# **Student Information System Training Guide**

**Schedule of Classes** 

Last Published 11/14/2011



think beyond the possible"

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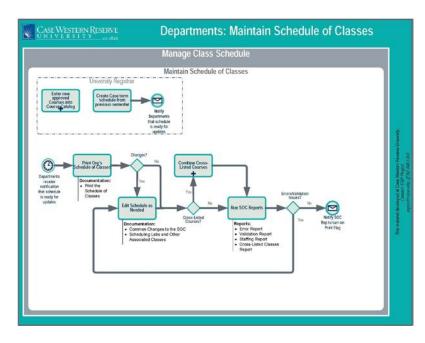


This manual is used by staff in the academic departments of Case Western Reserve University, as well as the registrars and deans of colleges and professional schools. These entities are known as "academic organizations." Each topic represents a singular instance requiring changes to an academic organization's schedule of classes. Directions are given with a general audience in mind.

# **Overview of the Schedule of Classes (SOC)**

The sequence for maintaining the Schedule of Classes for your academic organization is listed and mapped below:

- 1. Print out your academic organization's schedule of classes
- 2. Make changes to classes as necessary (meeting days, meeting times, instructors, enrollment limit, etc.)
- 3. Add classes to the schedule as necessary; remove classes from schedule as necessary
- 4. Run all SOC Reports
- 5. Correct errors
- 6. Notify SOC Representative to turn on the Schedule Print Flag (makes your academic organization's schedule visible to students)



# Preparing to Update the SOC

The Schedule of Classes is created each semester when the University Registrar's office copies the previous like semester's classes to the upcoming semester (e.g., Fall 2010 to Fall 2011, Spring 2011 to Spring 2012). It's then each academic organization's duty to make changes to the schedule as necessary.



Before making changes to the schedule, it's a best practice to see it on paper. To begin reviewing and updating your portion of the schedule, run the Print Schedule of Classes report, which generates a printable version of the schedule. This printed schedule can then be used as a basis for making changes to the upcoming term.

## Print Out the Schedule of Classes

This topic demonstrates printing a copy of 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 directions in this topic to create a printable version of your department's class schedule.

Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action
1.	Click the Main Menu menu.
	Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Print Class Schedule link.
	Print Class Schedule
5.	The Print Class Schedule Run Control search screen appears.
	If you have run this report before, click <b>Search</b> for a list of run controls associated with your user ID.
	If this is the first time you have run this report, click the <b>Add a New Value</b> tab to create a new Run Control ID.



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CASE WESTERN RESERVE
UNIVERSITY EST 1826
Favorites Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule
Print Class Schedule
Find an Existing Value Add a New Value
Run Control ID:
Kun condorid.
Add
Find an Existing Value Add a New Value

Step	Action
6.	Enter an appropriate name into for this report into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "print_schedule".

A Run Control ID is the name a user creates to represent a process or report in the SIS, and the criteria used to process it. Once a Run Control ID is created, it can be used over and over again as needed. There is no need to create a new Run Control ID for every instance in which a unique report is processed.

Run Control IDs can be made of upper or lowercase letters and numbers. There can be no spaces, special characters or punctuation. To separate words in a Run Control ID, use an underscore, i.e., Run\_Control. It is a good practice to place your Network ID somewhere in the run control ID, so that it can be differentiated from other, similarly named run control IDs by the SIS process scheduler.

**Please note**: The name of a Run Control ID can never be changed, nor can the Run Control ID be deleted from a User ID.

Step	Action
7.	Click the Add button.
	Add

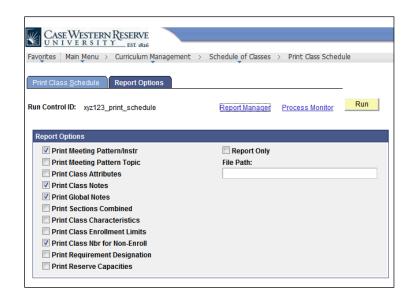


CASE WESTERN RESERVE		Schedule of Classes	> Print Class Sched	ule
• • •		*		
Print Class Schedule <u>Report Opt</u>	ions			-
Run Control ID: xyz123_print_schedu	le	Report Manager	Process Monitor	Run
Selection Criteria				
Academic Institution:	Q			
Term:				
Academic Organization Node:	0	L L		
Session:	Q			
*Schedule Print:	Yes 🔻	Class Stat	us	
*Print Instructor in Schedule:	Yes 🔻	Activ		
Print By Campus:		Stop	Enrl Tentativ	e
Campus:				
Print By Location:				
Location Code:				
Save Notify			E+Add .	Update/Dis play

Step	Action				
8.	The Selection Criteria box appears.				
	Click the <b>Look up Academic Institution</b> button.				
9.	Click the CASE1 list item.				
10.	Click the <b>Look up Term</b> button.				
11.	Select the term of the schedule you wish to print from the list.				
12.	Click the Look up Academic Organization Node button.				
13.	Select your department name from the list.				
	The report will show any classes assigned to this department, which may include classes from several subject codes.				
14.	Click the Schedule Print list.				
15.	Click the <b>All</b> list item.				
16.	Click the Print Instructor in Schedule list.				
17.	Click the All list item.				



Step	Action
18.	In the Class Status group box, click to place a check mark the Active, Stop Enrl, Cancelled and Tentative checkbox options. Note: Active and Stop Enrl may already be checked.
	Stop Enrl Tentative
19.	Click the <b>Report Options</b> tab.



Step	Action
20.	The Report Options tab appears. There are several checkboxes you may need to click.
	Click the Print Meeting Pattern Topic option.
21.	Click the Print Sections Combined option.
22.	Click the Print Class Enrollment Limits option.
23.	Click the <b>Report Only</b> option.



Step	Action
24.	Click the <b>Run</b> button.

CASE WESTERN RESERVE UNIVERSITY_EST 1836 Favorites   Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule						
Process Schedule	er Request					
User ID:	User ID: soc1 Run Control ID: xyz123_print_schedule					
Server Name:	Run (	40.04.000		o Current Dat	e/Time	
Recurrence: Time Zone:	Recurrence.					
Process List						
Select Description		Process Name	Process Type	<u>*Type</u>	<u>*Format</u>	Distribution
Schedule of	Classes	SR201	SQR Report	Web 🔻	PDF 🔻	Distribution
OK Cancel						

Step	Action		
25.	he Process Scheduler Request screen appears.		
	Click the <b>OK</b> button.		
26.	Click the Process Monitor link. Process Monitor		

	WESTERN RE VERSITY Main Menu > Cu	SERVE EST 1826 rriculum Management	t > Sch	edule of	Classes > Prir	nt Class Schedu	le			H
Process L										<u>New Wi</u>
User ID: Server: Run Status:		Type: Name: Distribution Status:		• 0	Last Instance: V Sa	to to	1	Days	•	Refresh
Process Li Select Inst	tance <u>Seq.</u> Proces		Process Name SR201	<u>User</u> SOC1	Run Date/Time	<u>e   Find   View</u> AI <u>e</u> 0:34:23AM EDT	Ru	First <u>n Status</u> CCESS	1 of 1 💟 Last <u>Distribution</u> <u>Status</u> Posted	<u>Details</u> <u>Details</u>



Step	Action
27.	The Process Monitor appears. Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i> and the <b>Distribution Status</b> column displays <i>Posted</i> . Refresh
28.	When <i>Success</i> and <i>Posted</i> appear, click the <b>Details</b> link.
29.	The Process Detail screen appears. Click the <b>View Log/Trace</b> link. <u>View Log/Trace</u>
30.	The View Log/Trace screen appears. In the File List, click the link ending in <b>.PDF</b> .

eport ID:	SR201							chedu Re	le of gular	Class Acade	mic Se	Fall 2011 ssion				Page No. 1 of 15 Run Date: 09/21/201 Run Time: 10:34:51
					<u>Col</u> ]	lege o	f Arts	& Sc:	lences	- Ant	hropol	ogy – Subje	ect:	Anthrop	ology	
Subject				Class 1	Nbr	Course	Title			Compos	nent		Un	its	Topics	
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		· · ·										Wait Tot:0			Enrl:0	
ANTH				1005												
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		-									Class W	ait Tot:0	0	lass Min	Enrl: 0	
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Bldg:	Mandel	Center	R	oom: 108		Days:	TuTh	Tİ	ne: 11:	30 00 -	12:45 0	0			Instructor: An	derson-Fye,Eileen P
Class	Enrl Ca	<b>p</b> :60		Class En	rl Tot	: 60	Cla	ss Wai	t Cap: 0		Class	Wait Tot:0		Class Min	Enrl: 0	
ANTH				7260												
Bldg:	Clev M	useum of	NatuR	0000:		Days:	TuTh	Tİ	<b>ne:</b> 01:	15 00 -	02:30 0	0			Instructor: Sp	urlock,Linda B
Class	Enrl Ca	<b>p:</b> 20		Class En	rl Tot	: 13	Cla	uss Wai	t Cap:0		Class	Wait Tot:0		Class Min	Enrl: 0	



Step	Action
31.	A PDF file of your department's schedule appears. It is a snapshot of what is currently listed on the schedule for your department during the term entered into the selection criteria.
	This report is a convenient way to review and distribute your department's schedule during the preparation process. For example, run the report when scheduling starts and distribute it to your faculty so that they can mark any necessary changes on it. Run the report before the schedule is finalized to look for errors or missing data. Run the report a final time to distribute the final schedule to faculty and staff.

If no PDF is produced (the report does not appear), check your internet browser settings to determine if a pop-up blocker is turned on. Turn off all pop-up blockers to ensure that SIS reports and windows can appear.

If the report appears but is blank, close the report and return to the Print Class Schedule tab. Make sure that the **Schedule Print** and **Print Instructor on Schedule** fields are both set to **All**. Run the report again.

For help with the Schedule of Classes, contact courses@case.edu.

Step	Action
32.	Click the <b>Print</b> icon to print the report. Click the <b>Save</b> icon to save the report to your computer or a remote drive. Use the <b>Back</b> and <b>Forward</b> arrows to move between pages in a report (if more than one exists).
33.	Listed for each class is the Subject, Catalog Number, Section, Class Number, Course Title, Component, Units, Building and Room where the class is held, Days and Times, and Instructor. If applicable, the Enrollment Capacity and current Class Enrollment Total fields are also populated.
34.	This completes the process of generating and viewing the printable schedule of classes report. End of Procedure.



# Editing the SOC

The topics in this section demonstrate how to make the most commonly needed changes to the schedule of classes.

Each department, or academic organization, at Case Western Reserve University is responsible for monitoring and updating the class schedule that it offers. Monitoring the schedule includes, but is not limited to: creating new sections of classes, scheduling classes that are new to 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's office copies classes from the most recent like semester to 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 the section of this manual called *Common Changes to the SOC*.

## The Schedule Print Flag

The Print checkbox, also known as the "Schedule Print Flag," determines whether or not a class section can be seen by students in the Searchable Schedule of Classes. Most departmental users can see but not edit this checkbox, as it is the responsibility of college/school personnel.

Once Print is checked, the schedule can only be updated by administrative users in a few ways. To demonstrate what can and cannot be changed once Print is turned on, each process shows one of the following in its introduction:

After Print =

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



This means that the process cannot be performed while the Print is turned on.

For more on the Print checkbox, please see the section called The Finished Product.



## Add another Class to a Course that's Already Scheduled

This topic demonstrates adding a class to a course that's being offered in a term.

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 Print = 🔍

SIS\_SOC\_AddClass

#### Procedure

Use the directions in this topic to add a class section to a course that already has class sections scheduled in a term.

Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTERN RESERVE UNIVERSITY_tst ass Favorites   Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Clas							
Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Class							
Maintain Schedule of Classes							
Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value							
Maximum number of rows to return (up to 300): 300							
Academic Institution: =							
Term: = • Q							
Subject Area: = 🔻							
Catalog Nbr: begins with 💌							
Academic Career: = 💌							
Campus: Degins with ▼							
Description: begins with 🔻							
Course ID: begins with 🔻 🔍							
Course Offering Nbr: = 💌 🔍							
Case Sensitive							
Search Clear Basic Search 🗐 Save Search Criteria							

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the CASE1 list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the <b>Search</b> button.

View All							First	🚺 1-37 of 37 🚺 Last
Academ ic Institution	<u>Term</u>	Subject Area	<u>Catalog Nbr</u>	<u>Academic Career</u>	<u>Campus</u>	Description	<u>Course ID</u>	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	2118	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	2118	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	2118	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2118	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class to which a section should be added.



CASE WESTER UNIVERSI avorites Main Menu >		> Schedule of Classes	N Maintain Sr	Home	<u>Worklist M</u>	ultiChanne
avonces many-cita y		Schedule of classes				Ne
Basic Data Meetings	Enrollment Cntrl	Reserve Cap Notes	E <u>x</u> am			
Course ID: Academic Institution:	000102 Case Western Reserve U	Course Offe	ing Nbr:	1		
Term: Subject Area:	Spring 2012 ANTH	Undergrad Anthropology		Auto	Create Compone	nt
Catalog Nbr: Class Sections	103	Intro to Hum:	an Evolution	Find View All	First 🚺 1 of 2	Last
*Session: *Class Section: *Component: *Class Type:	1 Q Regular / 100 LEC Q Lecture Enrollment V	*5	lass Nbr: itart/End Date: vent ID:	1006 01/17/2012 🖲 04/ 000049165		+ -
*Associated Class: *Campus:	100 Q Units: MAIN	3.00 Case				
*Location: Course Administrator: *Academic Organizatio		Main Campus Anthropology		Schedule Print Student Specific	Permissions	
Academic Group: *Holiday Schedule: *Instruction Mode:	CAS CASEHS P	College of Arts & Scien Case Holiday Schedule		Dynamic Date Ca Generate Class I Sync Attendance	Attendance with Class Mtg	
Primary Instr Section:	100			GL Interface Req	uirea	

Step	Action
11.	The <b>Basic Data</b> tab appears.
	Click the <b>Add a new row</b> button in the Class Sections group box.
12.	A new class section data row appears. Note that the Class Sections header displays the new number of sections for this course during the term.          First 1 2 of 3 1 Last
13.	Enter the number of this class section into the <b>Class Section</b> field. For example, if this is the second section of this class, enter " <b>101</b> ".

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 (the one for which students must enroll in order to enroll for other components of the course) is numbered 100 and the numbers for subsequent instances of the same component type are incremented by 100. For example, if PHYS 115 has two lectures for all its labs, the lectures will look like this:



PHYS 115 100-LEC PHYS 115 200-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:

PHYS 115 100-LEC PHYS 115 110-LAB PHYS 115 111-LAB

The same pattern is followed for the second lecture.

PHYS 115 200-LEC PHYS 115 210-LAB PHYS 115 211-LAB

Step	Action		
14.	Press <b>[Tab]</b> on your keyboard.		
15.	The <b>Class Section</b> number copies to the <b>Associated Class</b> number field. If this section is associated with a section other than itself, please see the <b>Labs and Other Associated Classes</b> section of this manual for further directions.           *Associated Class:         101 Q		
16.	Click the Meetings tab. Meetings		



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Favorites   Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
New Window   Help   Customize Page   🐘 🙍
Basic Data Meetings Enrollment Chini Reserve Cap Notes Exam
Course ID: 000102 Course Offering Nbr: 1
Academic Institution: Case Western Reserve Univ
Term: Spring 2012 Undergrad
Subject Area: ANTH Anthropology Catalog Nbr: 103 Intro to Human Evolution
Class Sections Find   View All First 1 3 or 3 1 Last
Session: 1 Regular Academic Session Class Nbr: 8795
Class Section: 101 Component: Lecture Final Exam Yes Y Associated Class: 101 Units: 3.00
Meeting Pattern Find   View All First M 1 of 1 D Last
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
TBA 999 01117/2012 04/30/2012
Reg. Rm
Contact Hours
Instructors For Meeting Pattern Customize   Find   View All   🔄   # First 🚺 1 of 1 🔯 Last
Assignment Workbad
10 Name Instructor Print Access Contact
Room Characteristics Customize   Find   57   # First 10 1 of 1 12 Last
Room Characteristic     'Quantity       Q     1
Save & Return to Search 1 Previous in List 1 Next in List 1 Next in List 2
Basic Data   Meetings   Enrollment Chtrl   Reserve Cap   Notes   Exam   LMS Data   Textbook   GL Interface
Done 🚱 - 🖏 100% -

Step	Action
17.	Note that the Class Sections group box is still displaying the newly created class section, as indicated in the <b>Class Section</b> field.          Class Section:       101
18.	Select Yes to or No for the Final Exam field.          Final Exam       Yes

The Final Exam field should only be set to Yes for courses that have final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should not have the Final Exam field set to Yes as these courses don't have final exams.

When the Final Exam field is set to Yes, a final exam will only be scheduled if the course falls into the university's final exam grid (http://www.case.edu/registrar/exams/). Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

The final exam flag does not appear anywhere that students can see it and is used solely for scheduling the final exams.



Step	Action	
19.	nter a Facility ID or request a room in the Req. Rm field.	
20.	Select a Meeting Pattern for this class section by clicking the Look Up Pat button and selecting the appropriate pattern from the search results.	
21.	Enter a Meeting Start time and press [Tab] on your keyboard. Mtg Start Mtg End	

Enter the time without formatting (e.g., colons). The SIS will format the time for you. Enter whole hours as the number followed by "a" for AM or "p" for PM (e.g., 1p, 10a). Enter all other times as a series of four numbers followed by "a" or "p" (e.g., 0945a, 1210p).

Step	Action
22.	The <b>Meeting End</b> field contains the appropriate meeting end time for the class section, given its Meeting Pattern. It can be changed as necessary, but all non-standard meeting times must be approved by the academic organization's Dean. <b>Mtg End</b> 9:50AM

Favorites Main Menu >	RNR Home   Workist   MutChr Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Basic Data Meeting	Enrollment Cntrl Reserve Cap Notes Exam
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	000102     Course Offering Nbr:     1       Case Western Reserve Univ     5pring 2012     Undergrad       ANTH     Anthropology     1       103     Intro to Human Evolution
Class Sections	Find   View All First I 2 of 3 D Last
Session: Class Section: Associated Class:	1 Regular Academic Session Class Nbr: 0 102 Component: Lecture Final Exam Yes v 102
Meeting Pattern	
	Find   View All First 🖬 1 of 1 📭 Last
	Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
Facility ID MTHM 244	Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date 17 MWF Q 9:00AM 9:50AM V V V 0 01/17/2012 18 04/30/2012 3
Facility ID MTHM 244 Req. Rm Instructors For Meeti	Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date + - 17 MWF Q 9:00AM 9:50AM V V V 0 01/17/2012 9 04/30/2012 9 Q <u>Contact Hours</u>
Facility ID MTHM 244 Req. Rm Instructors For Meeti	Capacity Pat Mtg Start Mtg End M T W T F S S *StartEnd Date * = 17 MWF Q 9:00AM 9:50AM V V V 0 01/17/2012 19 04/30/2012 19 Q Contact Hours g Pattern Customice   Fml   Vew Al (5.) 1 # Fest 4 1 of 1 III Last
Facility ID MTHM 244 Req. Rm Instructors For Meeti Assignment Wo	Capacity Pat Mig Start Mig End M T W T F S S *StartEnd Date 17 MWF Q 9:00AM 9:50AM V V O O O O O O O O O O O O O O O O O



Step	Action	
23.	Enter the EmpIID of the instructor for the class section into the <b>ID</b> field. Click the Look Up ID button for a searchable list of instructors.	

If an instructor does not appear after repeated attempts to search for him or her, it most likely means that the individual is not entered into the SIS as an "instructor" yet.

Fill out and submit an Add/Update/Delete Instructor/Advisor/TA/Grading **Proxy Form** for that individual and return it to the Office of the University Registrar.

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

Step	Action	
24.	The Instructor Role, Print option, and Access fields populate based on the Instructor's data on the Instructor/Advisor table.	

**Instructor Role**: The primary role assigned to this individual. Determines the defaults of the Print and Access fields.

- Instructor
- Secondary Instructor
- TA
- Grading Proxy

**Print**: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

**Access**: Determines the access that the individual has to the online Grade Roster in the SIS.

- Approve: The instructor can both enter and approve (submit) grades in the Grade Roster. Default for Primary and Secondary instructors roles.
- Grade: Instructor can enter and save grades but not approve (submit) them. Default for TA and Grading Proxy roles.



Step	Action
25.	Click on the Enrollment Control tab.
	<u>Enrollment Cntrl</u>

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CASE WESTEL	TY EST 1826		the second second second second second second second second second second second second second second second s	Worklist MultiCha
Favorites Main Menu >		Schedule of Classes > Main	tain Schedule of Classes	<u>workist</u> <u>multicha</u>
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<u>B</u> asic Data <u>M</u> eetings	Enrollment Cntrl <u>R</u> es	serve Cap <u>N</u> otes E <u>x</u> am		
Course ID:	000102	Course Offering Nbr:	1	
Academic Institution:	Case Western Reserve Univ	1		
Term:	Spring 2012	Undergrad		
Subject Area:	ANTH	Anthropology		
Catalog Nbr:	103	Intro to Human Evolut	ion	
Enrollment Control			Find View All	First 🛛 2 of 3 🕨 Last
Session:	1 F	Regular Academic Session	Class Nbr: 0	
Class Section:	102 Component: L	ecture	Event ID:	
Associated Class:	102			
*Class Status:	Active	~	Cancel Class	
Class Type:	Enrollment	Enrollment Status:	Closed	
*Add Consent:	No Consent 🗸	Requested Room Capacity	999 Total	
*Drop Consent:	No Consent 🗸	Enrollment Capacity:	999 0	
1st Auto Enroll Section				
TSt Auto Enroli Section				
2nd Auto Enroll Section	ı:	Minimum Enrollment Nbr:		
	Car	ncel if Student Enrolled		
Save Return to Se	earch 🕇 🗐 Previous in List 斗	Next in List		

Step	Action		
26.	The <b>Enrollment Capacity</b> field defaults from the course catalog and can be changed if necessary. If the Enrollment Capacity is greater than the room capacity of the room selected on the Meetings tab for this section, then a warning will appear when the course offering is saved.		
27.	Click the Save button.		
28.	This completes the process of adding a section to a course offering. End of Procedure.		



## Add a Course to the Schedule that wasn't offered in the Last Like-Term

This topic demonstrates scheduling a course offering that wasn't a part of the previous liketerm. It is used when a course doesn't appear in the search results of the Maintain Schedule of Classes search screen.

If a course wasn't offered in the term that was copied to make the new term, then the course has to be added to the schedule from the Course Catalog, and the *Schedule New Course* feature is used.

**Note:** The Schedule New Class process is not used for entering a new course into the SIS Course Catalog. Only the Office of the University Registrar can enter new courses into the Course Catalog. Departments must submit an approved Course Action Form in order to have a new course added to the Catalog. The Course Action form is available at <a href="http://www.case.edu/registrar/forms.html">http://www.case.edu/registrar/forms.html</a>.

