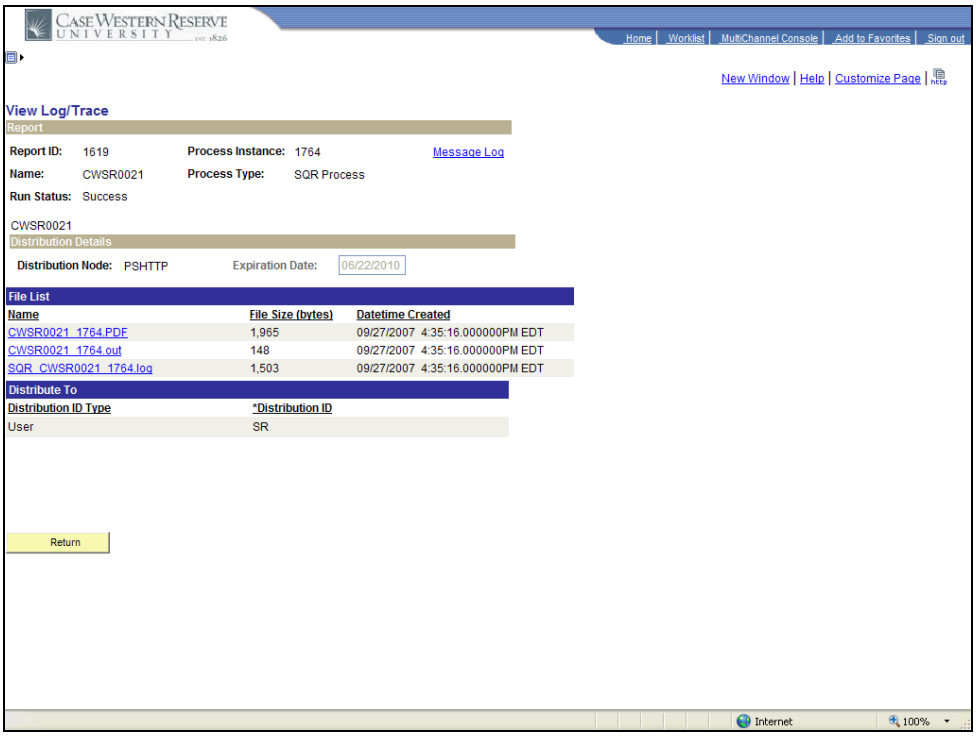
Step	Action
11.	The **Process Scheduler Request** screen appears. Click the **OK** button. OK
12.	Click the **Process Monitor** link. Process Monitor



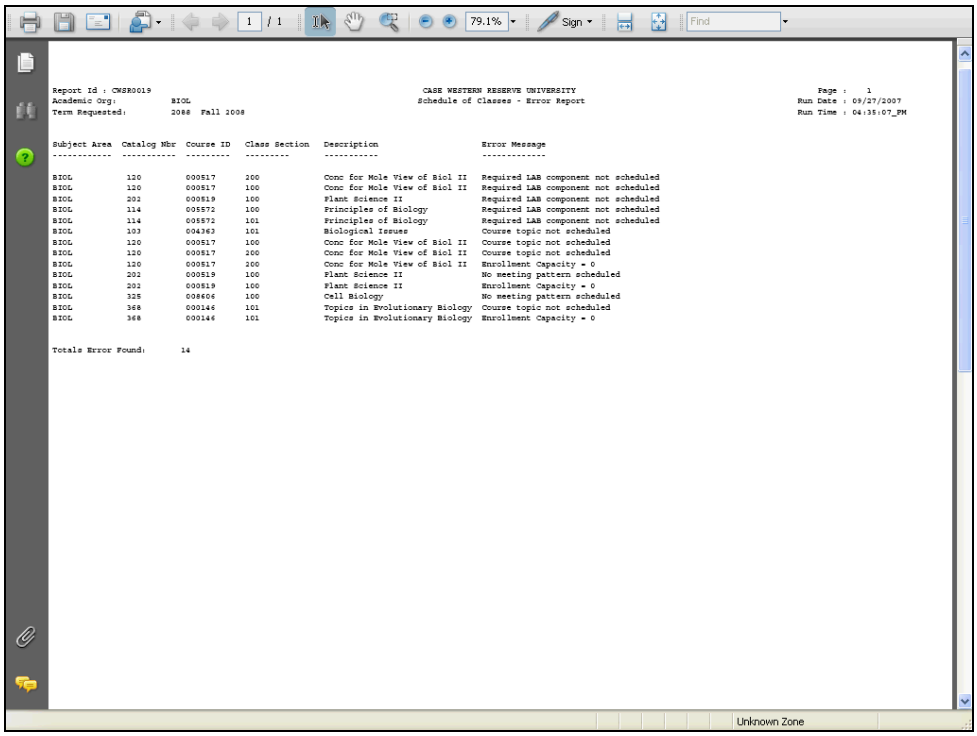
Step	Action
13.	The **Process Monitor** screen appears. Click the **Refresh** button periodically until the **Run Status** column reads ***Success*** and the **Distribution Status** column reads ***Posted***. Refresh
14.	When ***Success*** and ***Posted*** appear in the Run Status and Distribution Status columns, click the **Details** link. Details



Step	Action
15.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
16.	The **View Log/Trace** screen appears. Click the **CWSR0021_. PDF** link. CWSR0021_1764.PDF



Report Id : CWSR0019 — CASE WESTERN RESERVE UNIVERSITY — Page : 1
Academic Org: BIOL — Schedule of Classes - Error Report — Run Date : 09/27/2007
Term Requested: 2088 Fall 2008 — Run Time : 04:35:07_PM

Subject Area	Catalog Nbr	Course ID	Class Section	Description	Error Message
BIOL	120	000517	200	Conc for Mole View of Biol II	Required LAB component not scheduled
BIOL	120	000517	100	Conc for Mole View of Biol II	Required LAB component not scheduled
BIOL	202	000819	100	Plant Science II	Required LAB component not scheduled
BIOL	114	005572	100	Principles of Biology	Required LAB component not scheduled
BIOL	114	005572	101	Principles of Biology	Required LAB component not scheduled
BIOL	103	004363	101	Biological Issues	Course topic not scheduled
BIOL	120	000517	100	Conc for Mole View of Biol II	Course topic not scheduled
BIOL	120	000517	200	Conc for Mole View of Biol II	Course topic not scheduled
BIOL	120	000517	200	Conc for Mole View of Biol II	Enrollment Capacity = 0
BIOL	202	000519	100	Plant Science II	No meeting pattern scheduled
BIOL	202	000819	100	Plant Science II	Enrollment Capacity = 0
BIOL	325	008606	100	Cell Biology	No meeting pattern scheduled
BIOL	368	000146	101	Topics in Evolutionary Biology	Course topic not scheduled
BIOL	368	000146	101	Topics in Evolutionary Biology	Enrollment Capacity = 0

Totals Error Found: 14

Step	Action
17.	The **Schedule of Classes Error Report** appears in PDF (Adobe Acrobat) format. Any class "owned" by the Academic Organization that has an error associated with its class section will appear in the list, along with a description of the error.
18.	Click on the Print icon to print the report. Click on the Save icon to save the report to a local or remote drive. Use the Back and Forward arrows to navigate between pages (if more than one page exists).
19.	It is the responsibility of each Academic Organization to correct errors found in their portion of the schedule of classes. Once all errors are corrected and the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made. **End of Procedure.**

SOC Validation Report

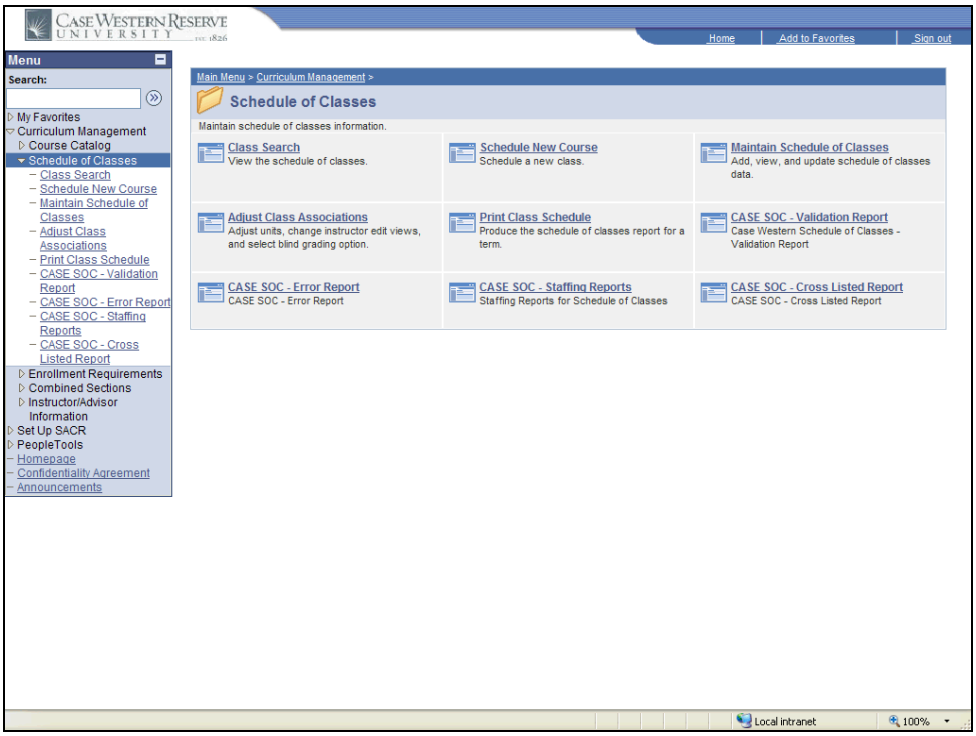
The SOC Validation Report will list warnings about possible scheduling errors, such as:

- Instructor Consent setting differs from Course Catalog
- Missing class meeting pattern
- Class meeting scheduled outside standard meeting patterns

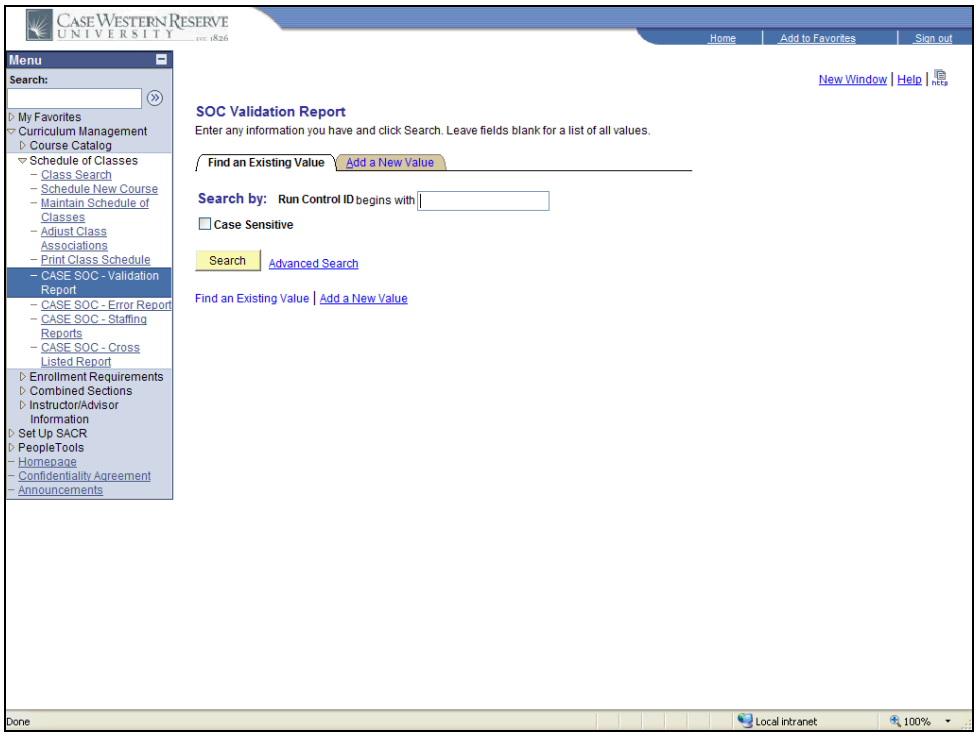
Procedure

Use the following procedure to run the SOC Validation Report.