The Print checkbox is not applicable.

#### SIS\_SOC\_AddCourse

#### Procedure

Use the directions in this topic to add a course to the schedule. This process is used when a course isn't found in the search results of the Maintain Schedule of Classes search screen.

Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action	
1.	Click the <b>Main Menu</b> menu. Main Menu	
2.	Point to the Curriculum Management menu.	
3.	Point to the <b>Schedule of Classes</b> menu.	
4.	Click the Schedule of Classes link.	



CASE WES	TERN R			
				Cale adula Mary Causa
Favorices Main Meriu	> Cumculum i	Management > Sche	dule of Classes	Schedule New Course
Schedule New Co	ourse			
Enter any information y	ou have and clic	k Search. Leave fields I	blank for a list of a	Il values.
	_			
Find an Existing Val	ue			
Manian		10 0001 200		
Maximum number of ro				
Academic Institution:	= 🛩	CASE1	Q	
Term:	= 🗸		Q	
Subject Area:	= 🗸		Q	
Catalog Nbr:	begins with 🐱			
Academic Career:	= ~		*	
Campus:	begins with 🐱		Q	
Course ID:	begins with 🐱		Q	
Course Offering Nbr:	= 🗸		Q	
Description:	begins with 💌			
Case Sensitive				
Search Clear	Basic Search	Bave Search Crite	ria	

Step	Action
5.	The Schedule New Course search screen appears.
	Enter the Academic Institution as CASE1.
	Click the <b>Look up Term</b> button.
6.	Select the appropriate term from the search results.
7.	Click the Search button.

<u>View All</u>							First 🛃	1-100 of 147 🕟 Las
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2121	ANAT	375	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	2121	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	2121	ANTH	100	Undergrad	MAIN	Test Course	012782	1
CASE1	2121	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2121	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	2121	ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2121	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2121</u>	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1

S	Step	Action
	8.	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.



UNIVERSITY EST 1826 Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam Course ID: Course Offering Nbr: 000105 1 Academic Institution: Case Western Reserve Univ Term: Spring 2012 Undergrad Auto Create Component Subject Area: ANTH Anthropology Catalog Nbr: 107 Archaeology: An Introduction Class Sections Find View All First 🚺 1 of 1 🚺 Last + -1 Regular Academic Session \*Session: Class Nbr: 0 \*Start/End Date: 01/17/2012 3 04/30/2012 3 \*Class Section: LEC Q Lecture \*Component: Event ID: Enrollment 💌 \*Class Type: Q \*Associated Class: MAIN \*Campus: Case SA-MAIN Q Main Campus \*Location: Schedule Print Course Administrator: Student Specific Permissions ANTH Anthropology \*Academic Organization: Dynamic Date Calc Required Academic Group: CAS College of Arts & Sciences \*Holiday Schedule: Generate Class Mtg Attendance Case Holiday Schedule P Sync Attendance with Class Mtg \*Instruction Mode: GL Interface Required Primary Instr Section:

Step	Action
9.	The <b>Basic Data</b> tab appears.
	The <b>Session</b> defaults to <b>Regular Academic Session</b> during the Fall and Spring terms. To change the session, click the <b>Look Up Session</b> button and select a different session from the search results.
10.	To create the first class section of the course, enter "100" into the Class Section field.
11.	Press <b>[Tab]</b> on your keyboard.
12.	The Class Section number copies to the Associated Class field. 100
13.	Locate the Class Topic box. If this class has special topics that are listed on its Course Catalog record, the topic can be chosen in the <b>Course Topic ID</b> field by clicking on the <b>Look Up Course Topic</b> <b>ID</b> button. This will set the topic for just this section of the class during the term or session.



Course Topic ID:	Q		Print Topic i	n Schedule
Equivalent Course Gro	oup			
Course Equivalent Co Class Equivalent Cou	-		Override Eq	uivalent Course
Class Attributes		<u>Customize</u>   <u>Fir</u>	1d   View All   🗖   🛗	First 🚺 1 of 1 🕨
Class Attributes Course Attribute		<u>Customize   Fir</u> <u>*Course Attribute</u> <u>Value</u>	<u>id   View All   </u>   🛗	First 🚺 1 of 1 🕨

Step	Action
14.	Locate the Course Attribute box.
	To mark this class as being a part of a Semester Spotlight, Senior Audit, or other special label, utilize the <b>Course Attribute</b> and <b>Course Attributes Values</b> fields.
15.	Click the <b>Meetings</b> tab.
	<u>M</u> eetings

CASE WESTH	ERN R I T Y EST 1826	
		Schedule of Classes > Schedule New Course
	▼ -	*
Basic Data Meeting	s <u>E</u> nrollment Cntrl <u>R</u> es	serve Cap <u>N</u> otes E <u>x</u> am
Course ID:	000105	Course Offering Nbr: 1
Academic Institution:	Case Western Reserve Univ	
Term:	Spring 2012	Undergrad
Subject Area:	ANTH	Anthropology
Catalog Nbr:	107	Archaeology: An Introduction
Class Sections		<u>Find</u> View All First 🗹 1 of 1 🔟 Last
Session:	1 Re	eqular Academic Session Class Nbr: 0
Class Section:	100 Component: Le	cture Final Exam Yes
Associated Class:	100	
Meeting Pattern		<u>Find</u>   View All First 💶 1 of 1 🕨 Last
Facility ID	Capacity Pat Mtg Start I	Mtg End M T W T F S S *Start/End Date
TBA		01/17/2012 🛐 04/30/2012 🛐
Reg. Rm		
Nog. Nill		
		Contact Hours
Instructors For Meeti	ng Pattern	Customize   Find   View All   🔽   🛗 🛛 First 🚺 1 of 1 💟 Last
Assignment Wo	rkload	
ш	<u>Nam e</u>	*Instructor         Print         Access         Contact
Q		Prim In:



Step	Action
16.	The <b>Meetings</b> tab contains the fields that define the class meeting location, days, and times.
	The <b>Final Exam</b> 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 <b>Yes</b> in order for the University Registrar to include it in the schedule. Selecting <b>No</b> in the Final Exam field simply means that the class section does not utilize the standard final exam schedule. A final exam can still be administered by the department or instructor.
17.	The <b>Meeting Pattern</b> box contains fields for classroom assignment, classroom request, meeting date range, meeting days, and meeting start and end times.
	Click the Look up Pat button.
18.	The <b>Look Up Pat</b> (Pattern) window appears. Select the pattern containing the days of the week when this class will take place.
19.	The days are checked off automatically based on the pattern selected.          M T W T F S S         I I I I I I
20.	Enter the start time of the class into the <b>Mtg Start</b> field.

Enter the time without formatting (e.g., colons). The SIS will format the time for you. Enter whole hours as the number followed by "a" for AM or "p" for PM (e.g., 1p, 10a). Enter all other times as a series of four numbers followed by "a" or "p" (e.g., 0945a, 1210p).

Step	Action
21.	Press <b>[Tab]</b> on your keyboard.
22.	The <b>Mtg End</b> 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 <b>Start</b> and <b>End</b> dates of the class section match the beginning and end dates of the session in which the class takes place.          *Start/End Date         01/17/2012         04/30/2012



Step	Action
24.	The <b>Facility ID</b> field holds the code of the classroom where instruction will take place. <b>TBA</b> (to be announced) is the default value. Click the <b>Look Up Facility ID</b> button to select a classroom owned by your academic organization, or use the <b>Req. Rm</b> (Request Room) field to request a room from the Office of the University Registrar.

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

Placing the **TBS TBS** code in the **Facility ID** field alerts the Office of the University Registrar that the class needs a room from their reserved classrooms.

Step	Action
25.	<ul> <li>Decision: Please make a selection from the options listed below.</li> <li>Use a Department Classroom Go to step 26 on page 23</li> <li>Request a Room from the University Registrar Go to step 43 on page 28</li> </ul>
26.	Click the <b>Look up Facility ID</b> button.



Look Up	)			×
Look l	Jp Fac	ility ID		
Facility ID:	be	gins with 🔻		
Building:	beg	gins with 🔻	Q	
Room:	beg	gins with 🔻		
Room Cap	acity: =	▼		=
Look Up Search F	_	Cancel Basic L	<u>ookup</u>	
View 100	Firs	t 🚺 1-12 of 12 🚺 Las	t	
Facility ID		Room Room Capacity		
ALLN HER		HERR 18		
BELL	BELL	(blank) 999		
CCF CLPP	CCF CLPP	(blank) 999 (blank) 999		
CMA	CMA	(blank) 999		
CMNH	CMNH	(blank) 999		

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 is 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.



lass Sections			Find View All First 💶 1 of 1 🔎 Last
Session: Class Section: Associated Class:	1 100 <b>Component:</b> 100	Regular Academic Session Lecture	Class Nbr: 0 Final Exam Yes ▼
Aeeting Pattern Facility ID MTHM 244 Req. Rm	Capacity Pat Mtg Sta 17 TR Q 9:00AM	rt MtgEnd M T W T 10:15AM V V V	Eind         View All         First         I of 1         Last           F         S         *Start/End Date         *         *         *           Image: Imag
			Contact Hours
Instructors For Mee Assignment	ting Pattern orkload	<u>Customize</u>	<u>Find</u>   View All   🖾   🛗 First <b>∐ 1 of 1 </b> Last
Ш	<u>Nam e</u>	<u>*Instructor</u> <u>Role</u> Prin	nt <u>Access</u> <u>Contact</u>
٩		Prim In: 🔻 💟	
Room Characteristic *Room Characteristic Q		Cu	ustomice   Find   🕼   🏙 First 🛍 1 of 1 🔝 Last Guantity

Step	Action
29.	In the Instructors for Meeting Pattern box, select the Instructor for the class meeting.
	Enter the Instructor's EmpIID into the <b>ID</b> field or click the <b>Look up ID</b> button.
30.	All instructors appear in the <b>Look Up ID</b> search results. To locate an individual within the list, utilize the search fields.

If an instructor does not appear after repeated attempts to search for him or her, it most likely means that the individual is not entered into the SIS as an "instructor" yet.

Fill out and submit an Add/Update/Delete Instructor/Advisor/TA/Grading Proxy Form for that individual and return it to the Office of the University Registrar.

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

Step	Action
31.	Enter the academic organization's code into the Academic Organization field.
32.	Click the Look Up button.
33.	All instructors in the academic organization appear. Select the appropriate instructor from the search window.



Instructors For Me	<u>C</u>	ustomize   Find   V	iew All 🖾 🔛	First 🚺 1 of	1 🕨 Last	
Assignment	Workload					
D	<u>Nam e</u>	<u>*Instructor</u> <u>Role</u>	<u>Print</u>	Access	<u>Contact</u>	
1001694 🔍	Ikels,Charlotte	Prim In: 🔻	<b>V</b>	Approve 🔻		+ -

Step	Action
34.	The Instructor Role, Print, and Access fields default based on the settings given to the individual by the University Registrar's office in the Instructor/Advisor Table.

Instructor Role: The primary role assigned to this individual. Determines the defaults of the Print and Access fields.
Instructor
Secondary Instructor

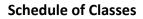
- TA
- Grading Proxy

**Print**: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

**Access**: Determines the access that the individual has to the online Grade Roster in the SIS.

- Approve: The instructor can both enter and approve (submit) grades in the Grade Roster. Default for Primary and Secondary instructors roles.
- Grade: Instructor can enter and save grades but not approve (submit) them. Default for TA and Grading Proxy roles.

Step	Action
35.	To add another instructor to the meeting, click the <b>Add a new row</b> button in the Instructors for Meeting Pattern box and enter the additional instructor's <b>EmpliD</b> .
36.	Click the Enrollment Cntrl link.





think beyond the possible

Enrollment Control			<u>Find</u> View All	First 🚺 1 of 1 🗈 Last
Session: Class Section: Associated Class:		Regular Academic Session .ecture	Class Nbr: 0 Event ID:	
*Class Status:	Active	•	Cancel Class	
Class Type:	Enrollment	Enrollment Status:	Closed	
*Add Consent:	No Consent 🔻	Requested Room Capacit	999 Total	
*Drop Consent:	No Consent 🔻	Enrollment Capacity:	999 0	
1st Auto Enroll Section:				
2nd Auto Enroll Section:		Minimum Enrollment Nbr:		
	Car	ncel if Student Enrolled		

Step	Action	
37.	The <b>Enrollment Control</b> tab establishes the number of students who can enroll per section of the class, and whether or not the students need an instructor's or department's consent to enroll in the class.	
38.	The <b>Add</b> and <b>Drop Consent</b> 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.

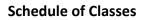
No Consent - Student does not need any permission to withdraw from the class.



Step	Action
39.	The <b>Requested Room Capacity</b> field demonstrates the room size that is needed. Enter a capacity that is equal to the capacity of your chosen or requested room, and equal to or greater than your enrollment capacity.
40.	The Enrollment Capacity field defaults from the course catalog and can be changed if necessary. Enter the maximum number of students who can enroll in this section in the Enrollment Capacity field. If the Enrollment Capacity is greater than the room capacity of the room selected on the Meetings tab for this section, then a warning will appear when the course offering is saved.
41.	Click the Save button.
42.	This completes the process of adding a course offering to the schedule and scheduling its first section. Changes can be made to the class section until the Schedule Print Flag is turned on. To add another section to this course offering, please see the guide entitled <i>Adding a Section to a Course Offering</i> . <b>End of Procedure.</b> Remaining steps apply to other paths.



Step	Action
43.	Enter "TBS TBS" into the Facility ID field.
44.	To request a particular room, click the <b>Look Up Req. Rm.</b> (Requested Room) button to search the list of rooms available from the University Registrar.





Look Up					
Look Up	Req.	Rm			
Facility ID:	begi	ns with 🔻	-		
Building:	begi	ns with 🤊	•	Q	
Room:	begi	ns with 🤜	•		
Room Capaci	itv: =	•			
Look Up	Clear	Cano	Basic Lookup		
Search Re		-			
<u>View 100</u>	First		3 of 196 🚺 Last		
<u>View 100</u> Facility ID	Firs 1 Building	Room	Room Capacity		
<u>View 100</u> Facility ID ALLN	First Building ALLN	Room (blank)	Room Capacity 999		
<u>View 100</u> Facility ID	First Building ALLN ALLN	Room	Room Capacity		
<u>View 100</u> Facility ID ALLN ALLN 1	First Building ALLN ALLN ALLN	Room (blank) 1	Room Capacity 999 999		
View 100 Facility ID ALLN ALLN 1 ALLN 314 ALLN FORD	First Building ALLN ALLN ALLN ALLN	<u>Room</u> ( <u>blank</u> ) 1 314	Room Capacity 999 999 999 999 472		

Step	Action
45.	All classrooms that are scheduled by the University Registrar appear in the search window. To locate a room by its building, enter the first letter of the building's name into the <b>Building</b> field.
46.	Click the Look Up button.
47.	Locate the classroom using the <b>Building</b> and <b>Room</b> columns and select it from the search window.

Meeting Pattern					Find View All	First 🚺 1 of 1	🕑 Last
Facility ID TBS TBS Req. Rm MTHH	Capacity Pat	Mtg Start Mtg End 10:00AM 11:15AM	T F ☑ □	ss		/End Date	+ -
			C	ontact H	ours		

Step	Action
48.	The room code is entered into the Req. Rm field. The Registrar's office will see the room request.
	Go to step 28 on page 24

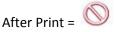


# Remove a Single Class Section from the Schedule

This topic demonstrates how to delete just one class from a course offering. This process is used when a course has two or more class sections, but one or more need to be deleted.

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 significant and important 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 Print checkbox is off and no students are enrolled in the section. A class section should be cancelled if the Print checkbox is on or if students have enrolled in the section.

Please see **Remove a Course Offering from a Term** for directions on how to remove a course offering entirely from the term schedule, and **Cancel a Class Section** for directions on how to cancel a class section.



#### Procedure

Use the directions in this topic to delete just one class section from a course offering with multiple class sections.

Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTE	RN RESERVE	
Favorites Main Menu	> Curriculum Management > Schedu	Ile of Classes > Maintain Schedule of Classes
Maintain Schedul	¥ -	· · · · · · · · · · · · · · · · · · ·
Enter any information y	ou have and click Search. Leave fields bla	nk for a list of all values.
Find an Existing Valu	ie	
Maximum number of ro	ows to return (up to 300): 300	
Academic Institution:	= 🔻	٩
Term:	= 🕶	٩
Subject Area:	= 🔻	٩
Catalog Nbr:	begins with 🔻	
Academic Career:	=	-
Campus:	begins with 🔻	٩
Description:	begins with 🔻	]
Course ID:	begins with 🔻	٩
Course Offering Nbr:	= 🔻	<b>Q</b>
Case Sensitive		
Search Clear	Basic Search 📕 Save Search Criteria	

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the CASE1 list item.
7.	Click the Look up Term button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the <b>Search</b> button.

View All							First	🚺 1-37 of 37 🕟 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	<u>Course ID</u>	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	<u>103</u>	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	ANTH	<u>107</u>	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

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



*Session: *Class Section:	1 Regular	Academic Session	Class Nbr: *Start/End Date:	1004 + 08/29/2011 3 12/09/2011 3
*Component:	LEC Q Lecture		Event ID:	000046743
*Class Type:	Enrollment 🔻			
*Associated Class:	100 Units:	3.00		
*Campus:	MAIN	Case		
*Location:	SA-MAIN Q	Main Campus		Schedule Print
Course Administrator:				Student Specific Permissions
*Academic Organization:	ANTH Q	Anthropology		
Academic Group:	CAS	College of Arts & Sci	ences	Dynamic Date Calc Required
*Holiday Schedule:	CASEHS	Case Holiday Sched	ule	Generate Class Mtg Attendance
*Instruction Mode:	Р			Sync Attendance with Class Mtg
Primary Instr Section:	100			GL Interface Required

Step	Action
11.	The Basic Data tab appears.
	Find the section that needs to be deleted by clicking the <b>Show next row</b> button on the Class Sections box header until it appears.
12.	Confirm the class section selected by viewing the number in the Class Section field.
13.	Locate the <b>Schedule Print</b> checkbox. If the box is checked, then the section cannot be deleted because it has been made public to students. If there is no checkmark, then the section can be deleted.
14.	Click the Enrollment Cntrl tab.

Enrollment Control		Find View All	<u>First</u> 【 2 of 2 🗾 Last
Session: Class Section: Associated Class:	1         Regular Academic Session         Class Nbr.           101         Component:         Lecture         Event ID:           101         Component:         Event ID:         Event ID:	: 0	
*Class Status:	Active   Cancel	Class	
Class Type:	Enrollment Enrollment Status: C	losed	
*Add Consent:	No Consent <ul> <li>Requested Room Capacity:</li> </ul>	999 Total	
*Drop Consent:	No Consent	999 0	
1st Auto Enroll Section:			
2nd Auto Enroll Section:	Minimum Enrollment Nbr:		
Cancel if Student Enrolled			



Step	Action
15.	The Enrollment Control tab appears. Locate the <b>Enrollment Capacity</b> field. If the <b>Total</b> value next to the Enrollment Capacity is " <b>0</b> ", then the section can be deleted.
	If the number is greater than 0, then students are enrolled in the section and it must be cancelled instead of deleted. Please see <i>Canceling a Class Section</i> in this manual for directions.
16.	Click the <b>Basic Data</b> tab.

Favorites Main Menu > 0		> Schedule of Classes > Maintain Sc	hedule of Classes	
Basic Data Meetings	Enrollment Cntrl	Reserve Cap Notes Exam		
Course ID: 0	00102	Course Offering Nbr:	1	
Academic Institution:	Case Western Reserve U	niv		
	all 2011	Undergrad	Auto Create Component	
	NTH	Anthropology		
-	03	Intro to Human Evolution		
Class Sections			Find   View All First 🚺 2 of 2 📔 Las	
*Session:	1 Q Regular A	Academic Session Class Nbr:	0 + -	
*Class Section:	101	*Start/End Date:	08/29/2011 🕅 12/09/2011 🛐	
*Component:	LEC Q Lecture	Event ID:		
*Class Type:	Enrollment 🔻			
*Associated Class:	101 🔍			
*Campus:	MAIN	Case		
*Location:	SA-MAIN Q	Main Campus	Schedule Print	
Course Administrator:			Student Specific Permissions	
*Academic Organization: ANTH		Anthropology		
Academic Group:	CAS	College of Arts & Sciences	Dynamic Date Calc Required	
*Holiday Schedule:	CASEHS	Case Holiday Schedule	Generate Class Mtg Attendance	
*Instruction Mode:	Ρ		Sync Attendance with Class Mtg	
Primary Instr Section:	101		GL Interface Required	

Step	Action					
17.	Ensure that you are still viewing the class section that is to be deleted by confirming the number in the <b>Class Section</b> field.					
18.	Click the <b>Delete row</b> button.					
19.	A Delete Row confirmation message appears. Click the <b>OK</b> button to delete the section, or click <b>Cancel</b> to cancel the deletion.					
20.	The section has been deleted. Note the number of sections indicated in the Class Sections box header. There should be one less row than there was previously.           First I of 1 I Last					



Step	Action
21.	Click the Save button.
22.	This completes the process of deleting a class section from a course offering. End of Procedure.

# Remove a Course Completely from the Schedule

This topic demonstrates how to remove an entire course offering from a term's schedule.

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

After Print = 🚫

#### Procedure

Use the directions in this topic to delete all class sections from a course offering, and remove a course completely from a term.

Step	Action			
1.	Click the <b>Main Menu</b> menu. Main Menu			
2.	Point to the Curriculum Management menu.			
3.	Point to the Schedule of Classes menu.			
4.	Click the Maintain Schedule of Classes link.			



CASE WESTE	RN RESERVE		
		Ile of Classes > Maintain Schedule of Classes	
• • •	¥ -	<b>•</b>	
Maintain Schedul	e of Classes		
Enter any information y	ou have and click Search. Leave fields bla	nk for a list of all values.	
Find an Existing Valu	Je		
Maximum number of ro	ows to return (up to 300): 300		
Academic Institution:	= 💌	]Q	
Term:	= 🔻	<b>Q</b>	
Subject Area:	= •	] <b>Q</b>	
Catalog Nbr:	begins with 🔻	]	
Academic Career:	ic Career: =		
Campus:	begins with 🔻	Q	
Description:	begins with 🔻		
Course ID:	begins with 🔻	Q	
Course Offering Nbr:	= •	Q	
Case Sensitive			

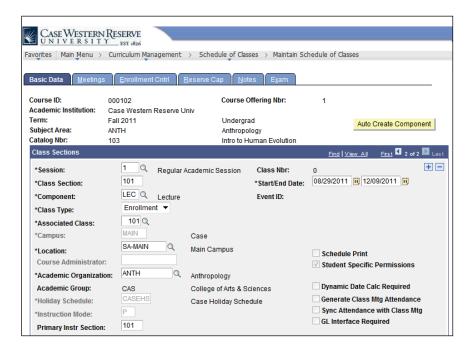
Search Clear Basic Search 🗐 Save Search Criteria

Step	Action			
5.	The Maintain Schedule of Classes search screen appears.			
	Click the <b>Look up Academic Institution</b> button.			
6.	Click the <b>CASE1</b> list item.			
7.	Click the Look up Term button.			
8.	The Look Up Term window appears.			
	Select the appropriate term from the list.			
9.	Click the Search button.			