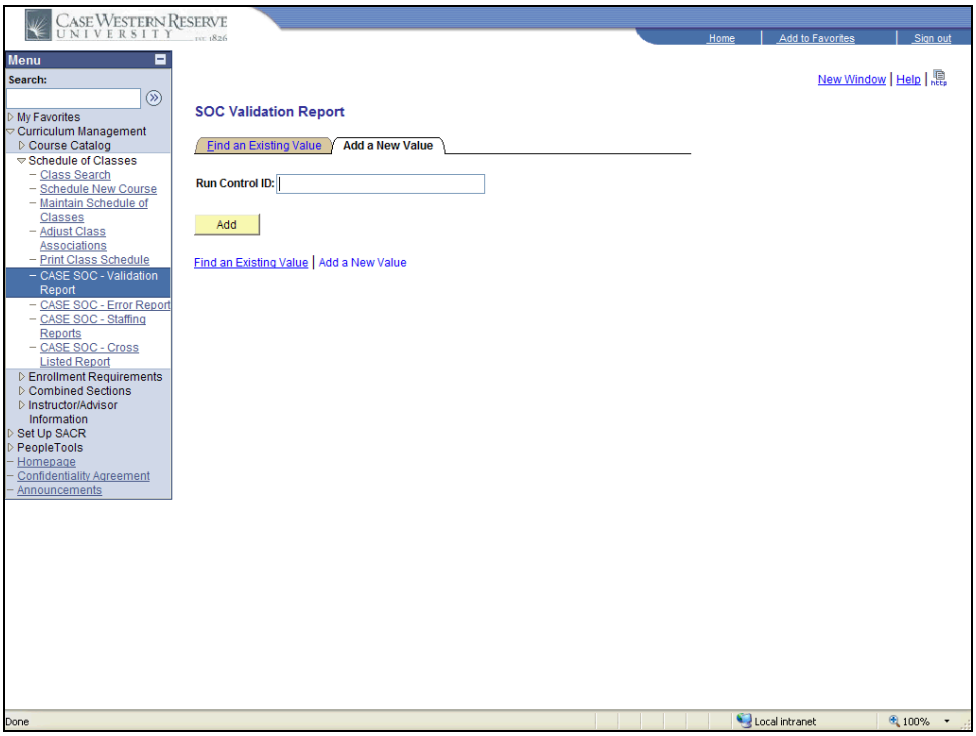
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



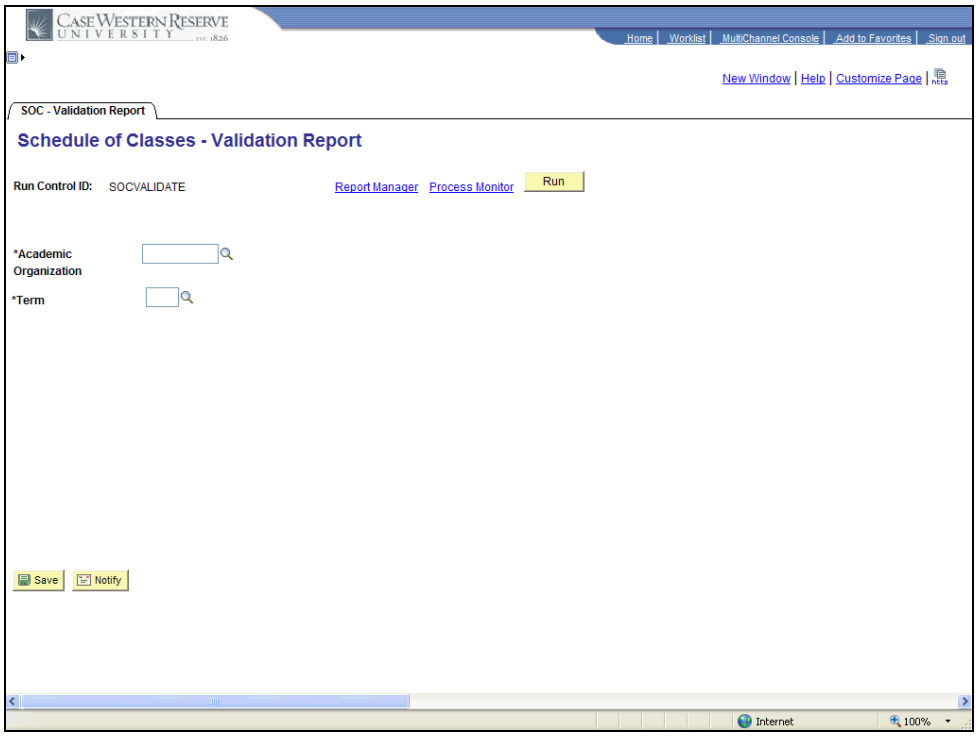
Step	Action
3.	Click the **CASE SOC - Validation Report** link.



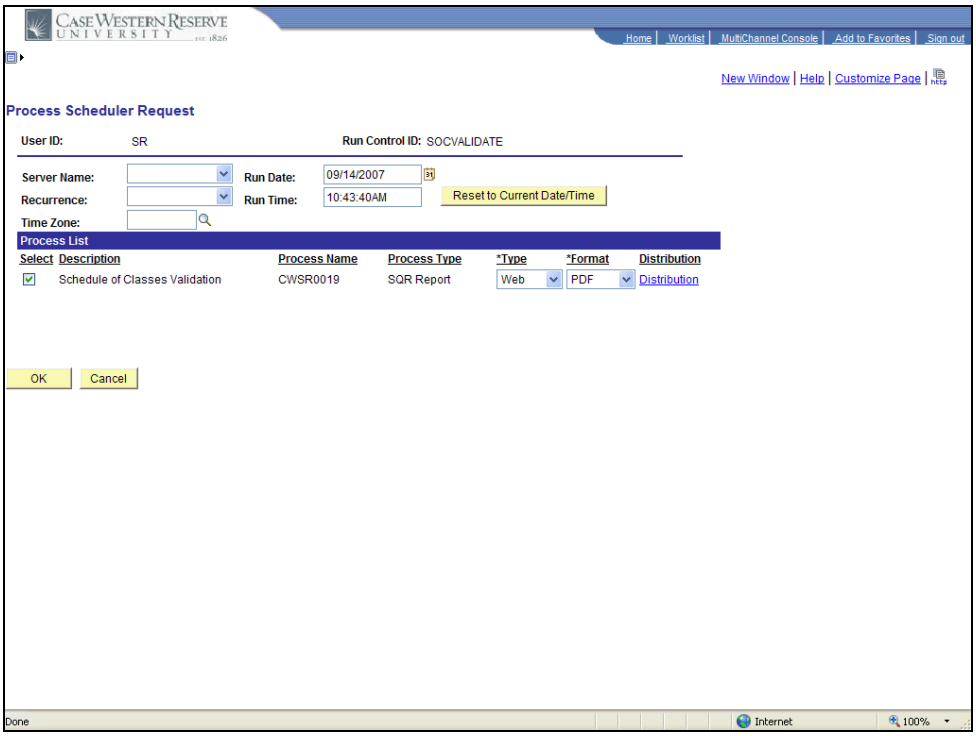
Step	Action
4.	The **SOC Validation Report** run control screen appears. Click the Search button to find an existing **Run Control ID** that you already created for this process, or create a new one.
5.	Click the **Add a New Value** tab. Add a New Value



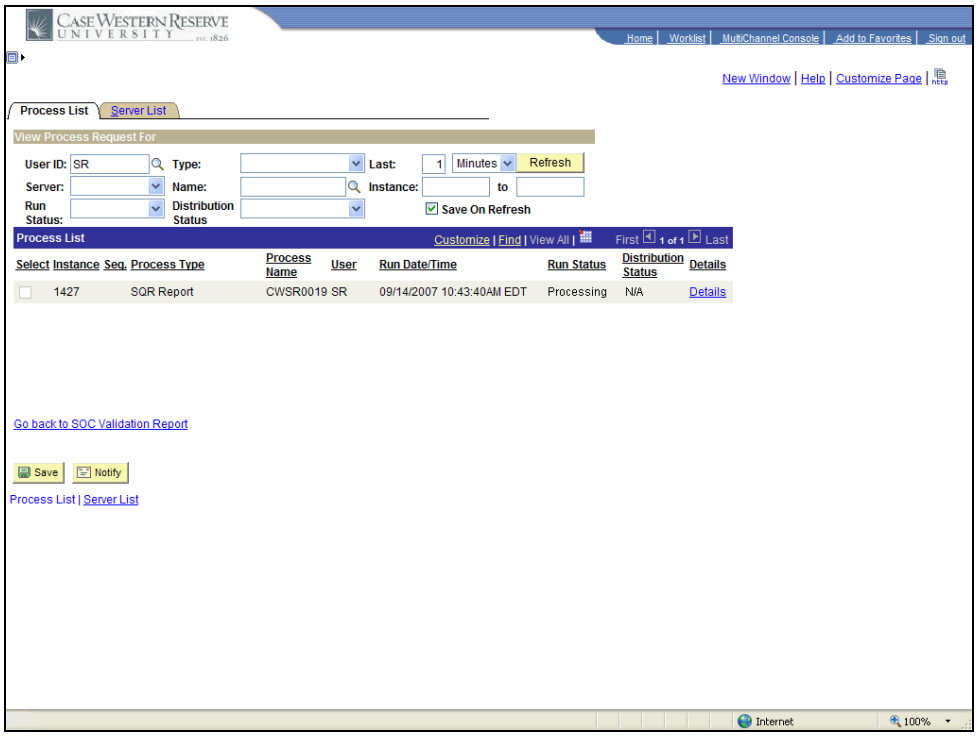
Step	Action
6.	Enter an easily recognizable name into the **Run Control ID** field. For example, enter "**SOC_VALIDATE**".
7.	Click the **Add** button. Add



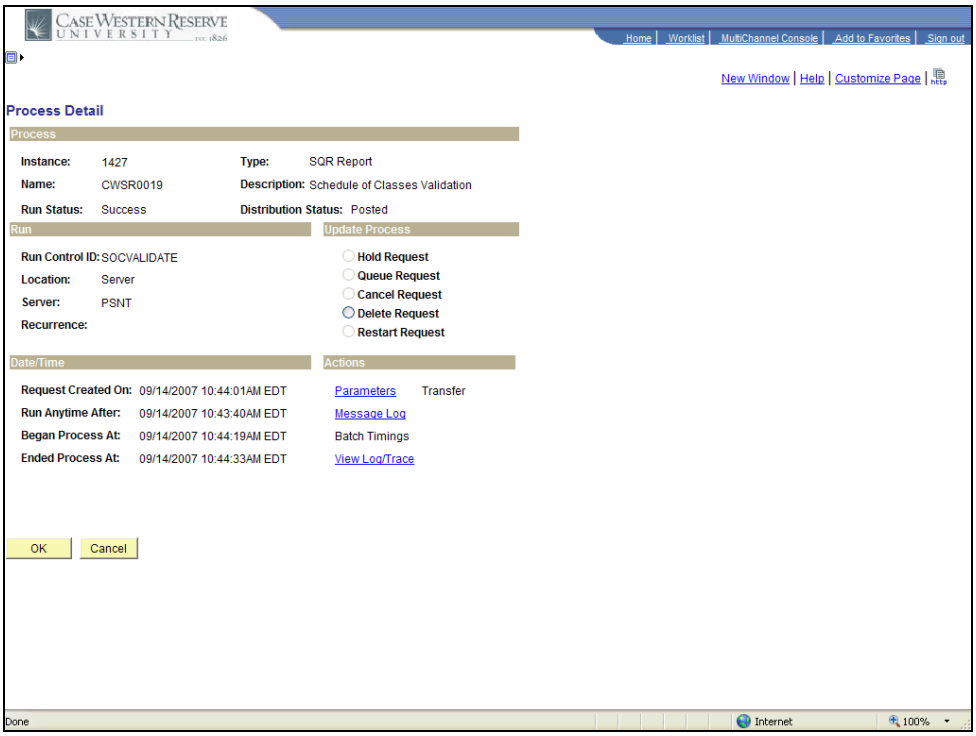
Step	Action
8.	The Schedule of Classes - Validation Report screen appears. Enter the **Academic Organization** to be reviewed. For example, enter "**CHEM**".
9.	Enter the **Term** of the schedule needing review. For example, enter "**2068**".
10.	Click the **Run** button. Run



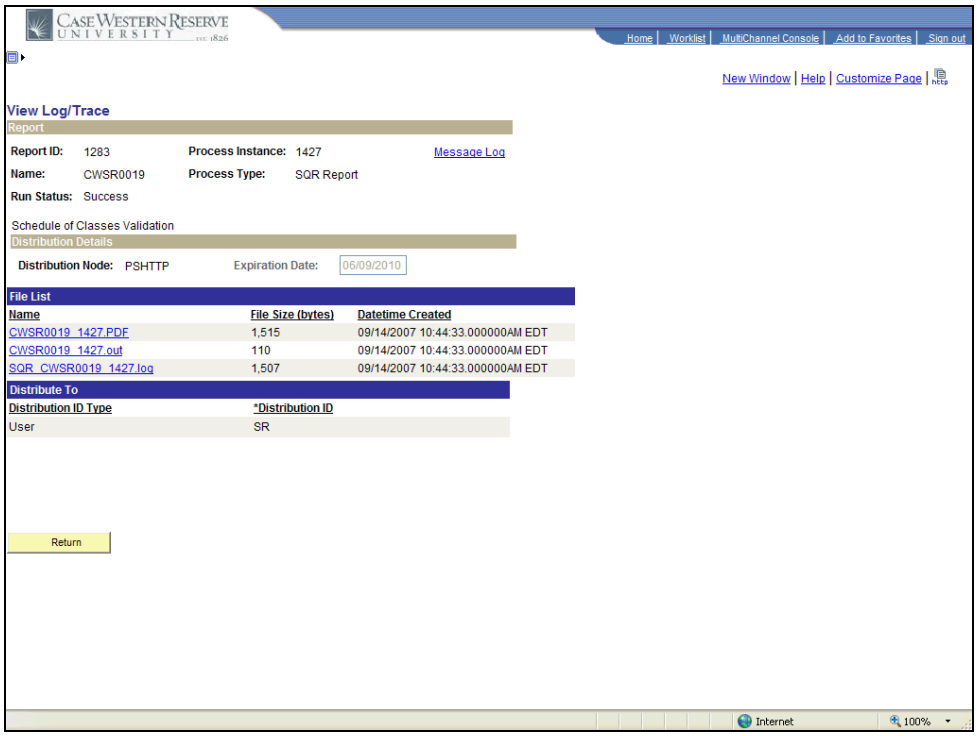
Step	Action
11.	The **Process Scheduler Request** screen appears. Click the **OK** button. OK
12.	The **Validation Report** screen reappears. Click the **Process Monitor** link. Process Monitor