View All First 🗹					📢 1-37 of 37 脉 Last			
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	<u>Campus</u>	Description	Course ID	Course Offering Nbr
CASE1	2118	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	<u>103</u>	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	<u>107</u>	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class that must be deleted from the schedule.



Step	Action		
11.	The Basic Data tab appears.		
	Note the <b>Schedule Print</b> checkbox. If there is a checkmark in the box, the course cannot be removed from the term. If there is no checkmark, the process may continue.		
12.	Click the Enrollment Cntrl tab.		



CASE WESTERN	RESERVE			
Favorites Main Menu	Curriculum Management	> Schedule of Classes > Main	tain Schedule of Classes	
navonees main mena 2	- Carriedian Hanagemene		call Schedule of Classes	
Basic Data Meetings	Enrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes <u>Ex</u> am	1	
	000102	Course Offering Nbr:	1	
Academic Institution:	Case Western Reserve U	niv		
	Fall 2011	Undergrad		
Subject Area:	ANTH	Anthropology		
Catalog Nbr:	103	Intro to Human Evolut	ion	
Enrollment Control			Find View All	First 🚺 2 of 2 🗈 Last
Session:	1	Regular Academic Session	Class Nbr: 0	
Class Section:	101 Component:	Lecture	Event ID:	
Associated Class:	101			
			0	
*Class Status:	Active	-	Cancel Class	
Class Type:	Enrollment	Enrollment Status:	Closed	
*Add Consent:	No Consent	Requested Room Capacity	r: <sup>999</sup> Total	
*Drop Consent:	No Consent	Enrollment Capacity:	999 0	
-		Enronment capacity.	U	
1st Auto Enroll Section:	:			
2nd Auto Enroll Section		Minimum Enrollment Nbr:		
		Minimum Enrollment NDr:		
Cancel if Student Enrolled				
Save Return to Se	arch 🕇 🗏 Previous in List	↓ Next in List		

Step	Action
13.	The Enrollment Control tab appears. Locate the <b>Enrollment Capacity</b> field. If the <b>Total</b> value next to the Enrollment Capacity is " <b>0</b> ", then the section can be deleted.
	If the number is greater than 0, then students are enrolled in the section and it must be cancelled instead of deleted. Please see <i>Canceling a Class Section</i> in this manual for directions.
14.	Review all class sections for possible enrollment. Click the <b>Show next row</b> button to see other sections.
	If any sections show student enrollment, the course offering cannot be completely removed from the schedule. Please see <b>Cancel a Class Section</b> for directions on canceling a class. $\boxed{First \boxed{1 2 of 2}}$
15.	Click the <b>Basic Data</b> tab.



Case Western R UNIVERSITY	ESERVE						
UNIVERSITY	EST 1826						
Favorites Main Menu > C	Curriculum Mana	gement > 9	Schedule of Clas	ses > Maintain Sch	hedule of Classes		
Basic Data Meetings	<u>Enrollment</u> C	Cntrl <u>R</u> esei	rve Cap <u>N</u> ot	tes E <u>x</u> am			
Course ID: 0	000102		Course (	Offering Nbr:	1		
Academic Institution:	Case Western R	eserve Univ					
	Fall 2011		Undergra		Au	uto Create Compo	nent
	NTH		Anthropo		_		
	103		Intro to H	luman Evolution		71	
Class Sections					Find View A	All <u>First</u> 🕻 2 of 2	
*Session:	1 🔍	Regular Acade	mic Session	Class Nbr:	0		+ -
*Class Section:	101			*Start/End Date:	08/29/2011 🛐	12/09/2011 🛐	
*Component:	LEC 🔍	Lecture		Event ID:			
*Class Type:	Enrollment	•					
*Associated Class:	101 🔍						
*Campus:	MAIN	Cas	e				
*Location:	SA-MAIN	🔍 Mai	n Campus		Schedule Prir	nt	
Course Administrator:						ific Permissions	
*Academic Organization	: ANTH	Antl	hropology				
Academic Group:	CAS	Col	lege of Arts & S	ciences	Dynamic Date	e Calc Required	
*Holiday Schedule:	CASEHS	Cas	se Holiday Sche	dule	Generate Cla	ss Mtg Attendance	е
*Instruction Mode:	Ρ					ince with Class Mt	g
Primary Instr Section:	101				GL Interface I	Required	
Class Topic							
Course Topic ID:					Print Topic in	n Schedule	
· · ·	·						
Equivalent Course Grou	p						
Course Equivalent Cou	rse Group:				Override Equ	uivalent Course	
Class Equivalent Cours	se Group:						
Class Attributes				Customize   Find		First 🚺 1 of 1 🕨	Last
ac auro			10 044				Last

Step	Action
16.	Click the <b>Delete row</b> button.
17.	A Delete Row confirmation message appears. Click the <b>OK</b> button to delete the section, or click <b>Cancel</b> to cancel the deletion.
10	
18.	The section has been deleted. Note the number of sections indicated in the Class Sections group box header. Continue deleting sections until all are gone. First I of 1 I Last
19.	When all sections with data have been removed, there will still be one 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.
20.	Click the Save button.
21.	This completes the process of removing a course offering from the schedule for a term. End of Procedure.



# Add a Special Topic to a Class

This topic demonstrates how to add a special topic to a class.

Special topics are created for individual courses in the Course Catalog. They are scheduled on classes using the Topic ID field in the Class Topic box. Topics will remain on class sections from term to term and can be changed as necessary.

After Print = 🗸

#### Procedure

Use the directions in this topic to add a special topic to a class section.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTE	RN RESERVE				
Favorites Main Menu	Curriculum N	lanagement >	Schedule of Clas	sses > Maintain S	Schedule of Classes
<b>Maintain Schedul</b>	e of Classes				
Enter any information y	you have and click	k Search. Leave fi	elds blank for a l	ist of all values.	
Find an Existing Val	ue				
Maximum number of re		to 300): 300			
Academic Institution:	= 🔻		Q		
Term:	= 🕶		Q		
Subject Area:	= 🔻		Q		
Catalog Nbr:	begins with 🔻				
Academic Career:	= •			-	
Campus:	begins with 🔻		Q		
Description:	begins with 🔻				
Course ID:	begins with 🔻		Q		
Course Offering Nbr:	= 🔻		0		
Case Sensitive					
Search Clear	Basic Search	Bave Search	n Criteria		



Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the <b>Search</b> button.

View All							First	🚺 1-37 of 37 📡 Las
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2118	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol:The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol:The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	<u>ANTH</u>	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	2118	<u>ANTH</u>	<u>107</u>	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2118	<u>ANTH</u>	202	<u>Undergrad</u>	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term
	appear in the search results. Select the class that requires a special topic.



Basic Data <u>M</u> eetings	Enrollmen	t Cntri <u>R</u> eserv	e Cap <u>N</u> ot	es E <u>x</u> am	
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	000160 Case Western Spring 2012 ANTH 399	Reserve Univ	Undergra Anthropo		1 Auto Create Component
Class Sections					<u>Find View All</u> First 🚺 1 of 13 🕨 La
*Session: *Class Section: *Component: *Class Type:	1 Q 100 IND Q Enrollme	Regular Academ Independent Stu		Class Nbr: *Start/End Date: Event ID:	2503 (*) 01/17/2012 (*) 04/30/2012 (*)
*Associated Class: *Campus: *Location: Course Administrator *Academic Organizatio Academic Group: *Holiday Schedule: *Instruction Mode:	CAS CASEHS P	Colle			Schedule Print Student Specific Permissions Dynamic Date Calc Required Generate Class Mtg Attendance Sync Attendance with Class Mtg GL Interface Required
Primary Instr Section: Class Topic	100				
Course Topic ID:	<b>Q</b>				Print Topic in Schedule
Equivalent Course Gro					Override Equivalent Course

Step	Action
11.	The Basic Data tab appears.
	The Class Topic box contains the special topic that will be listed for the class.
	Click the <b>Look up Course Topic ID</b> button.
12.	All topics listed for the course appear. Select the appropriate topic from the list.
13.	The topic appears in the Class Topic group box.
	The <b>Print Topic in Schedule</b> checkbox option is checked by default. Do not remove this checkmark.
14.	If there are other class sections for the course, select topics for them as well. If topics are not scheduled for all sections of a special topics course, an error will appear in the Error Report.
	Click the <b>Show next row</b> button to access other sections of the course.
15.	Click the Save button.
16.	This completes the process of creating a special topics section. End of Procedure.



# Change Class Meeting Days and Times

This topic demonstrates how to change a class section's 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 Print = 🔘

#### Procedure

Use the directions in this topic to change the days and/or times that a class section meets.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTERN RESERVE					
UNIVERSI	TY EST 1826				
Favorites Main Menu	Curriculum I	Management > Schedule of Classes > Maintain Schedule of Clas	sses		
Maintain Schedul	e of Classes	i de la construcción de la construcción de la construcción de la construcción de la construcción de la constru			
Enter any information	you have and clic	ck Search. Leave fields blank for a list of all values.			
Liner any monitoring					
Find an Existing Val	ue				
Maximum number of re	owe to return (up	te 200): 300			
Academic Institution:					
	= •	Q			
Term:	= 💌	Q			
Subject Area:	= 🔻	Q			
Catalog Nbr:	begins with 🔻				
Academic Career:	= 🔻				
Campus:	begins with 🔻	Q.			
Description:	begins with 💌				
Course ID:	begins with 🔻	Q.			
Course Offering Nbr:	= 🔻	Q			
Case Sensitive					
Search Clear	Basic Search	B Save Search Criteria			



Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the Look up Term button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All First 🔣 1-37 of 37 🚺						📢 1-37 of 37 🝺 Last		
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	375	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	ANTH	215	<u>Undergrad</u>	MAIN	Intr to Medical Anthropology	000107	1
CASE1	<u>2118</u>	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.
11.	The Basic Data tab appears.
	Click the <b>Meetings</b> tab.



Case Western	RESERVE	
	Curriculum Management >	Schedule of Classes > Maintain Schedule of Classes
Basic Data Meeting	s <u>E</u> nrollment Cntrl <u>R</u> ese	erve Cap <u>N</u> otes E <u>x</u> am
Course ID: Academic Institution:	000101 Case Western Reserve Univ	Course Offering Nbr: 1
Term:	Spring 2012	Undergrad
Subject Area: Catalog Nbr:	ANTH 102	Anthropology Being Humn Intr Soc/Cul Anth
Class Sections	102	Find View_All First M 1 of 2 D Last
Session: Class Section: Associated Class:	1 Reg 100 Component: Lec 100 Units: 3.00	
Meeting Pattern		<u>Find</u> View All First 💶 1 of 1 💽 Last
Facility ID MTHM 225 Req. Rm MTHM 225	40	Itg End         M         T         W         F         S         *Start/End Date         +         -           10:15AM         V         V         Image: Comparison of the start/sta
		Contact Hours
Instructors For Meetin Assignment Wo	ng Pattern kload	<u>Customize</u>   <u>Find</u>   View All   🖾   🗰 First 🚺 1 of 1 🔟 Last
D	<u>Nam e</u>	Instructor         Print         Access         Contact
1006179 Q AI	meida,Katia M	Prim In:

Step	Action
12.	Before making changes to the Meeting Pattern, please make sure that you are on the right class section by looking at the <b>Class Section</b> field.
	If necessary, use the arrow buttons at the top of the box to locate the correct section.
13.	The first change that should be made to a class that is changing meeting days is the <b>Pat</b> (Pattern) field. Click the <b>Look up Pat</b> button.
14.	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.
15.	Note that the value in the <b>Mtg Start</b> field remains the same as before, but the <b>Mtg</b> <b>End</b> time might have changed based on the Pattern selected.
16.	If applicable, enter a new class start time into the Mtg Start field.