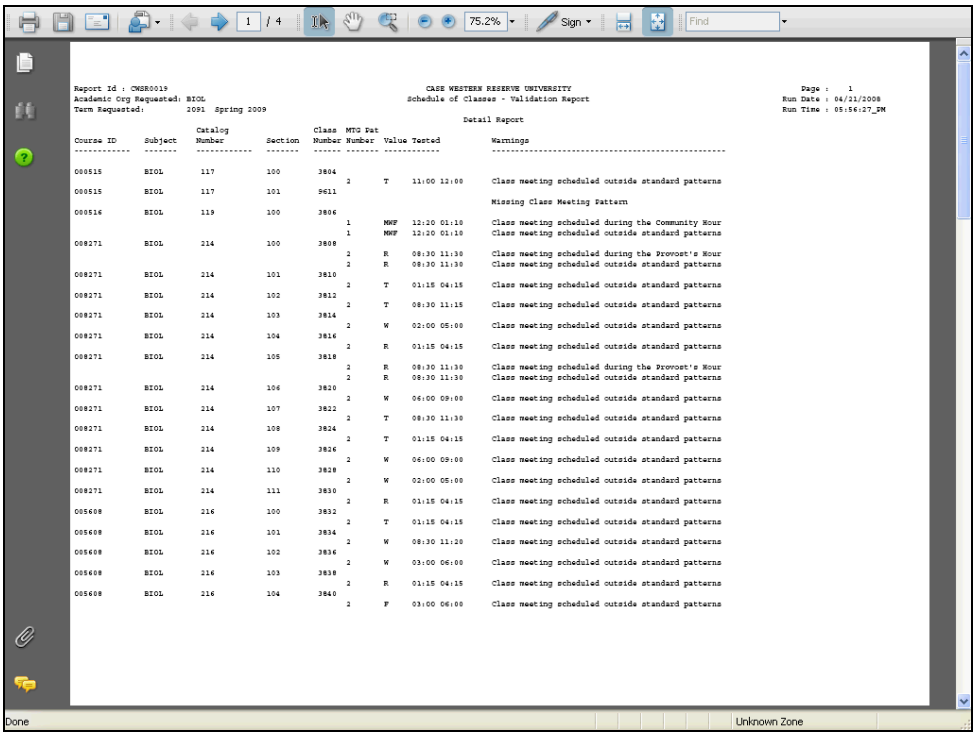
Step	Action
13.	Click the **Refresh** button periodically until the **Run Status** is ***Success*** and the **Distribution Status** is ***Posted***. Refresh
14.	When the **Run Status** is ***Success*** and the **Distribution Status** is ***Posted***, click the **Details** link. Details



Step	Action
15.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
16.	The **View Log/Trace** screen appears. Select the file ending in **.PDF** for the Schedule of Classes Validation Report. CWSR0019_1427.PDF



Report Id : CWSR0019 — CASE WESTERN RESERVE UNIVERSITY — Page : 1
Academic Org Requested: BIOL — Schedule of Classes - Validation Report — Run Date : 04/21/2008
Term Requested: 2091 Spring 2009 — Run Time : 05:56:27_PM

Detail Report

Course ID	Subject	Catalog Number	Section	Class Number	MTG Pat Number	Value	Tested	Warnings
000515	BIOL	117	100	3804	2	T	11:00 12:00	Class meeting scheduled outside standard patterns
000515	BIOL	117	101	9611				Missing Class Meeting Pattern
000516	BIOL	119	100	3806	1	MWF	12:20 01:10	Class meeting scheduled during the Community Hour
					1	MWF	12:20 01:10	Class meeting scheduled outside standard patterns
008271	BIOL	214	100	3808	2	R	08:30 11:30	Class meeting scheduled during the Provost's Hour
					2	R	08:30 11:30	Class meeting scheduled outside standard patterns
008271	BIOL	214	101	3810	2	T	01:15 04:15	Class meeting scheduled outside standard patterns
008271	BIOL	214	102	3812	2	T	08:30 11:15	Class meeting scheduled outside standard patterns
008271	BIOL	214	103	3814	2	W	02:00 05:00	Class meeting scheduled outside standard patterns
008271	BIOL	214	104	3816	2	R	01:15 04:15	Class meeting scheduled outside standard patterns
008271	BIOL	214	105	3818	2	R	08:30 11:30	Class meeting scheduled during the Provost's Hour
					2	R	08:30 11:30	Class meeting scheduled outside standard patterns
008271	BIOL	214	106	3820	2	W	06:00 09:00	Class meeting scheduled outside standard patterns
008271	BIOL	214	107	3822	2	T	08:30 11:30	Class meeting scheduled outside standard patterns
008271	BIOL	214	108	3824	2	T	01:15 04:15	Class meeting scheduled outside standard patterns
008271	BIOL	214	109	3826	2	W	06:00 09:00	Class meeting scheduled outside standard patterns
008271	BIOL	214	110	3828	2	W	02:00 05:00	Class meeting scheduled outside standard patterns
008271	BIOL	214	111	3830	2	R	01:15 04:15	Class meeting scheduled outside standard patterns
005608	BIOL	216	100	3832	2	T	01:15 04:15	Class meeting scheduled outside standard patterns
005608	BIOL	216	101	3834	2	W	08:30 11:20	Class meeting scheduled outside standard patterns
005608	BIOL	216	102	3836	2	W	03:00 06:00	Class meeting scheduled outside standard patterns
005608	BIOL	216	103	3838	2	R	01:15 04:15	Class meeting scheduled outside standard patterns
005608	BIOL	216	104	3840	2	F	03:00 06:00	Class meeting scheduled outside standard patterns

Step	Action
17.	The Schedule of Classes Validation Report appears in PDF format in a new browser window. Errors in the schedule of classes are listed by section and meeting pattern. Print the report if necessary using the Print icon or command.
18.	Any warnings should be reviewed in the Schedule of Classes before the Schedule Print Flag is turned on. **End of Procedure.**

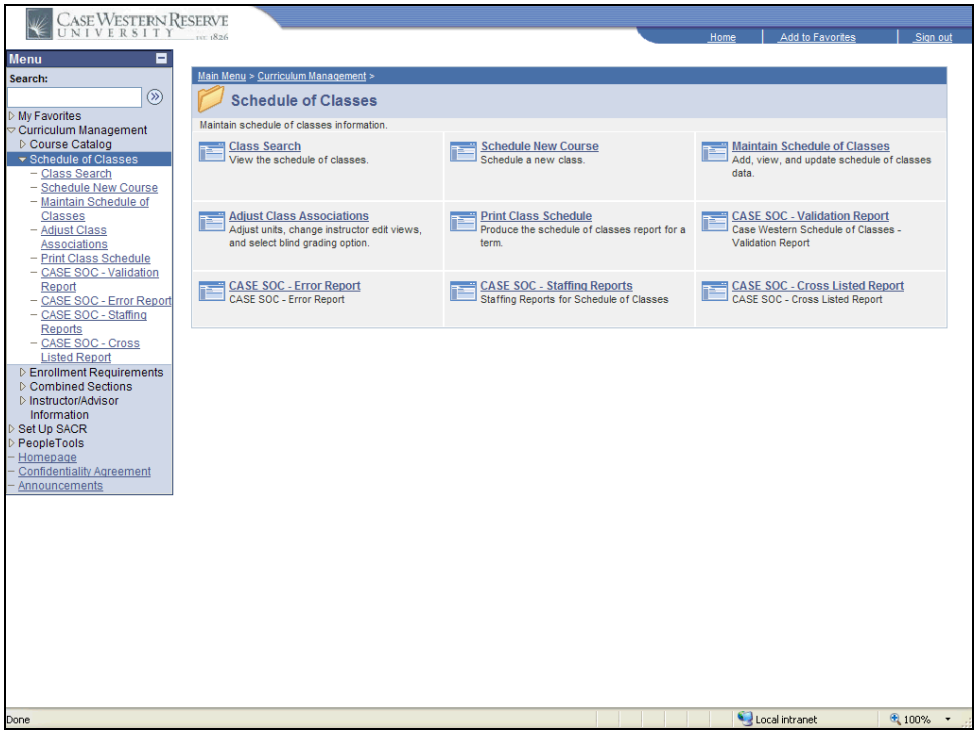
SOC Staffing Report

The purpose of the Staffing Report is to enable Academic Organizations to confirm that each class section on their schedule of classes has an instructor that can grade the students enrolled in that section. Each section created in a term will appear in the report, along with the type of instructor assigned to the section (Primary or Secondary), and their level of grading access. If a class section does not have an instructor, or that instructor does not have **Approve** grading access needed to utilize the Grade Roster (May 2008), then **NO ACCESS** will appear in the Grading Access column.

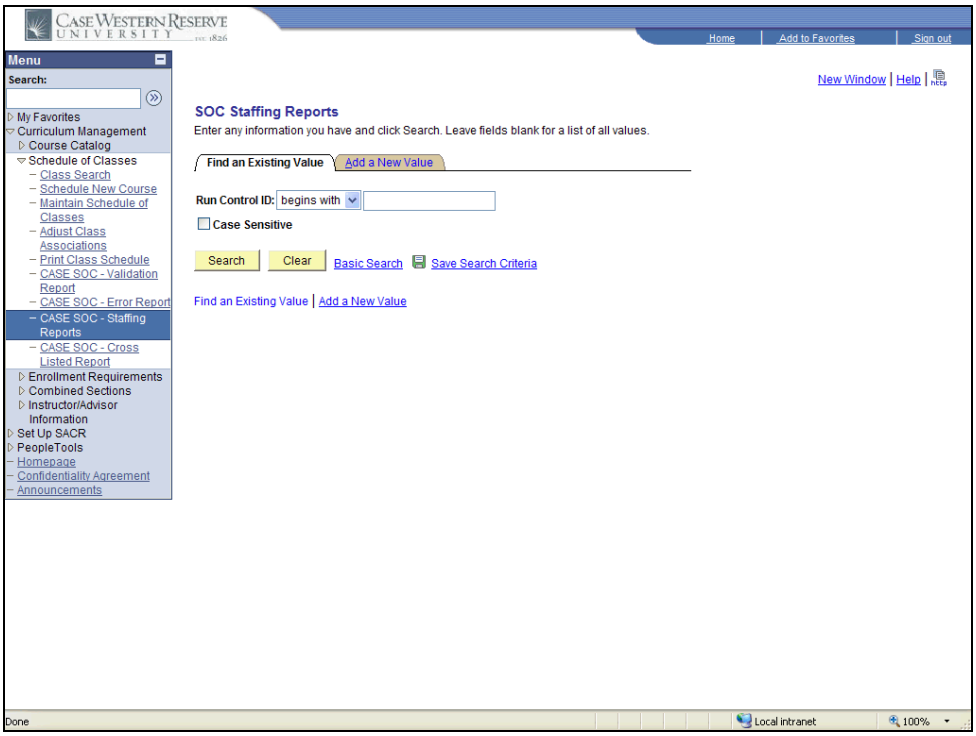
Procedure

Use the following procedure to run the SOC Staffing Report.

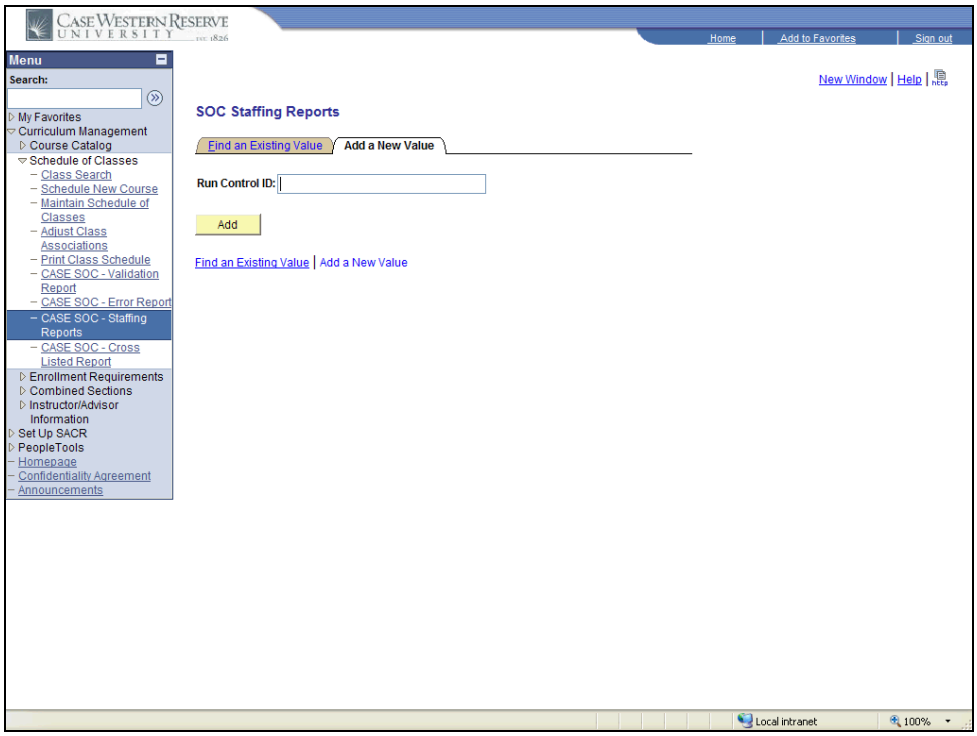
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



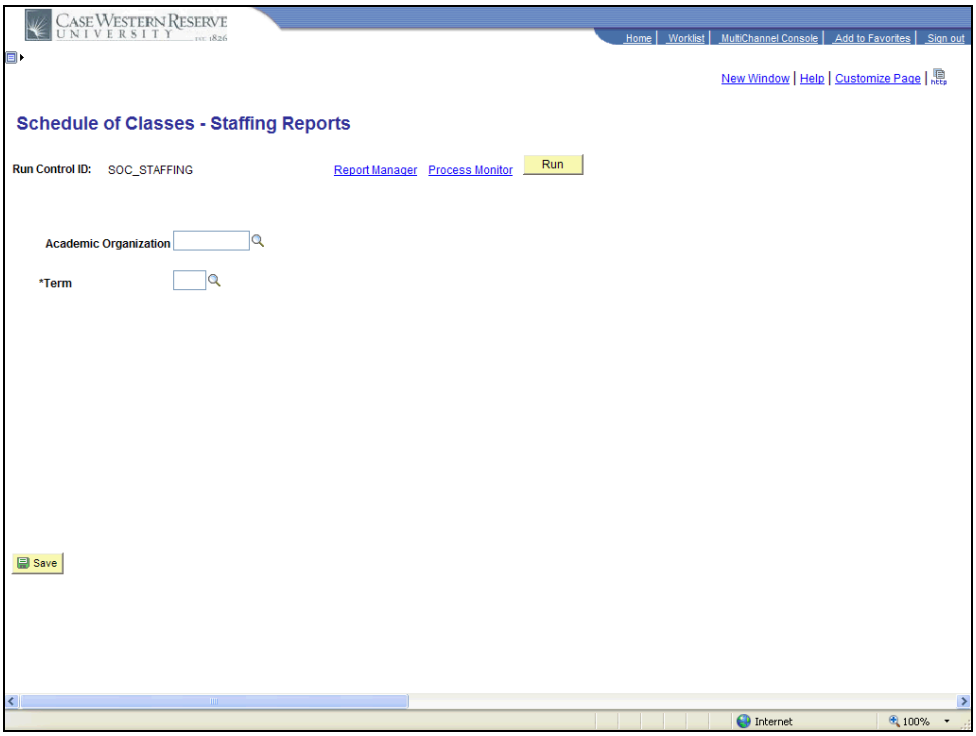
Step	Action
3.	Click the **CASE SOC - Staffing Reports** link.



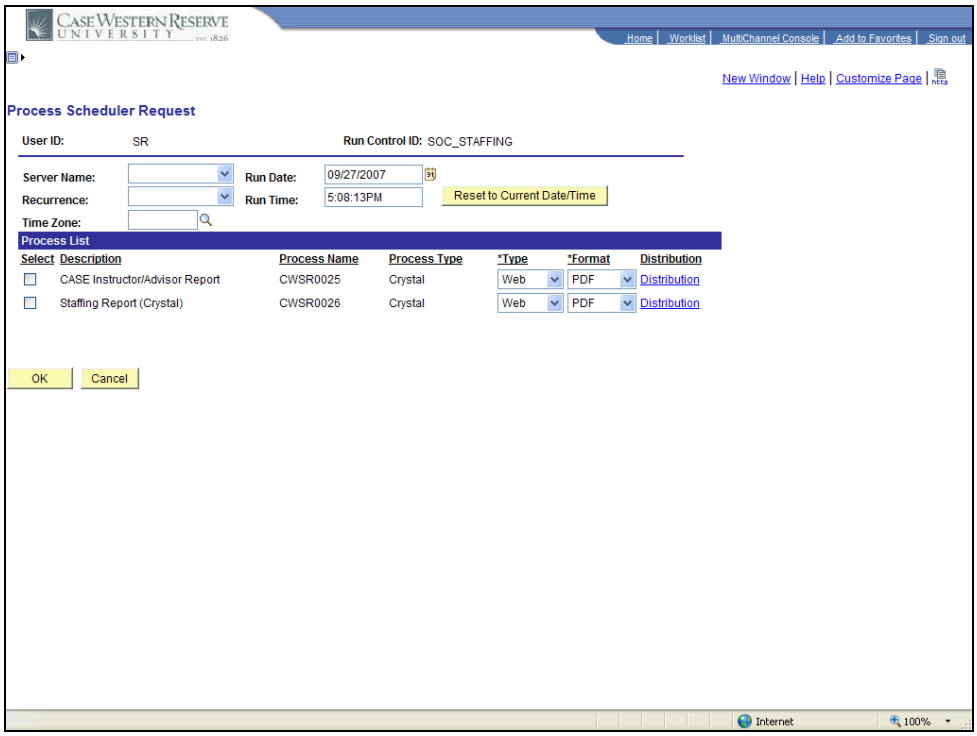
Step	Action
4.	The **SOC Staffing Reports** Run Control screen appears. Click Search to find an existing Run Control ID that you created for this report or add a new one.
5.	Click the **Add a New Value** tab. Add a New Value



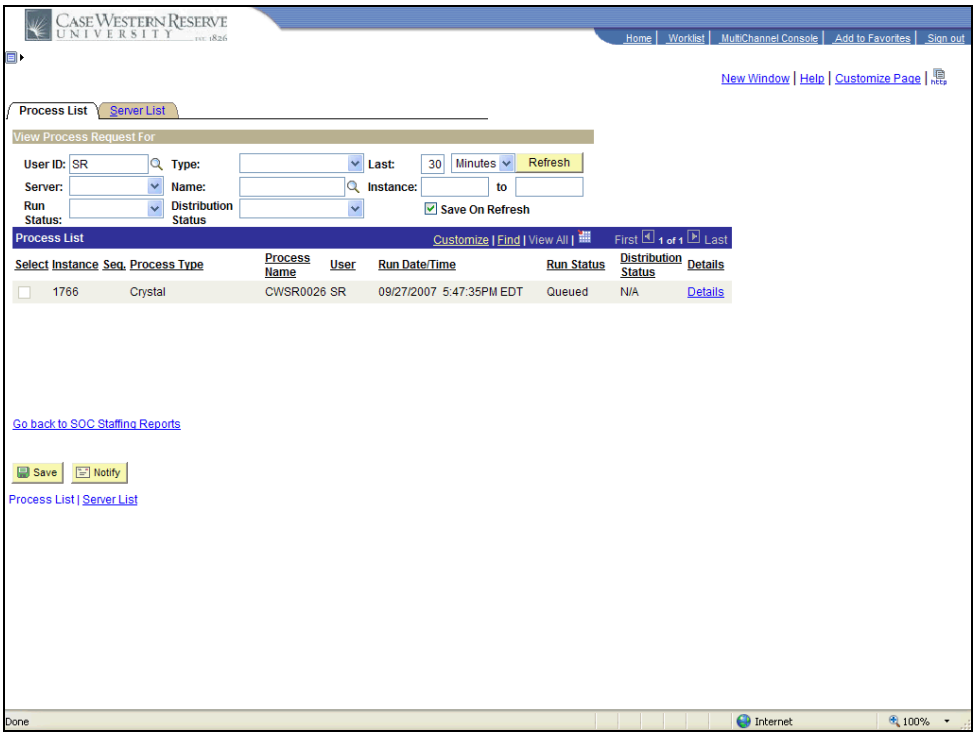
Step	Action
6.	Enter an easily-recognizable name representing the process to be run into the **Run Control ID** field. For example, enter "**SOC_STAFFING**".
7.	Click the **Add** button. Add



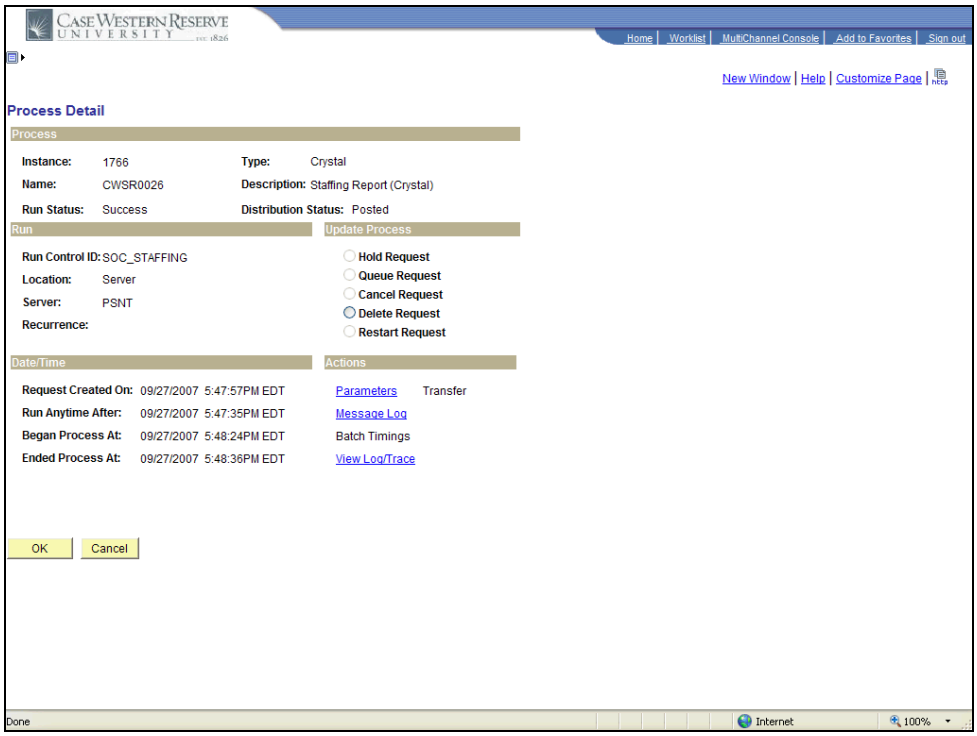
Step	Action
8.	The **Schedule of Classes - Staffing Reports** screen appears. Enter the **Academic Organization** code of the department for which the report is being processed. For example, enter "**BIOL**".
9.	Enter the Term code for the term that is being reviewed. For example, enter "**2088**".
10.	Click the **Run** button. Run



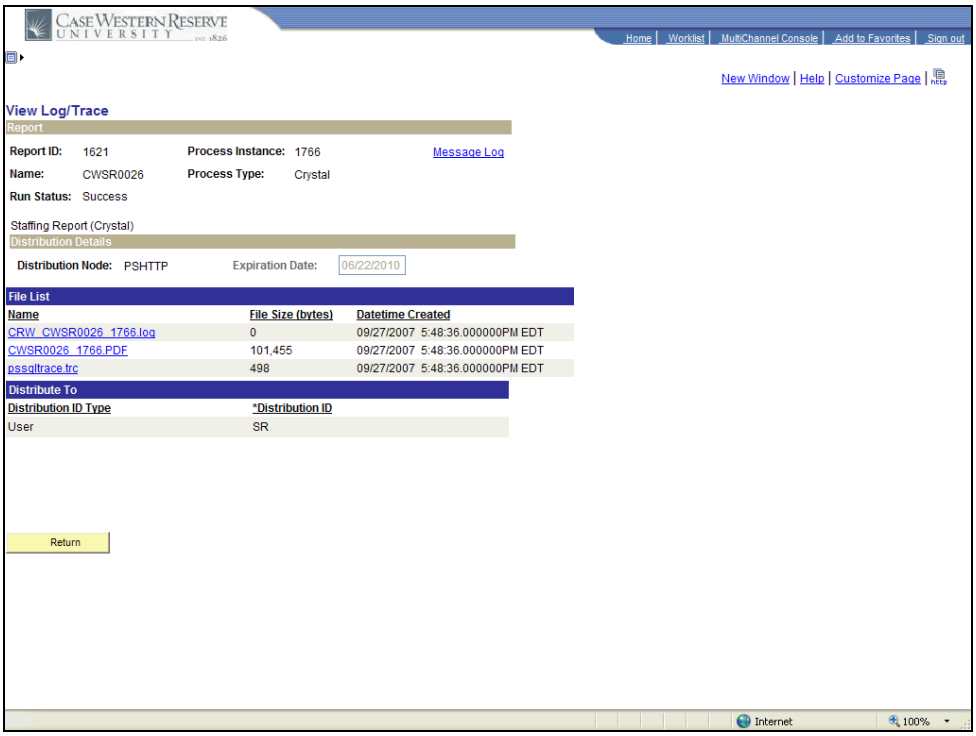
Step	Action
11.	The **Process Scheduler Request** screen appears. Click the **Select** option next to **Staffing Report** in the Process List section. ☐
12.	Click the **OK** button. OK
13.	Click the **Process Monitor** link. Process Monitor



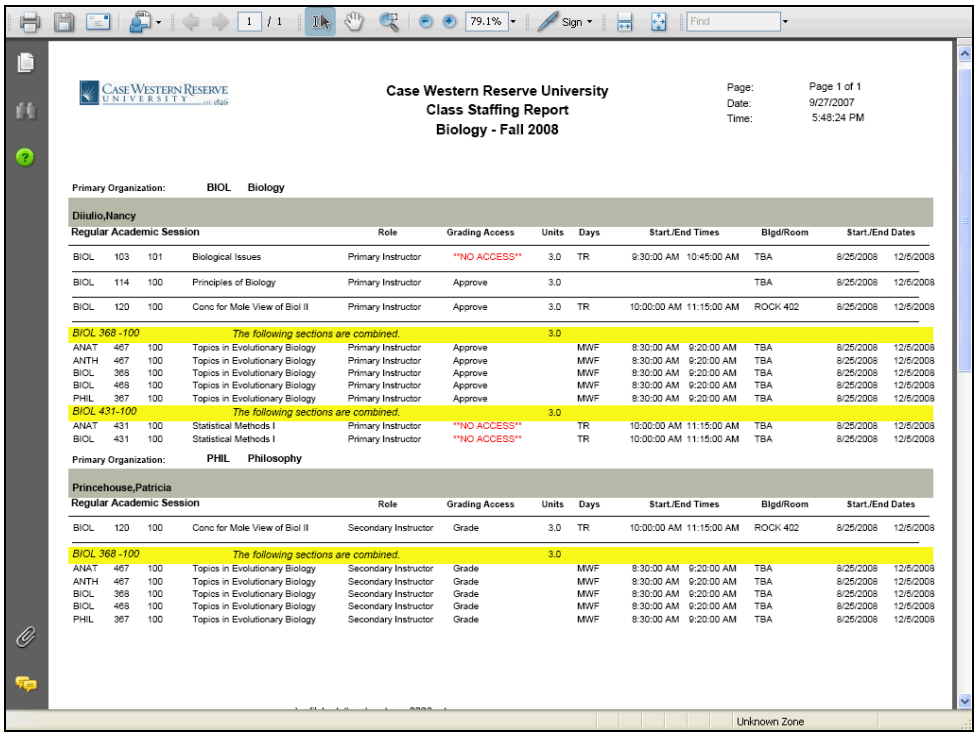
Step	Action
14.	The **Process Monitor** screen appears. Click the **Refresh** button periodically until the **Run Status** column reads ***Success*** and the **Distribution Status** is ***Posted***. Refresh
15.	When ***Success*** and ***Posted*** appear, click the **Details** link. Details