Enter the time without formatting (e.g., colons). The SIS will format the time for you. Enter whole hours as the number followed by "a" for AM or "p" for PM (e.g., 1p, 10a). Enter all other times as a series of four numbers followed by "a" or "p" (e.g., 0945a, 1210p).



think beyond the possible

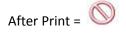
Step	Action
17.	Press <b>[Tab]</b> on your keyboard.
18.	Click the OK button.
19.	The <b>Mtg End</b> field updates to show an end time that meets the standard class timetable according to the Academic Group for the course and the Pattern of this class. This time can be changed as necessary. All non-standard meeting times must be approved by the school's/college's dean.
20.	The <b>Start/End Date</b> fields default to the beginning and end of the Session to which the class is assigned. 01/17/2012 3 04/30/2012
21.	Click the Save button.
22.	This completes the process of changing the meeting days and times of a class section. End of Procedure.

# Change Classroom

This topic demonstrates how to change the classroom assigned to a class section. There are two fields in which classrooms can be requested: Facility ID, in which one of a department's reserved classrooms can be assigned; and Req. Rm. (Requested Room), in which one of the University Registrar's reserved rooms can be requested.

The University Registrar's office uses the data entered into the Facility ID and Req. Rm. fields to assign classrooms in the Astra scheduling program. Final classroom assignments are loaded from Astra into the SIS.

**Please note:** The SIS does not check for classroom scheduling conflicts. Departments should take care not to double book the classrooms for which they have responsibility. The Office of the University Registrar reviews the rooms requested in the Req. Rm field and will resolve scheduling conflicts for rooms owned by the University Registrar's Office. Contact rooms@case.edu for assistance with classroom scheduling.



#### Procedure

Use the directions in this topic to change the classroom assigned to a class section.



Step	Action
1.	Click the <b>Main Menu</b> link. Main Menu
2.	Point to the Curriculum Management link.
3.	Point to the Schedule of Classes link.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTE	RN RESERVE	
		ule of Classes > Maintain Schedule of Classes
Harriella Harriella	v cancalan Managemente v Seriea	<ul> <li>Maintain Schedule of classes</li> </ul>
Maintain Schedul	le of Classes	
Maintain Scheuu	e of classes	
Enter any information y	you have and click Search. Leave fields bla	ank for a list of all values
Enter any mormation	for have and click ocarch. Ecave licits bit	and of a list of all values.
Find an Existing Val	ue	
Maximum number of re	ows to return (up to 300): 300	
Academic Institution:	= •	Q
Term:	= 🔻	Q
Subject Area:	= ▼	Q
Catalog Nbr:	begins with 🔻	
Academic Career:		_
		<b>•</b>
Campus:	begins with 💌	Q
Description:	begins with 🔻	
Course ID:	begins with 🔻	Q
Course Offering Nbr:	= •	Q
Case Sensitive		
Search Clear	Basic Search 📕 Save Search Criteri	a
		2

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the CASE1 list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.



Step	Action
9.	Click the Search button.

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Academ ic Institution	Term	Subject Area	<u>Cataloq Nbr</u>	<u>Academic Career</u>	Campus	Description	Course ID	Course Offering Nbr
CASE1	2118	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
11.	The Basic Data tab appears.
	Click the Meetings link.

Case Western	RESERVE	
	Curriculum Management >	Schedule of Classes > Maintain Schedule of Classes
• •	<b>*</b> -	*
Basic Data Meeting	is <u>E</u> nrollment Cntri <u>R</u> es	erve Cap <u>N</u> otes E <u>x</u> am
Course ID:	000101	Course Offering Nbr: 1
Academic Institution:	Case Western Reserve Univ	
Term:	Spring 2012	Undergrad
Subject Area:	ANTH	Anthropology
Catalog Nbr:	102	Being Humn Intr Soc/Cul Anth
Class Sections		<u>Find   View All</u> First 🚺 1 of 2 🕨 Last
Session:	1 Re	oular Academic Session Class Nbr: 1004
Class Section:	100 Component: Leo	Final Exam Yes 🔻
Associated Class:	100 Units: 3.0	
		·
Meeting Pattern		<u>Find</u>   View All First 🚺 1 of 1 🔟 Last
Facility ID	Capacity Pat Mtg Start M	Mtg End M T W T F S S *Start/End Date
MTHM 225		10:20AM
Req. Rm MTHM 22		
Req. Kill		
		Contact Hours
Instructors For Meet	ing Pattern	Customize   Find   View All   🐼   🛗 First 🚺 1 of 1 🔯 Last
Assignment Wo	rkload	
D	<u>Nam e</u>	Instructor         Print         Access         Contact



Step	Action
12.	Before making changes to the Meeting Pattern section, please make sure that you are on the right class section by looking at the <b>Class Section</b> field.
	If necessary, use the arrow buttons at the top of the box to locate the correct section.
13.	First, decide what type classroom is to be used: a classroom assigned to your academic organization, or a classroom managed by the University Registrar?
14.	<ul> <li>Decision: What type of classroom do you want to use?</li> <li>Classroom assigned to my academic organization Go to step 15 on page 48</li> <li>Classroom managed by the University Registrar Go to step 22 on page 49</li> </ul>
15.	If any data exists in the Req. Rm. field, delete it out of the field.
16.	If any data exists in the Facility ID field, delete it out.
17.	Click the Look up Facility ID button.

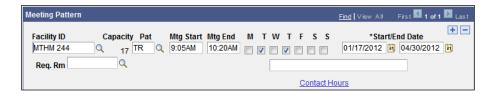
Look Up					×
Look U	p Fac	ility I	D		<b>^</b>
Facility ID:	beg	gins with	•		
Building:	beg	gins with	•	Q	
Room:	beg	gins with	•		
Room Capa	city: =		•		
Search Ro View 100		t 【 1-1	10 of 10 🕟 Last		
Facility ID	Building	Room	Room Capacity		
ALLN HERR	ALLN	HERR	<u>18</u>		
CCF	CCF	(blank)	999		
CMA	CMA	(blank)	999		
<u>CMNH</u>	<u>CMNH</u>	(blank)	999		
00011	CPH	(blank)	999		
<u>CPH</u>					
<u>KSL</u>	KSL	( <u>blank</u> )	<u>999</u>		
			<u>999</u> 17		
<u>KSL</u>	KSL	244 (blank)	17 999		
<u>KSL</u> MTHM 244	<u>KSL</u> MTHM	244	17 999		+

Step	Action
18.	A list of all classrooms assigned to your academic organization appears in the search results. Also on the list are General Assignment rooms. Select the appropriate room.



The following Facility IDs will be available in the Facility ID Look Up screen:

- Classrooms reserved for the department
- General Assignment rooms not scheduled by the University Registrar
- TBA (to be determined)
- TBS TBS (to be scheduled use to signal that the Req. Rm. field is being used as well)



Step	Action
19.	The room's code appears in the Facility ID field. Its capacity appears into the <b>Capacity</b> field to the right.          Capacity         17
20.	Click the Save button.
21.	This completes the process of changing a classroom. End of Procedure. Remaining steps apply to other paths.

Meeting Pattern	Find   View All First 📶 1 of	1 🗈 Last
Facility ID MTHM 244	Capacity         Pat         Mtg Start         Mtg End         M         T         W         T         S         *Start/End Date           Q         17         TR         Q: 9:05AM         10:20AM         Im         Im         Im         01/17/2012         30/4/30/2013	+ - 2 🖻
Req. Rm	Q	
	Contact Hours	

Step	Action
22.	Begin by deleting the existing data in the <b>Facility ID</b> and <b>Req. Rm.</b> (Requested Room) fields.
23.	Click the <b>Look up Facility ID</b> button.
24.	Click the <b>TBS TBS</b> link.
25.	Click the Look up Req. Rm button.



Look Up					×
Look Up	Req.	Rm			м Ш
Facility ID:	begi	ns with 🤊	•		
Building:	begi	ns with 🤜	·	Q	
Room:	begi	ns with 🤜	·		
Room Capac	ity: =	•			
Look Up Search Re		Cano	Basic Look	up	
<u>View 100</u>	First		5 of 195 🚺 Last		
Facility ID	Building		Room Capacity		
ALLN	ALLN	(blank)	<u>999</u>		
ALLN 314 ALLN FORD	<u>ALLN</u> ALLN	314 FORD	999 472		
AMAS CHAP	AMAS	CHAPEL			
BING	BING	(blank)	999		
BING 103	BING	103	124		-

Step	Action
26.	The Look Up Req. Rm search window appears. All rooms managed by the University Registrar, and those for General Assignment, appear in the search results. To find a room within the search results, use the search fields at the top of the page. For example, search for a building by the first letter in its name.
27.	Click the Look Up button.
28.	All rooms in buildings beginning with the letter appear in the search results. Select the appropriate room.
29.	Click the Save button.
30.	This completes the process of changing a classroom. End of Procedure.



# Change or Add Instructor

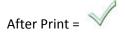
This topic demonstrates how to change or add instructors to a class meeting pattern.

In the SIS, the term "instructor" can apply to a faculty instructor, adjunct instructor, teaching assistant, or grading proxy. Individuals are set up as instructors on the Instructor/Advisor screen by the staff of 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 midterm and final grades are submitted. 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.



#### Procedure

Use the directions in this topic to replace an instructor or add an additional instructor to a class section.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTERN RESERVE							
UNIVERSITY EST 1826							
Favorites Main Menu	Curriculum I	Management > Schedul	le of Classes	> Maintain Schedule of Classes			
Maintain Schedul	e of Classes						
Enter any information	you have and clic	k Search. Leave fields blar	nk for a list of	f all values			
Enter any mornation y	ou nave and ene	a ocaron. Ecave neras biar	INTO A NOT O	an values.			
Find an Existing Val	ue						
Maximum number of re	ows to return (up	to 300): 300					
Academic Institution:	= -		Q				
Term:	= 🕶		Q				
Subject Area:	= 🔻		Q				
Catalog Nbr:	begins with 🔻						
Academic Career:	= 🔻		•				
Campus:	begins with 💌		Q				
Description:	begins with 🔻						
Course ID:	begins with 🔻		Q				
Course Offering Nbr:	= 💌		Q				
Case Sensitive							
Search Clear	Basic Search	Save Search Criteria					

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the Look up Term button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the <b>Search</b> button.