Step	Action
16.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
17.	The **View Log/Trace** screen appears. In the **File List** section, click the **CWSR0026_.PDF** link. CWSR0026_1766.PDF



Case Western Reserve University
Class Staffing Report
Biology - Fall 2008

Page: Page 1 of 1
Date: 9/27/2007
Time: 5:48:24 PM

Primary Organization: BIOL Biology

Diiulio,Nancy

Regular Academic Session				Role	Grading Access	Units	Days	Start./End Times	Bldg/Room	Start./End Dates
BIOL	103	101	Biological Issues	Primary Instructor	**NO ACCESS**	3.0	TR	9:30:00 AM 10:45:00 AM	TBA	8/25/2008 12/5/2008
BIOL	114	100	Principles of Biology	Primary Instructor	Approve	3.0			TBA	8/25/2008 12/5/2008
BIOL	120	100	Conc for Mole View of Biol II	Primary Instructor	Approve	3.0	TR	10:00:00 AM 11:15:00 AM	ROCK 402	8/25/2008 12/5/2008
BIOL 368 -100			*The following sections are combined.*			3.0				
ANAT	467	100	Topics in Evolutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
ANTH	467	100	Topics in Evolutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
BIOL	368	100	Topics in Evolutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
BIOL	468	100	Topics in Evolutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
PHIL	367	100	Topics in Evolutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
BIOL 431-100			*The following sections are combined.*			3.0				
ANAT	431	100	Statistical Methods I	Primary Instructor	**NO ACCESS**		TR	10:00:00 AM 11:15:00 AM	TBA	8/25/2008 12/5/2008
BIOL	431	100	Statistical Methods I	Primary Instructor	**NO ACCESS**		TR	10:00:00 AM 11:15:00 AM	TBA	8/25/2008 12/5/2008

Primary Organization: PHIL Philosophy

Princehouse,Patricia

Regular Academic Session				Role	Grading Access	Units	Days	Start./End Times	Bldg/Room	Start./End Dates
BIOL	120	100	Conc for Mole View of Biol II	Secondary Instructor	Grade	3.0	TR	10:00:00 AM 11:15:00 AM	ROCK 402	8/25/2008 12/5/2008
BIOL 368 -100			*The following sections are combined.*			3.0				
ANAT	467	100	Topics in Evolutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
ANTH	467	100	Topics in Evolutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
BIOL	368	100	Topics in Evolutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
BIOL	468	100	Topics in Evolutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008
PHIL	367	100	Topics in Evolutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008 12/5/2008

Step	Action
18.	The **Class Staffing Report** appears. Each class scheduled by the Academic Organization, along with any cross-listed combined classes that it manages, will appear in the report. The Role column lists who, of any number of instructors assigned to a particular class section, has access to grade the students in the course. That individual's Grading Access is listed in that column. If **No Access** appears, then grading access needs to be set for the instructor of that course.
19.	Click on the Print icon to print the report. Click on the Save icon to save the report to a local or remote drive. Use the Back and Forward arrows to move between pages in the report (if there is more than one page).
20.	It is the responsibility of each Academic Organization to ensure that each section of every class has an instructor with access to grade his or her students. Any class with **NO ACCESS** listed in the Grading Access column must be edited to provide access to at least one instructor. **End of Procedure.**

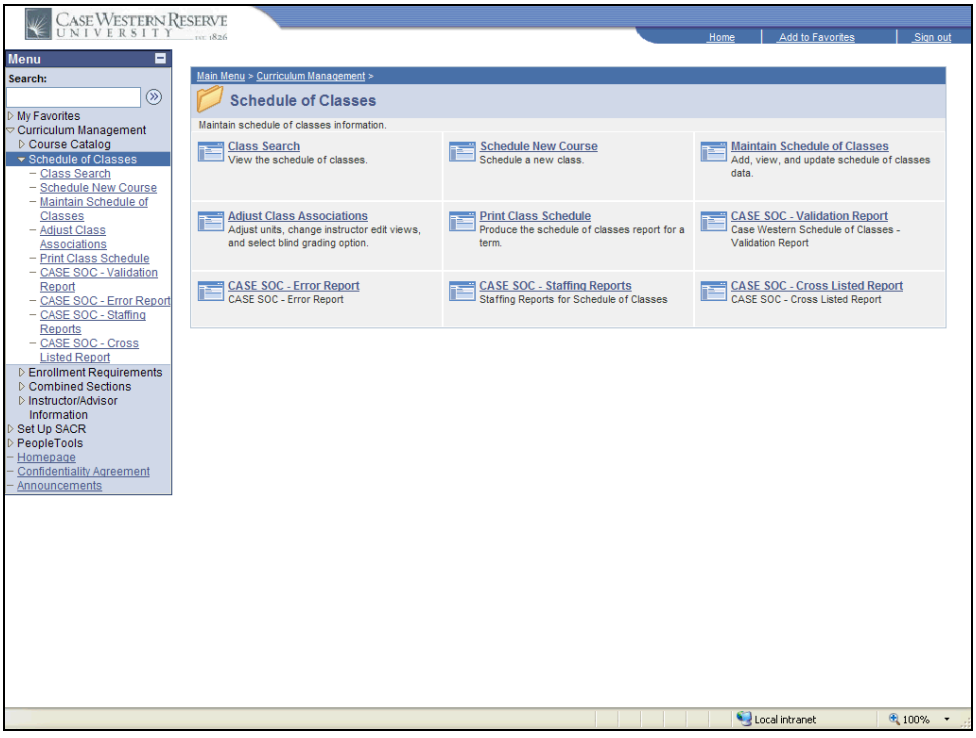
SOC Instructor Advisor Report

The purpose of the **Instructor/Advisor Report** is to list the instructors available to an Academic Organization, and show whether or not they can advise students. All of the Academic Organizations in which an individual can teach and/or advise will be listed along with their availability during the term.

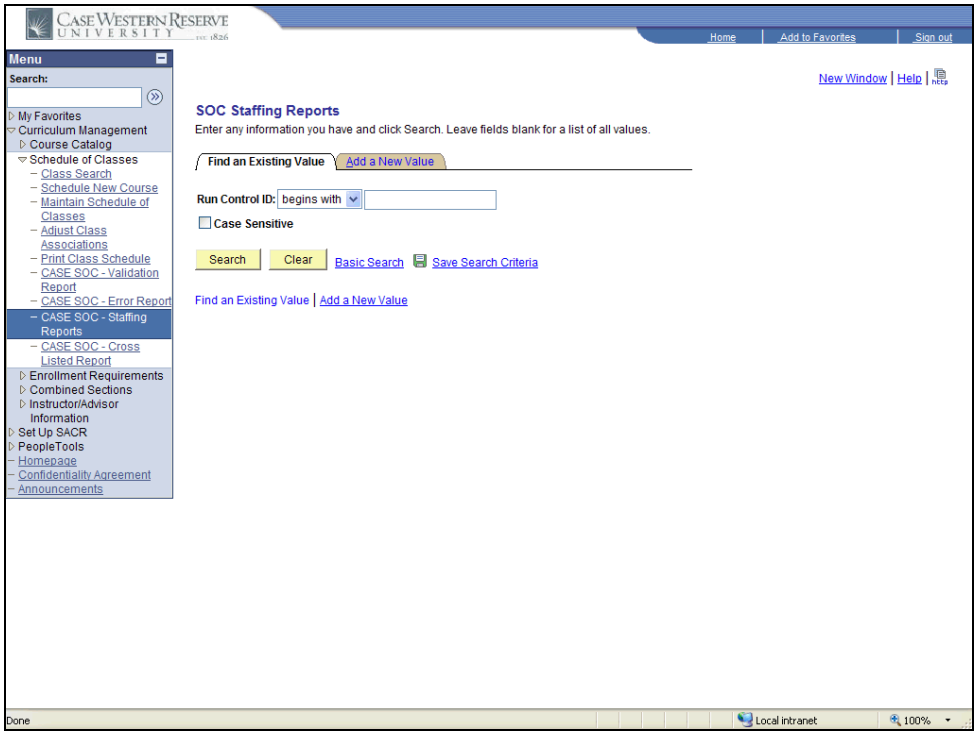
Procedure

Use the following procedure to run the SOC Instructor/Advisor Report.

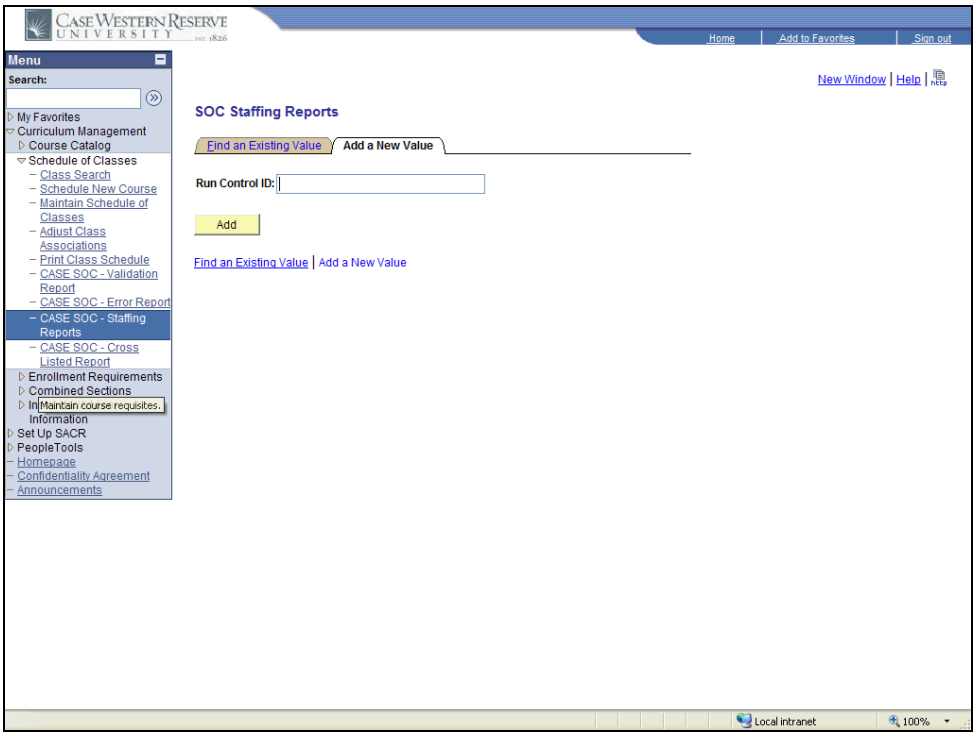
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



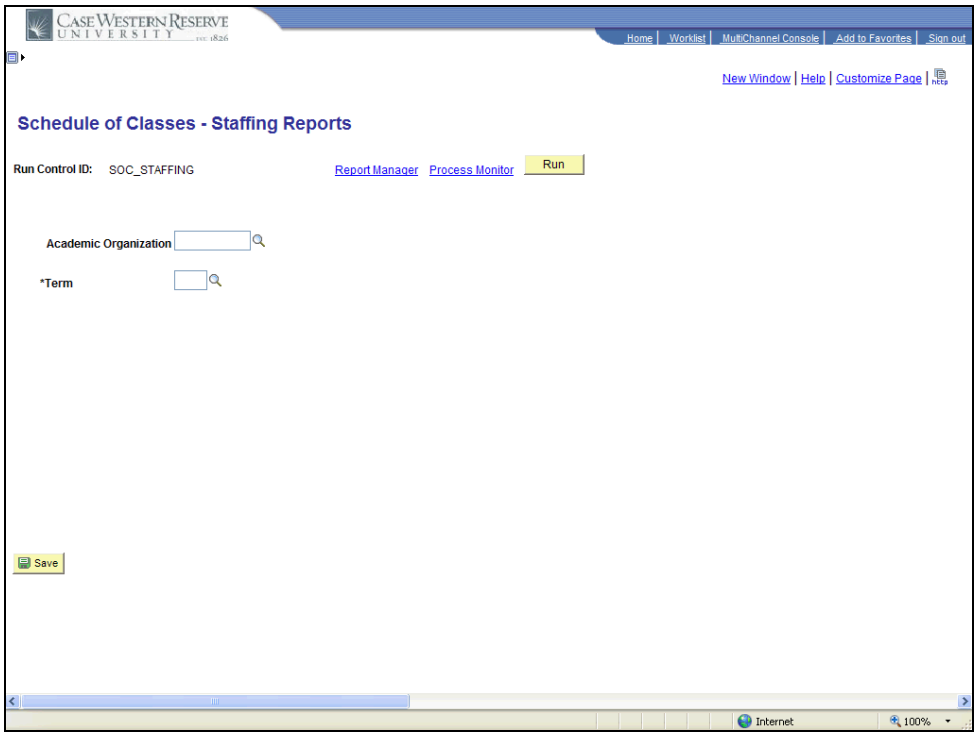
Step	Action
3.	Click the **CASE SOC - Staffing Reports** link.