View All First 🚺 1-37 of 37 🚺								🚺 1-37 of 37 脉 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	<u>Campus</u>	Description	Course ID	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	<u>ANTH</u>	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	<u>2118</u>	<u>ANTH</u>	<u>295</u>	<u>Undergrad</u>	MAIN	Comparative Primate Behavior	000109	1

# CASE WESTERN RESERVE UNIVERSITY\_EST. 1826 think beyond the possible

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
11.	The Basic Data tab appears. Click the <b>Meetings</b> tab.
	<u>M</u> eetings

Session:	1		Regular Academic Session Class Nbr: 1004
Class Section:	100	Component:	: Lecture Final Exam Yes 🔻
Associated Class:	100	Units:	3.00
Meeting Pattern			Find View All First 🚺 1 of 1 🔟 Las
	Capacity P	Pat Mtg Sta	art Mtg End M T W T F S S *Start/End Date
Req. Rm MANDC 10	999 TR 7 🔍	Q 9:05AM	M 10:20AM V V V O1/17/2012 3 04/30/2012 3
		Q 9:05AM	M 10:20AM V V O 1/17/2012 B 04/30/2012 B Contact Hours
Req. Rm MANDC 10	7 Q	Q 9:05AM	<u>Contact Hours</u>
Req. Rm MANDC 10	7 Q	Q 9:05AM	<u>Contact Hours</u>
Req. Rm MANDC 10	7 Q	Q 9:05AM	<u>Contact Hours</u>

Step	Action
12.	Before making changes to the Instructors for Meeting Pattern box, confirm that you are viewing the correct class section by looking at the <b>Class Section</b> field. If necessary, use the arrow buttons at the top of the box to locate the correct section.
13.	To change or remove an instructor, click the <b>Delete row</b> button in the Instructors for Meeting Pattern box. Important: Do not delete the contents of the ID field and overwrite the existing EmpIID.
14.	A confirmation message appears. Click the <b>OK</b> button to continue deleting the row, or click <b>Cancel</b> to cancel the deletion of the row.



think beyond the possible"

Instructors For Me	<u>c</u>	<u>ustomize   Find</u>   V	iew All 🔽 🛗	First 🚺 1 o	f 1 🚺 Last	
Assignment	Workload					
미	<u>Nam e</u>	<u>*Instructor</u> <u>Role</u>	<u>Print</u>	<u>Access</u>	<u>Contact</u>	
Q		Prim In: 🔻		•		+ -

Step	Action
15.	Enter the instructor's EmpIID into the <b>ID</b> field, or click the <b>Look Up ID</b> button.
16.	The Look Up ID window 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.
17.	Enter the instructor's first name into the <b>First Name</b> field.
18.	Click the Look Up button.
19.	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 <b>Campus ID</b> (CWRU Network ID), and <b>National ID</b> (SSN).

If an instructor does not appear after repeated attempts to search for him or her, it most likely means that the individual is not entered into the SIS as an "instructor" yet.

Fill out and submit an Add/Update/Delete Instructor/Advisor/TA/Grading **Proxy Form** for that individual and return it to the Office of the University Registrar.

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

Instructors For Meeting Pattern		<u>c</u>	Customize   Find   View All   🖾   🛗			1 🗈 Last
Assignment						
Ш	<u>Nam e</u>	<u>*Instructor</u> <u>Role</u>	<u>Print</u>	Access	<u>Contact</u>	
1006179 🔍	Almeida,Katia M	Prim In: 🔻	<b>V</b>	Approve 🔻		+ -

Step	Action
20.	The instructor's EmplID and name appear. The Instructor Role, Print and Access
	fields default per the individual's setting on the Instructor/Advisor Table.



**Instructor Role**: The primary role assigned to this individual. Determines the defaults of the Print and Access fields.

- Instructor
- Secondary Instructor
- TA
- Grading Proxy

**Print**: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

**Access**: Determines the access that the individual has to the online Grade Roster in the SIS.

- Approve: The instructor can both enter and approve (submit) grades in the Grade Roster. Default for Primary and Secondary instructors roles.
- Grade: Instructor can enter and save grades but not approve (submit) them. Default for TA and Grading Proxy roles.

Step	Action
21.	To add another instructor (or Grading Proxy or TA), click the <b>Add a new row</b> button in the Instructor for Meeting Pattern box.
22.	A new Instructor row appears. Repeat the steps to enter the instructor's EmplID into the ID field.
23.	Click the Save button.
24.	This completes the process of changing or adding an instructor. End of Procedure.



# Indicate a Final Exam for a Class Section

This topic demonstrates how to indicate that a final exam period is needed for a class section.

The Final Exam field appears on the Meetings tab for courses listed in the Undergraduate and Graduate academic careers. It is used to alert the University Registrar's office if the instructor or department wishes to utilize the standard final exam period at the end of the fall and spring semesters. The field defaults to the value entered on the course catalog or from the value entered for the class section when it was scheduled in the previous like-term. If it is determined that the class should have a final exam during the standard final exam schedule, then the value in the Final Exam field must display **Yes**. It is preferred that final exams be indicated at the time that the course is scheduled, allowing the Office of the University Registrar to schedule a final exam time for the class. If, at the time of scheduling, the status of the final exam has not been decided, then it is best to select **Yes** in the Final Exam field. Exam periods that are not utilized can be deleted by the University Registrar if that decision is made.

The Final Exam field should only be set to **Yes** for courses that have final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should have the Final Exam field set to "No" as these courses don't have final exams. If there is a final exam but the final exam period is not utilized to administer it, then the Final Exam field should still display **No**.

When the Final Exam field is set to "Yes," a final exam will only be scheduled if the course falls into the university's final exam grid (http://www.case.edu/registrar). Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

The final exam flag does not appear anywhere that students can see it and is used solely for the scheduling of final exams.

Once created, the scheduled exam will populate the Exam tab of the class section with the exam time and location. The exam will appear in the searchable schedule of classes so that students will be aware of the exam day, time, and location at the time that they register for the class. Once registered, students will be able to see the scheduled exam information in their Student Centers. Instructors can also see their exam information in the Exam Schedule portion of their Faculty Centers.

If an exam time must be added during the normal term (e.g., midterm exam), and outside of the standard meeting time, then a separate topic applies. Please see the topic called *Creating an Exam Outside of the Regular Meeting Pattern* for directions.

After Print =

#### Procedure

Use the directions in this topic to indicate that a class section is utilizing a standard final exam period.



Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTE	RNRESERVE		
UNIVERSI	L I I EST 1826		
Favorites Main Menu	I > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes		
Maintain Schedul	e of Classes		
Enter any information y	you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Val			
Fillu all Existing Val	ue		
Maximum number of re	ows to return (up to 300): 300		
Academic Institution:			
Term:	= <b>•</b> Q		
Subject Area:	= •		
Catalog Nbr:	begins with 🔻		
Academic Career:	= •		
Campus:	begins with 🔻		
Description:	begins with 🔻		
Course ID:	begins with 🔻		
Course Offering Nbr:			
Case Sensitive			
Search Clear	Basic Search 📳 Save Search Criteria		

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the CASE1 list item.
7.	Click the Look up Term button.



Step	Action
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All First 🚺 1-37 of 37 🝺 Las						【 1-37 of 37 🚺 Last		
Academ ic Institution	<u>Term</u>	Subject Area	<u>Catalog Nbr</u>	<u>Academic Career</u>	<u>Campus</u>	Description	<u>Course ID</u>	<u>Course Offering Nbr</u>
CASE1	2118	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol:The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol:The Fossil Evidence	000150	2
CASE1	2118	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	<u>107</u>	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2119		205	Undergrad	MAIN	Comparative Primate Rehavior	000100	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class that must be deleted from the schedule.
11.	The Basic Data tab appears.
	Click the <b>Meetings</b> tab.

Favorites Main Menu >		> Schedule of Classes > Maintain Schedule of Classes
Basic Data Meetings	<u>E</u> nrollment Cntrl	Reserve Cap Notes Exam
Course ID:	000101	Course Offering Nbr: 1
Academic Institution:	Case Western Reserve	Univ
Term:	Spring 2012	Undergrad
Subject Area:	ANTH	Anthropology
Catalog Nbr:	102	Being Humn Intr Soc/Cul Anth
Class Sections		Find   View All First 🚺 1 of 2 🕨 Last
Session: Class Section: Associated Class:	1 100 Component: 100 Units:	Regular Academic Session Class Nbr: 1004 Lecture Final Exam Yes
Meeting Pattern	apacity Pat Mtg Sta 999 TR Q 9:05AM	Eind     View All     First     I of 1     I Last       art     Mtg End     M     T     W     T     F     S     *Start/End Date       M     10:20AM     V     V     0     01/17/2012     04/30/2012     9
		Contact Hours



think beyond the possible

Step	Action
12.	The Meetings tab appears.
	Before making changes, please make sure that the correct class section is displayed in the <b>Class Section</b> field.
	If necessary, use the arrow buttons at the top of the box to locate the correct section.
13.	Click the Final Exam list.

The Final Exam field should only be set to Yes for courses that have final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should not have the Final Exam field set to Yes as these courses don't have final exams.

When the Final Exam field is set to Yes, a final exam will only be scheduled if the course falls into the university's final exam grid (http://www.case.edu/registrar/exams/). Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

The final exam flag does not appear anywhere that students can see it and is used solely for scheduling the final exams.

Step	Action
14.	Select <b>Yes</b> from the list. Yes
15.	Click the Save button.
16.	This completes the process of indicating a final exam for a class section. End of Procedure.

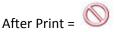


# Create an Exam Outside of a Class's Regular Meeting Pattern

This topic demonstrates how to create an exam period outside of a class section's 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 Print checkbox is turned on. 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 Print is activated on the class section affected.

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



#### Procedure

Use the directions in this topic to schedule an exam outside of a class section's regular meeting pattern.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTERN RESERVE							
Favorites Main Menu	I > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes						
Maintain Schedul	e of Classes						
Enter any information y	you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Val	ue						
Manian and a star							
	ows to return (up to 300): 300						
Academic Institution:	= ▼Q						
Term:	= • Q						
Subject Area:	= • Q						
Catalog Nbr:	begins with 🔻						
Academic Career:	= <b>v</b>						
Campus:	begins with 🔻						
Description:	begins with 🔻						
Course ID:	begins with 🔻						
Course Offering Nbr:							
Case Sensitive							
Quarth Class							
Search Clear	Basic Search 🗐 Save Search Criteria						

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All							First	🚺 1-37 of 37 👔 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	<u>Course ID</u>	Course Offering Nbr
CASE1	2118	ANAT	<u>375</u>	<u>Undergrad</u>	MAIN	Human Evol:The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	<u>ANTH</u>	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	2118	ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2118	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
11.	The Basic Data tab appears.
	Click the Meetings tab.

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CASE WESTERN	LESE 1826
Favorites Main Menu >	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
•	· · · · · · · · · · · · · · · · · · ·
<u>B</u> asic Data Meetings	Enrollment Cntrl Reserve Cap Notes Exam
Course ID:	000101 Course Offering Nbr: 1
Academic Institution:	Case Western Reserve Univ
Term:	Spring 2012 Undergrad
Subject Area:	ANTH Anthropology
Catalog Nbr:	102 Being Humn Intr Soc/Cul Anth
Class Sections	
Class Sections	Find View All First 1 of 2 Last
Session:	1 Regular Academic Session Class Nbr: 1004
Class Section:	100 Component: Lecture Final Exam Yes
Associated Class:	100 Units: 3.00
Associated class.	100 Onica. 5.00
Meeting Pattern	<u>Find</u>   View All First 💶 1 of 1 🔟 Lest
Facility ID C	apacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
TBS TBS Q	999 TR Q 9:05AM 10:20AM V V V V V V V V V V V V V V V V V V V
Reg. Rm MANDC 10	
	Contact Hours
Instructors For Meetin	g Pattern <u>Customize   Find</u>   View All   🖾   🛗 First 🖾 1 of 1 💟 Last
Assignment Work	load
ш	Name <u>Instructor</u> Print Access Contact
1006179 Q Air	neida,Katia M Prim In: 🔻 🖳 Approve 💌 主 🖃

Step	Action
12.	Before making changes, please make sure that the right class section is displayed by looking for the number in the <b>Class Section</b> field.
13.	In the Meeting Pattern group box, click the <b>Add a new row</b> button.