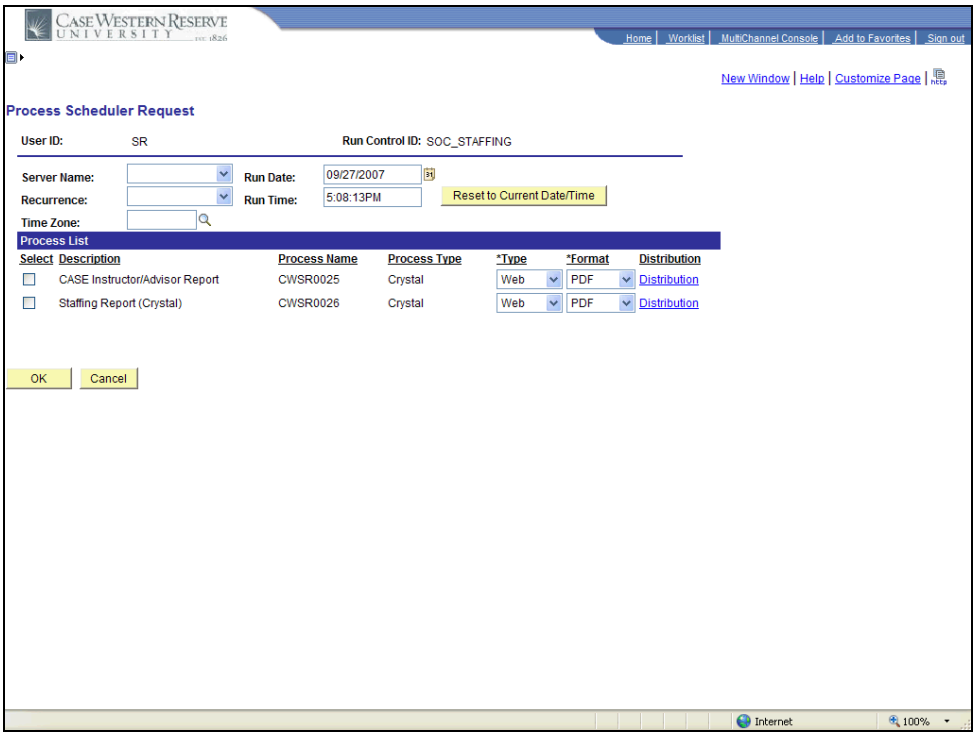
Step	Action
4.	The **SOC Staffing Reports** Run Control screen appears. Click the Search button to find an existing Run Control ID that you created for this report, or create a new one.
5.	Click the **Add a New Value** tab. Add a New Value

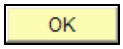
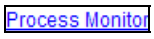


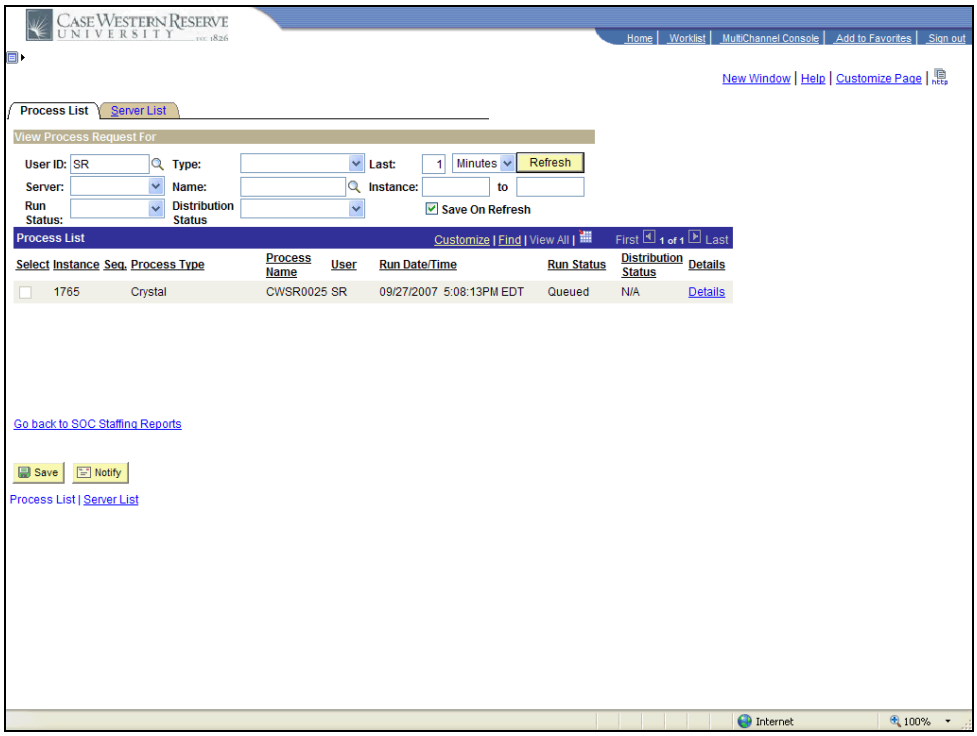
Step	Action
6.	Enter an easily-recognizable name representing the process to be run into the **Run Control ID** field. For example, enter "**SOC_STAFFING**".
7.	Click the **Add** button. Add



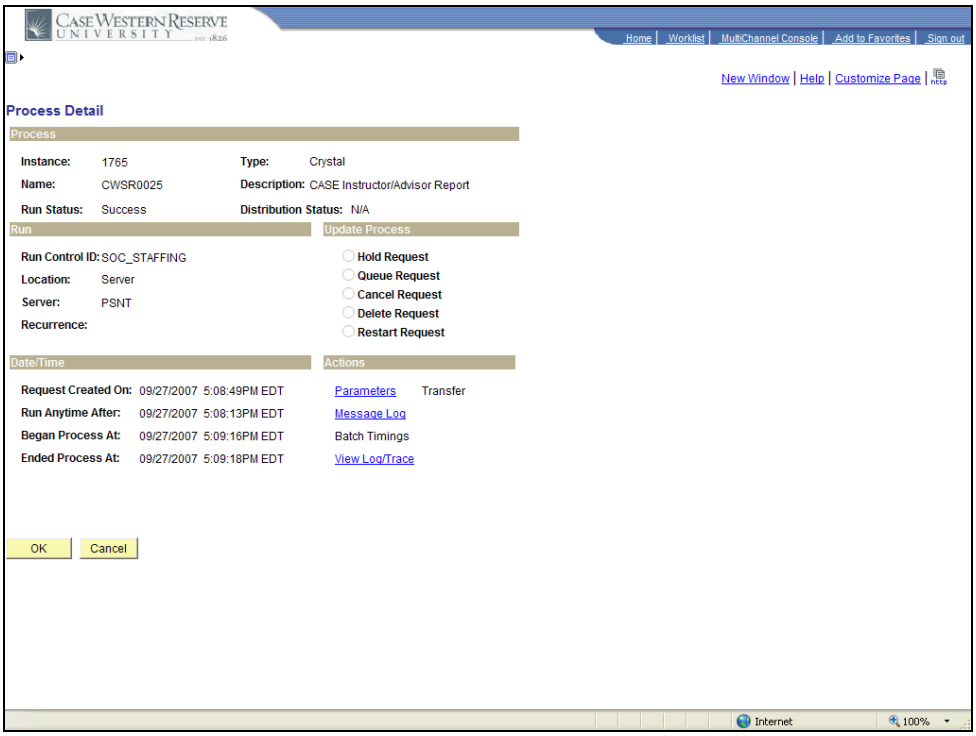
Step	Action
8.	The **Schedule of Classes - Staffing Reports** screen appears. Enter the **Academic Organization** code of the department for which the report is being processed. For example, enter "**BIOL**".
9.	Enter the Term code for the term that is being reviewed. For example, enter "**2088**".
10.	Click the **Run** button. Run



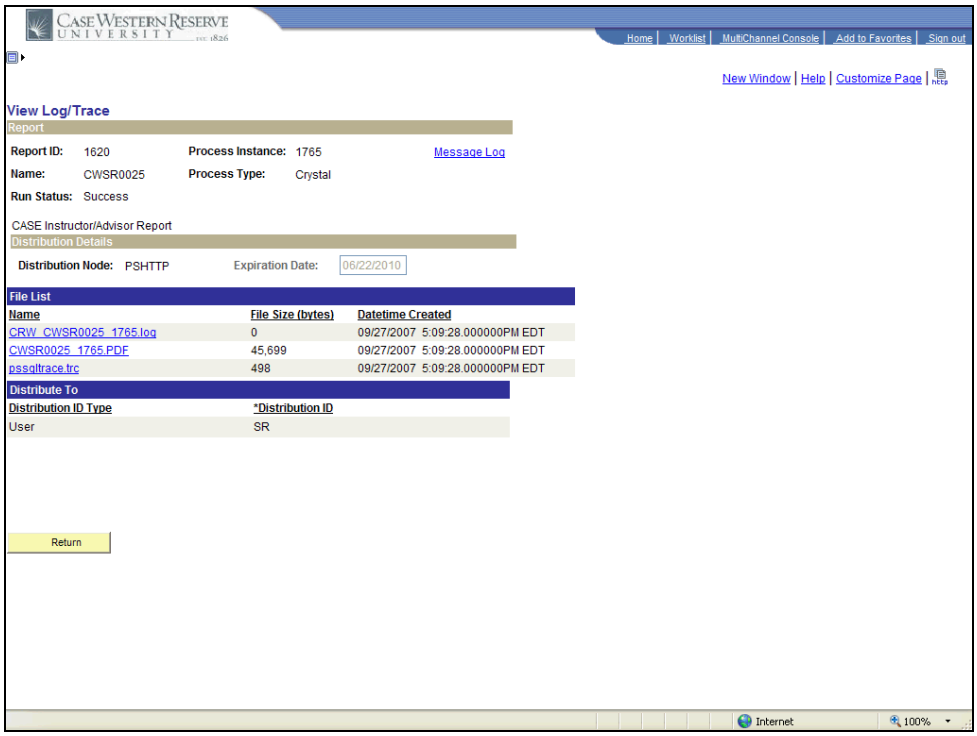
Step	Action
11.	The **Process Scheduler Request** screen appears. Click the **Select** option next to **CASE Instructor/Advisor Report** in the Process List section.
12.	Click the **OK** button. 
13.	Click the **Process Monitor** link. 



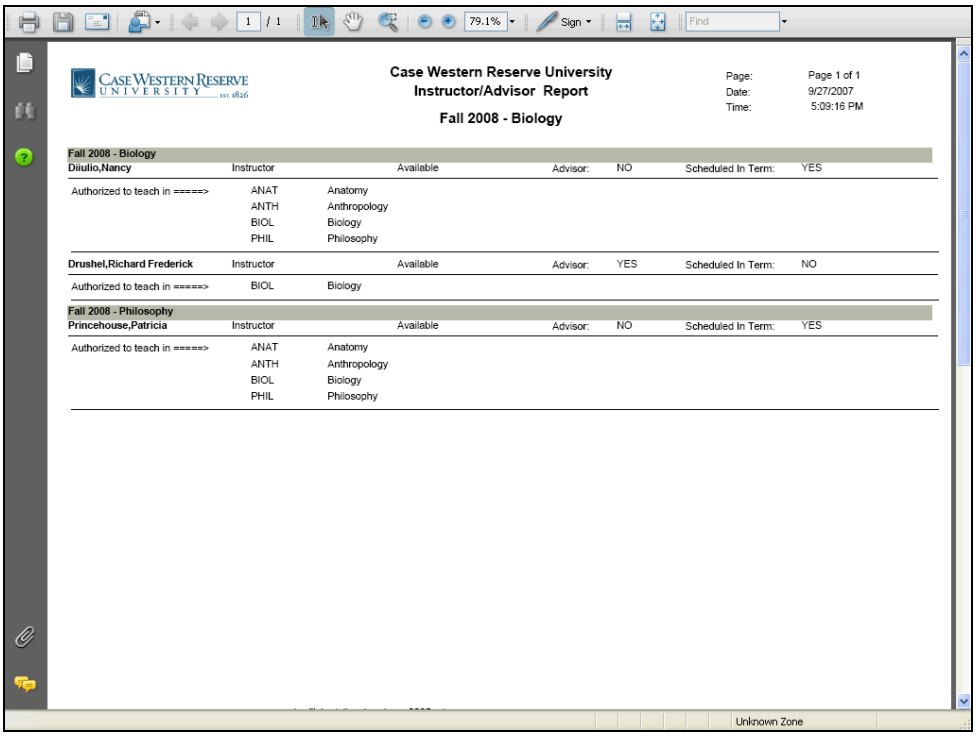
Step	Action
14.	The **Process Monitor** screen appears. Click the **Refresh** button periodically until the **Run Status** column reads ***Success*** and the **Distribution Status** is ***Posted***. Refresh
15.	When ***Success*** and ***Posted*** appear, click the **Details** link. Details



Step	Action
16.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
17.	The **View Log/Trace** screen appears. In the **File List** section, click the **CWSR0025_.PDF** link. CWSR0025_1765.PDF



Step	Action
18.	The **Instructor/Advisor Report** appears. Each instructor in the Academic Organization will appear in the report.
19.	Each Academic Organization in which the instructor can teach will be listed, along with whether or not the individual can be an Advisor, and whether or not the individual is scheduled to teach in the term.
20.	Click on the Print icon to print the report. Click on the Save icon to save the report to a local or remote drive. Use the Back and Forward arrows to move between pages in the report (if there is more than one page).
21.	This completes the process of accessing the Instructor/Advisor Report. **End of Procedure.**

SOC Cross-Listed Classes Report

The purpose of the **Cross-Listed Classes Report** is to help Academic Organizations determine if all combined sections in a term have been scheduled, and if so, scheduled correctly.

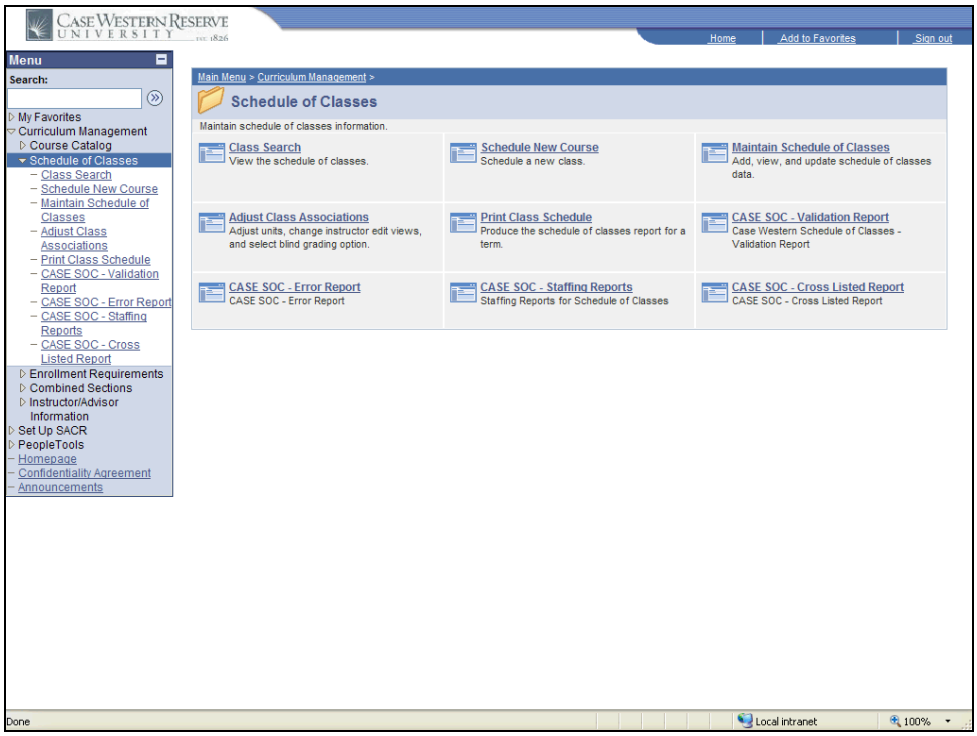
The report is a PDF (Adobe Acrobat) document that lists all cross-listed courses entered in the Course Catalog for a single Academic Organization in a term. The report will list all courses combined with the Organization's course, as long as the classes are "owned" by the Academic

Organization. If an error is present, it will appear in red underneath the course information. It is the responsibility of the Academic Organizations that "own" the courses to ensure that each combined section is scheduled correctly.

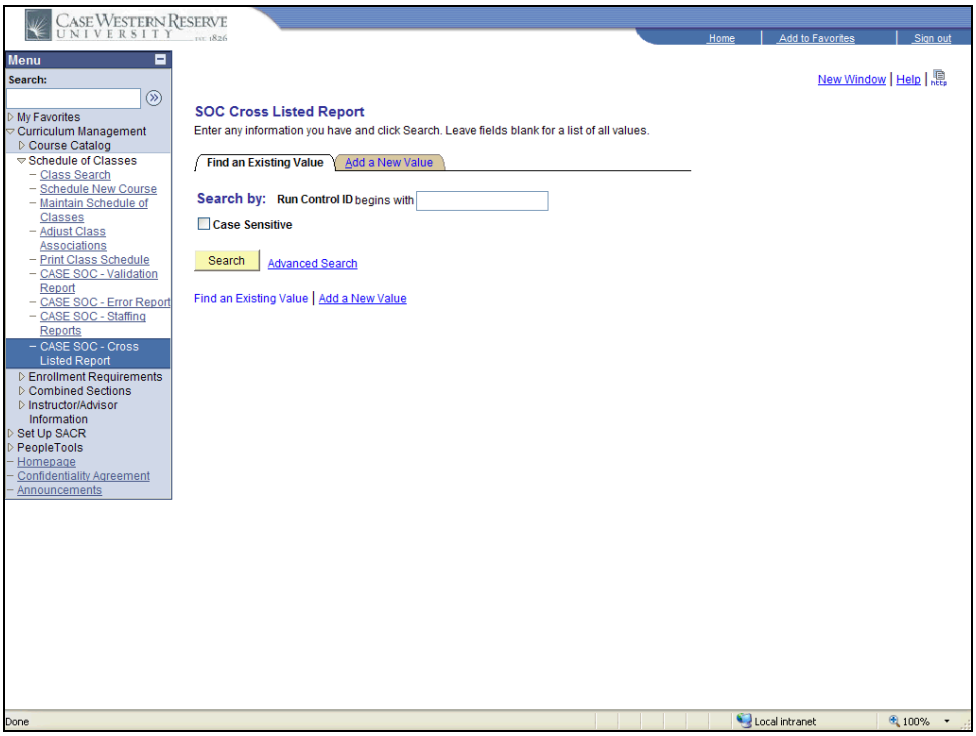
Procedure

Use the following procedure to run the SOC Cross-Listed Classes Report.

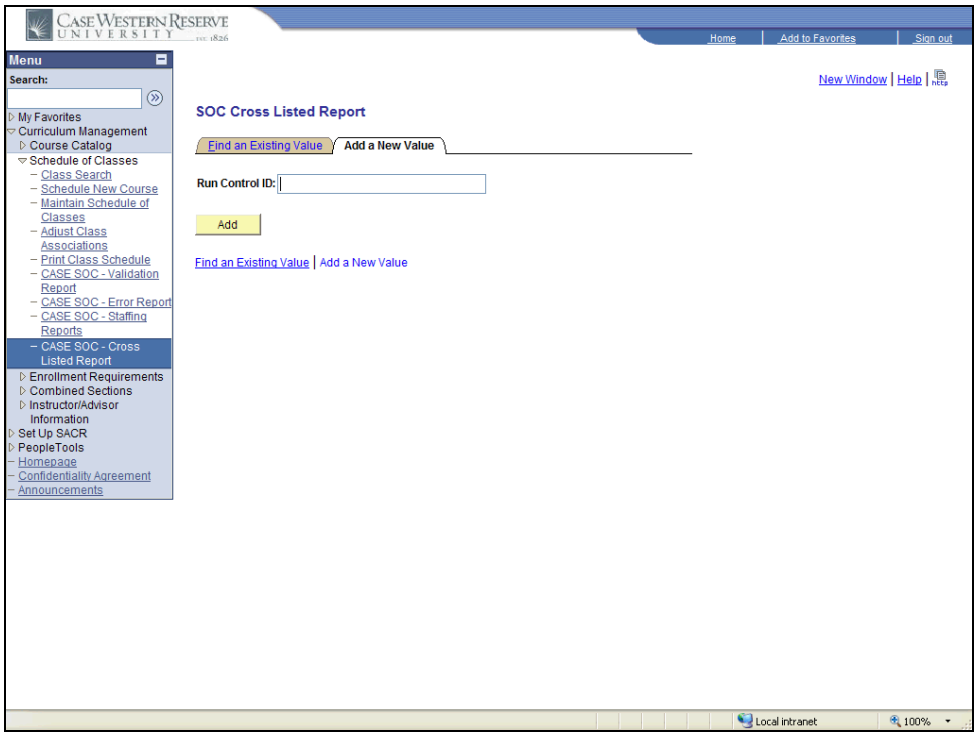
Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link.



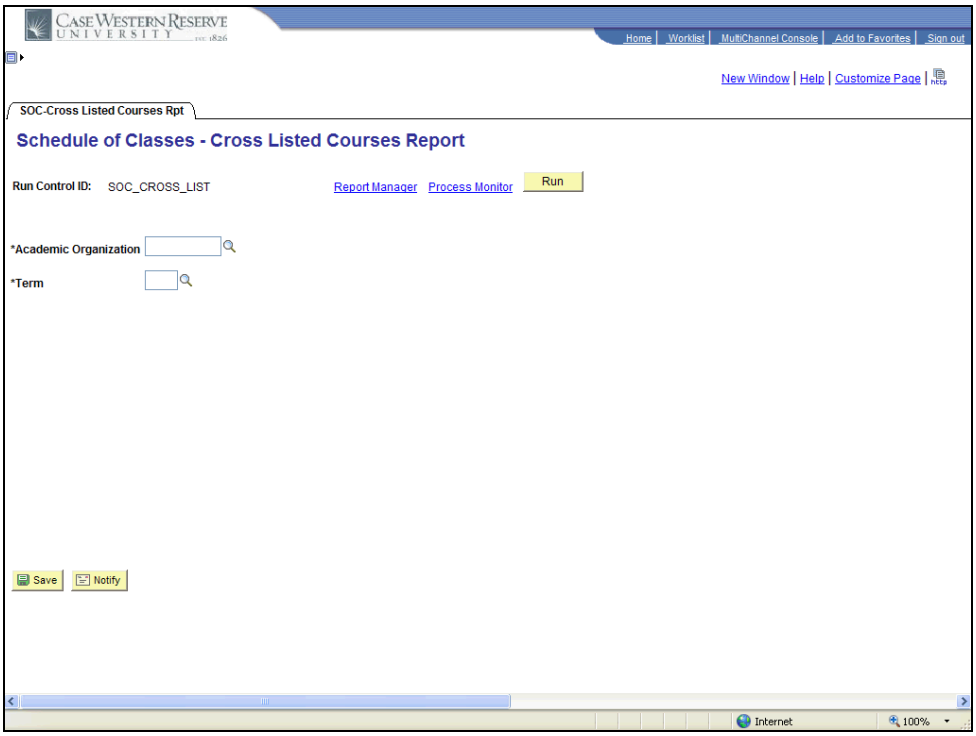
Step	Action
3.	Click the **CASE SOC - Cross Listed Report** link.



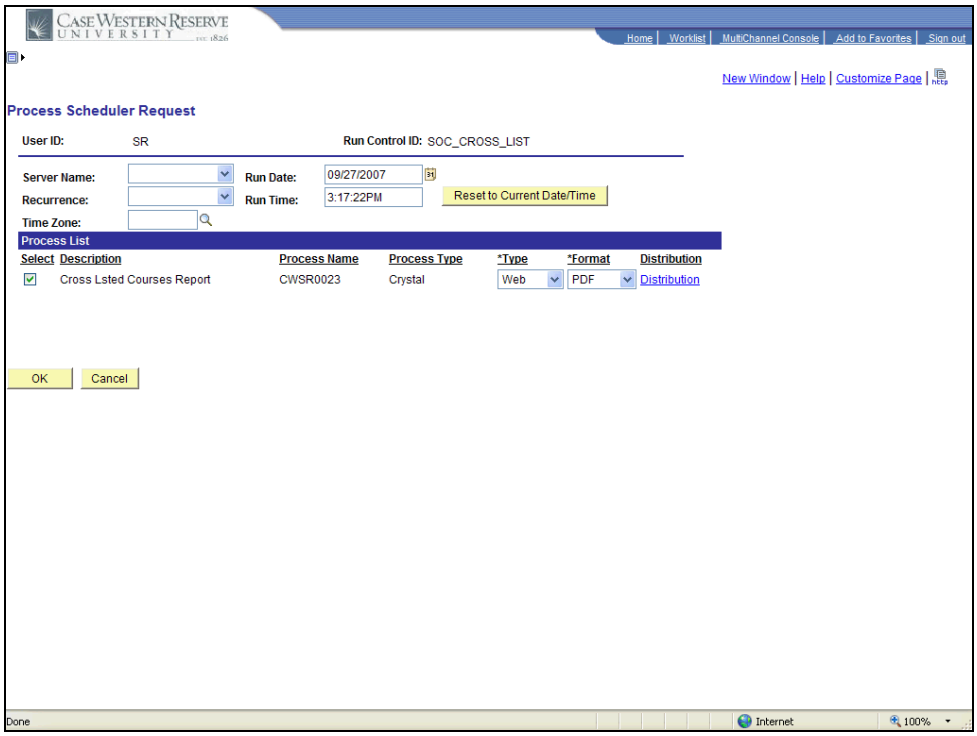
Step	Action
4.	The **SOC Cross Listed Report** run control screen appears. Click the Search button to find an existing Run Control ID that you created for this process, or create a new one.
5.	Click the **Add a New Value** tab. Add a New Value



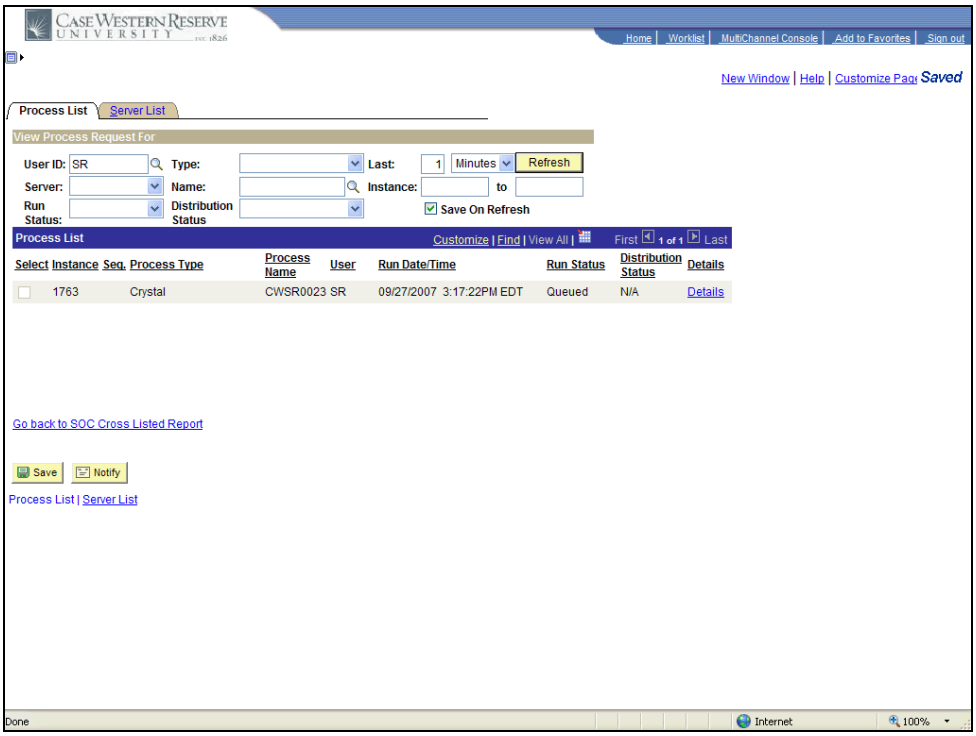
Step	Action
6.	Enter an easily recognizable name to represent the reporting process into the **Run Control ID** field. For example, enter "**SOC_CROSS_LIST**".
7.	Click the **Add** button. Add



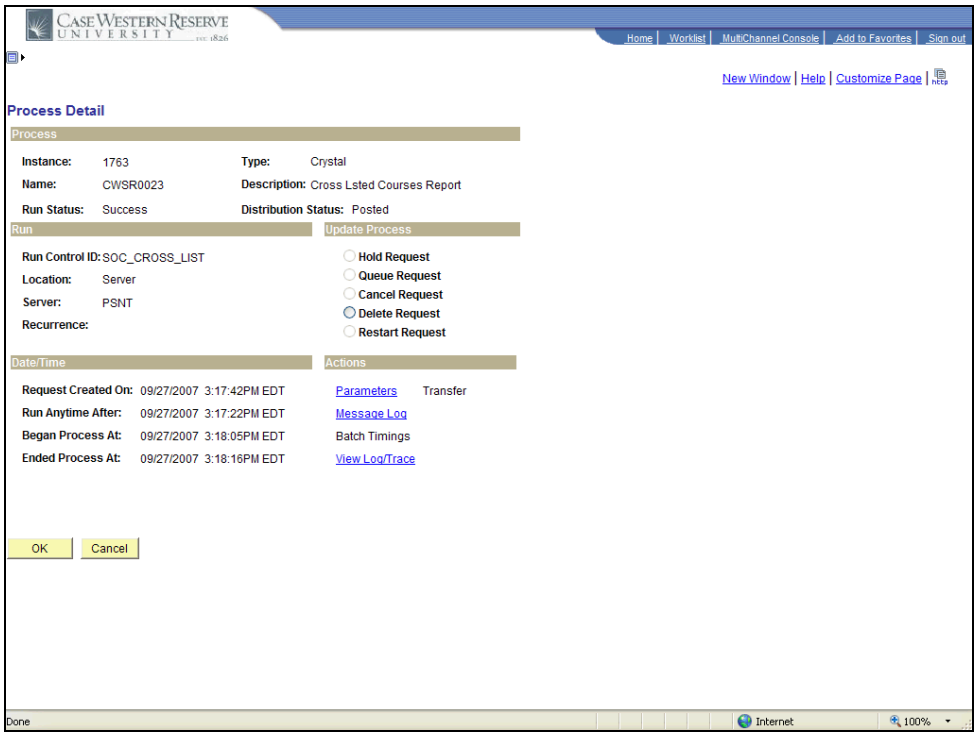
Step	Action
8.	The Schedule of Classes - Cross Listed Courses Report screen appears. Enter the **Academic Organization** code into the **Academic Organization** field. For example, enter "**BIOL**".
9.	Enter the **Term** in which the reporting should take place. For example, enter "**2088**".
10.	Click the **Run** button. Run



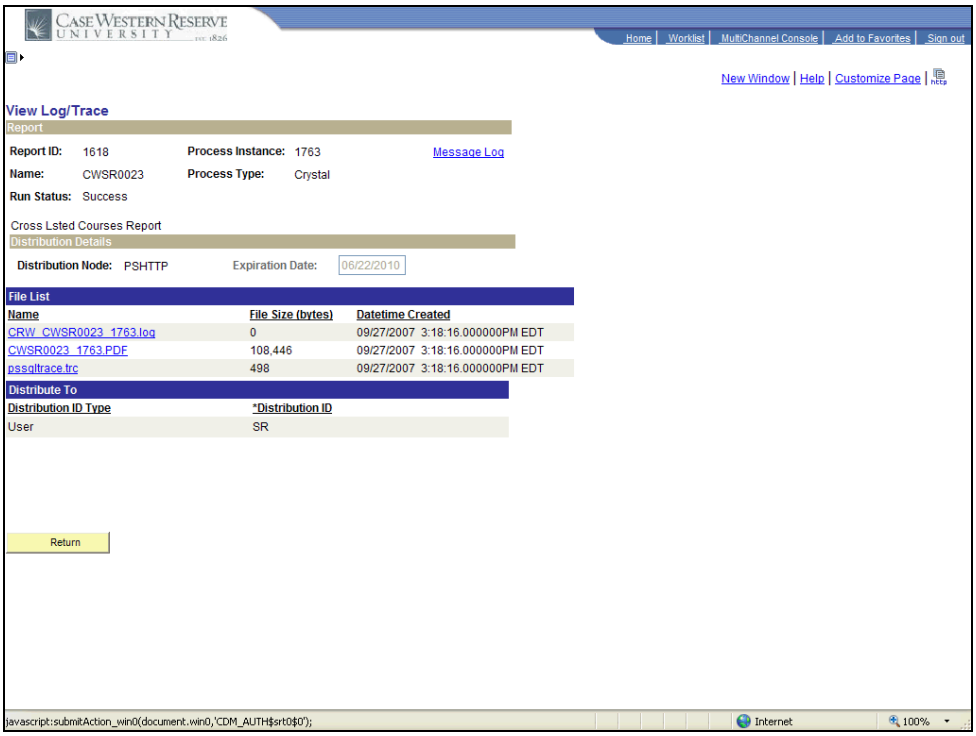
Step	Action
11.	The **Process Scheduler Request** screen appears. Click the **OK** button. OK
12.	The **Cross Listed Courses Report** screen reappears. Click the **Process Monitor** link. Process Monitor



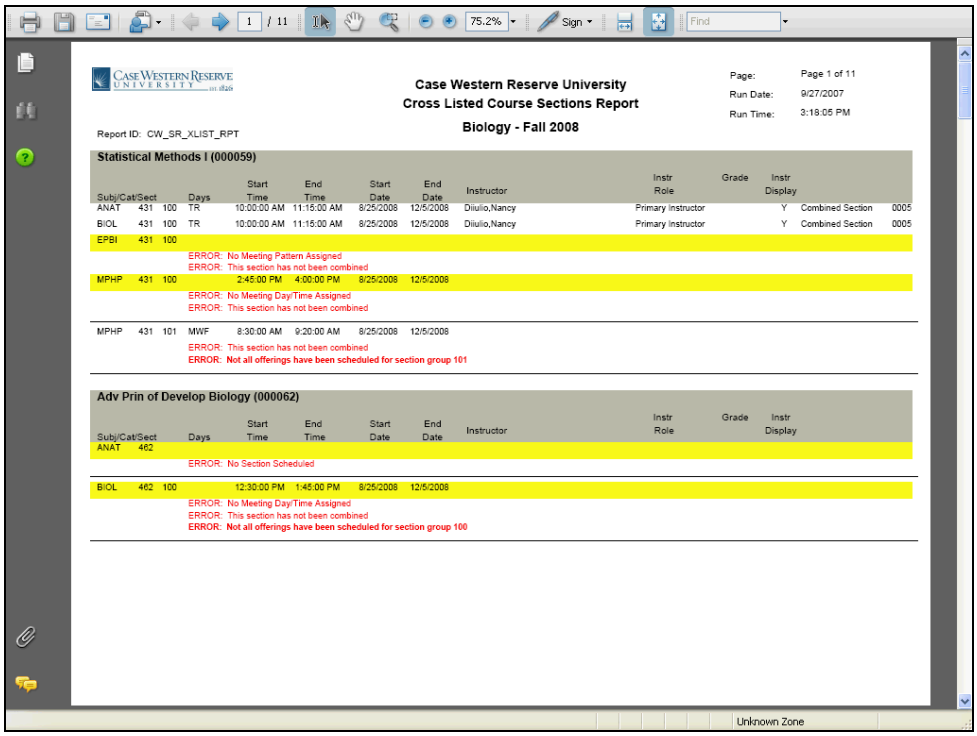
Step	Action
13.	The **Process Monitor** appears. Click the **Refresh** button periodically until the **Run Status** column shows ***Success*** and the **Distribution Status** column shows ***Posted***. Refresh
14.	When ***Success*** and ***Posted*** appear, click on the **Details** link. Details



Step	Action
15.	The **Process Detail** screen appears. Click the **View Log/Trace** link. View Log/Trace



Step	Action
16.	The **View Log/Trace** screen appears. From the **File List** section, click on the **CWSR0023_.PDF** file. CWSR0023_1763.PDF



Step	Action
17.	The **Cross Listed Course Sections Report** appears in PDF format. All cross-listed courses listed on the Combined Sections table will appear for this particular Academic Organization and the other academic organizations with which it cross-lists courses. If the course has not been scheduled correctly, an error message will appear.
18.	The Subject and Catalog Number appear for each cross-listed course. Section number, Meeting Pattern, Start and End Time, and Instructor are listed for each course if they have been assigned.
19.	Use the Back and Forward arrows in the Adobe window to view all pages of the report. Click on the Printer icon to print the report. Click on the Save icon to save the report to a local or remote drive.
20.	Use the SOC Cross-Listed Classes Report to correct all errors before having the Schedule Print Flag turned on. **End of Procedure.**

The Finished Product

Once your Academic Organization has completed its scheduling and run all five SOC reports, your can contact your Dean, Registrar, or Schedule of Classes Representative to turn on your organization's Schedule Print Flag.

Organizations in:

College of Arts and Sciences

- Contact - Cynthia Stillwell

School of Engineering

- Contact - Kathleen Ballou

Physical Education
School of Medicine

- Contact the University Registrar (courses@case.edu)

Professional Schools

- Contact School Registrar

Once the Schedule Print Flag is turned on, students can see your academic organization's classes in the Searchable Schedule of Classes. If your organization should need to perform a change to the schedule that cannot be done while the Schedule Print Flag is turned on, please contact the appropriate Dean, Registrar, or Representative for assistance.

Glossary

Academic Career

Academic Career classifies both students and curriculum as belonging to one of nine groups: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, or Non-degree.

Academic Organization

An Academic Organization is the administrative body that conducts classes within its scholarly purview. For example, the Accounting organization organizes the instructors and class offerings for all Accounting classes.

Class Section

A unique meeting event of a class. Class Sections are numbered starting with "100." This numbering convention allows users to easily identify a unique meeting event of a class within a course's semester offering.

Combined Section

If two or more separate classes are to be scheduled as one class offering, class sections can be combined.

Class sections can be combined permanently or for a single class occurrence. They can also be combined within or across subjects. When classes are linked to a combined section, they are all given the same **Event ID**. The enrollment and wait list capacities are controlled both at the section level and at the sections' combined level.

To create combined sections:

1. Create each class with like section numbers (i.e. two 100 sections, two 101 sections). See *Updating the Schedule of Classes* or *Scheduling a New Class* for directions on creating class sections.
2. Define a Combined Sections ID on the **Combined Sections Table** page
3. Link classes to the Combined Sections ID and choose a combination type on the **Combined Sections** page.
4. Confirm the enrollment limits for the Combined Sections.

Before combining sections, be sure that a classroom exists in the **Facility ID** field for only one of the classes being combined. The other sections must have **TBA** in the Facility ID field.

Course Attribute

Course Attributes and **Course Attribute Values** are labels that mark courses as being a part of a group of courses, such as concentrations, programs, or Spotlights. They do not have any direct effect on requisite-checking.

To create a Course Attribute:
1. Create the **Course Attribute** code on the Course Attribute page of the **Set Up SACR** module.

2. Create one or more **Course Attribute Values** within the Course Attribute.
3. Attach the Course Attribute and at least one Value to a course in the course catalog.

EmplID Known externally as Student ID, it is a seven-digit number generated by SIS that will serve as the primary student identification number. It can be used in fields labeled ID and EmplID.

Permission **Permissions** are authorizations that associate with a class section and students. Class permissions override conditions such as instructor consent, requisites, career restrictions and enrollment limits that prevent some students from enrolling in a course. Granting a Permission allows a student to enroll in a course as long as the student uses the permission by the expiration date and does not violate overall student unit limitation rules. Once a student is granted a permission, s/he can see the Permission and the class it was issued for on the Permissions page of the **Enroll** component in their **Student Center**.

Run Control ID **Run Control ID** is a name that identifies a set of parameters that are used to run a process on the PeopleSoft server. Once the ID is created and the Run button is clicked, the ID is saved under the User ID that created it, and can be used again.

Term Code Terms in PeopleSoft are not represented by their literal year. Instead, **Term Codes** are created using this protocol:

1st number: represents the century
1 = 1900's
2 = 2000's

2nd and 3rd numbers: last two digits of the calendar year

4th number: represents the semester (by the number of the month in which it begins)
8 = fall
6 = summer
1 = spring

For example, the term code for Fall 2007 is 2078. The term exists in the 2000's, the year is '07, and the Fall semester begins in August, the eighth month.