Meeting Pattern								Find View		irst ₹ 2	of 2 🚺 Las
Facility ID TBA Req. Rm	Capacity Q 999	Pat Q	Mtg Start	Mtg End	M T	W T		01/17/20	Start/En	d Date 04/30/20	+ -
							Contact		_		
Instructors For Mee	eting Patter	n			<u>Cu</u>	is tomiz e	Find Viev	N AIL 🖾 L 🛗	First	🗳 1 of 1	1 본 Last
Assignment V	Vorkload										
Ш		<u>Nam e</u>		<u>*Instru</u> <u>Rol</u>		<u>Prin</u>	<u>t</u>	Access	Con	<u>tact</u>	
1006179 🔍	Almeida,K	atia M		Prim li	n: 🔻	<b>V</b>		Approve 🔻			+ -



Step	Action
14.	A new Meeting Pattern row appears.
	Click the <b>Facility ID</b> button to select a room for this meeting that belongs to your department.
	To request the use of a room that belongs to the University Registrar, enter " <b>TBS</b> <b>TBS</b> " into the Facility ID field and select a room in the <b>Req. Rm</b> field, instead.
15.	The Look Up Facility ID screen appears. All classrooms assigned to your academic organization appear. Select the appropriate classroom from the search results.
16.	Click the <b>Look up Pat</b> (Pattern) button.
17.	Select the appropriate code for the day of the week that the exam will take place.
18.	Enter the start time for the exam into the <b>Mtg Start</b> field.
19.	Press <b>[Tab]</b> on your keyboard.
20.	A standard meeting-end time will appear in the <b>Mtg End</b> field. Edit this field as necessary.
21.	Click the <b>OK</b> button.
22.	Enter the date that the exam is occurring into the <b>Start Date</b> field.
23.	Enter the same date into the <b>End Date</b> field.

Session: Class Section:	1 100 Co	omponent:	Regular / Lecture	Acader	nic S	essior	ı		ss Nb I Exa		3804 Yes
eeting Pattern								Find	<u>    Vie</u>	<u>w All</u>	First 💶 2 of 2 🕨 Last
Facility ID MILL 320	Capacity Pat	Mtg Start 11:00AM	Mtg End 12:00PM	M	T	w	T V	F	S	s	*Start/End Date 03/10/2009 3 03102009
Reg. Rm	Q		Exam or M	ta Des	SC:						

Step	Action
24.	Enter purpose of the non-standard meeting time into the Exam or Mtg Desc (Meeting Description) field.
25.	Click the Save button.



Step	Action
26.	This completes the process of creating an exam outside of a class's regular meeting pattern.
	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.

# Require that Students Get Instructor/Department Permission to Enroll

This topic demonstrates how to indicate if students must get permission from the class instructor or department in order to register for it. If permission is required to enroll in the class, then the Permission Requests screen of the Faculty Center will be used to grant or deny the permission requests from students.

After Print =

#### Procedure

Use the directions in this topic to require that students get permission from the instructor of record (or department) in order to register for the class.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTE	RN RESERVE							
	E01. 1020	le of Classes > Maintain Schedule of Classes						
ravoilles Main Pienu	Cumculum Management / Schedu	Traincain Schedule of Classes						
Maintain Schedule of Classes								
Enter any information y	ou have and click Search. Leave fields bla	nk for a list of all values.						
(								
Find an Existing Val	he							
Maximum number of re	ows to return (up to 300): 300							
Academic Institution:	= 🔻	Q						
Term:	= 🔻	Q						
Subject Area:	=	Q						
Catalog Nbr:	begins with 🔻							
Academic Career:	= 👻	<b>•</b>						
Campus:	begins with 🔻	٩						
Description:	begins with 🔻							
Course ID:	begins with 🔻	Q						
Course Offering Nbr:	= •	Q						
Case Sensitive								
Search Clear	Basic Search  层 Save Search Criteria							

Action Step 5. The Maintain Schedule of Classes search screen appears. Click the Look up Academic Institution button. Q Click the **CASE1** list item. 6. CASE1 7. Click the Look up Term button. Q The Look Up Term window appears. 8. Select the appropriate term from the list. 9. Click the Search button. Search

View All							First	📢 1-37 of 37 📦 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2118	ANAT	375	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	<u>1</u>
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	2118	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2118	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118			Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2119		205	Undergrad	MAIN	Comparative Primate Rehavior	000109	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
11.	The Basic Data tab appears.
	Click the Enrollment Cntrl tab.

CASE WESTERN	RESERVE
Favorites Main Menu >	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Basic Data Meetings	Enrollment Cntri Reserve Cap Notes Exam
Course ID:	000101 Course Offering Nbr: 1
Academic Institution:	Case Western Reserve Univ
Term:	Spring 2012 Undergrad
Subject Area:	ANTH Anthropology
Catalog Nbr:	102 Being Humn Intr Soc/Cul Anth
Enrollment Control	<u>Find   View All</u> First 🚺 1 of 2 🖸 Last
Session:	1 Regular Academic Session Class Nbr: 1004
Class Section:	100 Component: Lecture Event ID: 000049163
Associated Class:	100 Units: 3.00
*Class Status:	Active Cancel Class
01 T	
Class Type:	Enrollment Status: Open
*Add Consent:	No Consent Requested Room Capacity: 46 Total
*Drop Consent:	No Consent   Enrollment Capacity: 46 0
1st Auto Enroll Section:	
2nd Auto Enroll Section	I: Minimum Enrollment Nbr:
	Cancel if Student Enrolled
	_

Step	Action
12.	Before making changes, please make sure that you are viewing the correct class section by looking at the <b>Class Section</b> field.
	If necessary, use the arrow buttons in the Enrollment Control header to locate the correct section.
13.	The <b>Add Consent</b> field indicates if permission is needed from an instructor or department in order for a student to enroll in the class.
	The value in the Add Consent field defaults from the previous like-semester's indication.
	To change the value, click the <b>Add Consent</b> dropdown list. No Consent 💌



Step	Action
14.	Select the appropriate value from the dropdown list.
	No Consent - Students do not need permission to add the class. Inst Cnsnt Instructor Consent - The instructor must give permission to every student that requests to add the class. Dept Cnsnt Department Consent - The academic organization that facilitates the course must give permission to every student that requests to add the class.
15.	Click the <b>Save</b> button.
16.	This completes the process of requiring that a student obtain instructor or department permission to register for a class. <b>End of Procedure.</b>

# Change the Enrollment Capacity of a Class

This topic demonstrates how to change the enrollment capacity of a class section.

The Enrollment Capacity field resides on the Enrollment Control tab. The field is used to limit the number of students who can enroll in a class section as well as for assigning classrooms. Once the enrollment capacity is reached, the class section automatically closes to enrollment. If no enrollment limit is desired, this number should be set to a realistic expectation for the enrollment of the course so that an appropriately sized room can be assigned.

After Print =

#### Procedure

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link.           Maintain Schedule of Classes



CASE WESTERN RESERVE           UNIVERSITY_EST #366           Favorites         Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes							
Maintain Schedule of Classes							
Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value Maximum number of rows to return (up to 300): 300							
Academic Institution:	= 🔻						
Term:	= •						
Subject Area:	= •	Q					
Catalog Nbr:	begins with 🔻						
Academic Career:	= •	<b>•</b>					
Campus:	begins with 🔻	Q					
Description:	begins with 🔻						
Course ID:	begins with 🔻	Q					
Course Offering Nbr:	=	Q					
Case Sensitive							
	-						
Search Clear	Basic Search 📳 Save Search Criteri	<u>a</u>					

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All								🚺 1-37 of 37 🝺 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	<u>1</u>
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	<u>103</u>	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	<u>107</u>	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	<u>2118</u>	<u>ANTH</u>	<u>295</u>	Undergrad	MAIN	Comparative Primate Behavior	<u>000109</u>	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
11.	The Basic Data tab appears. Click the <b>Enrollment Cntrl</b> link.
	Enrollment Cntrl

Case Western	RESERVE EST 1826			
Favorites Main Menu >	Curriculum Manageme	nt > Schedule of Classes > Main	tain Schedule of Classes	
•	<b>*</b>	*		
Basic Data Meetings	Enrollment Cntrl	Reserve Cap Notes Exan	n	
Course ID:	000101	Course Offering Nbr:	: 1	
Academic Institution:	Case Western Reserv	e Univ		
Term:	Spring 2012	Undergrad		
Subject Area:	ANTH	Anthropology		
Catalog Nbr:	102	Being Humn Intr Soci	/Cul Anth	
Enroliment Control			Find View All	First 🖾 1 of 2 🕨 Last
Session:	1	Regular Academic Session	Class Nbr: 1004	
Class Section:	100 Componen	t: Lecture	Event ID: 000049163	
Associated Class:	100 Units:	3.00		
*Class Status:	Active	<b>~</b>	Cancel Class	
Class Type:	Enrollment	Enrollment Status:	0.000	
class type.			Open	
*Add Consent:	Inst Crisht	<ul> <li>Requested Room Capacity</li> </ul>	y: <sup>46</sup> Total	
*Drop Consent:	No Conse	nt 💌 Enrollment Capacity:	46 0	
1st Auto Enroll Section:				
2nd Auto Enroll Section		Minimum Enrollment Nbr:		
	I	Cancel if Student Enrolled		

Step	Action
12.	Before making changes, please make sure that you are viewing the right class section by looking at the contents of the Class Sections group box header and the <b>Class Section</b> field.
13.	Enter the desired number into the Enrollment Capacity field.
14.	If the Enrollment Capacity entered is greater than the number of seats in the room entered in the Facility ID field, you will receive a warning. This is not an error; however, it is probably a good idea to either change the requested room or the enrollment limit. Click the OK button.
15.	Click the <b>Save</b> button.
16.	This completes the process of changing the enrollment capacity of a class section. End of Procedure.



# Create a Note to Attach to a Class

This topic demonstrates how to create a class note that will display on the Class Details screen when students look at the schedule of classes.

Class Notes are used to convey information to students that is not conveyed through the course description. For example, an instructor may want to include a note that an assignment is due on the first day of class, or that the class meets off-campus after its first meeting.

After Print =

#### Procedure

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTE	RN RESERVE
Favorites Main Menu	> Curriculum Management $>$ Schedule of Classes $>$ Maintain Schedule of Classes
Maintain Schedul	e of Classes
Enter any information y	you have and click Search. Leave fields blank for a list of all values.
Find an Existing Valu	
	ows to return (up to 300): 300
Academic Institution:	
Term:	= <b>•</b> Q
Subject Area:	= <b>v</b>
Catalog Nbr:	begins with 🔻
Academic Career:	= •
Campus:	begins with 🔻
Description:	begins with 🔻
Course ID:	begins with ▼
Course Offering Nbr:	= • Q
Case Sensitive	
Search Clear	Basic Search 📕 Save Search Criteria



Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the Look up Term button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

/iew All First 🔣 1-37 of 37 D L								📢 1-37 of 37 🝺 Las
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	<u>Course ID</u>	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	2118	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class.
11.	The Basic Data tab appears.
	Click the Notes tab.



CASE WESTERN	RESERVE				,
Favorites Main Menu >	Curriculum Management	> Schedule of Classes > Maint	tain Schedule of	Classes	
· · · ·	· ·	▼			
Basic Data Meetings	s <u>E</u> nrollment Cntrl <u>F</u>	<u>R</u> eserve Cap Notes E <u>x</u> am			
Course ID:	000101	Course Offering Nbr:	1		
Academic Institution:	Case Western Reserve U				
Term: Subject Area:	Spring 2012 ANTH	Undergrad			
Catalog Nbr:	102	Anthropology Being Humn Intr Soc/	Cul Anth		
Class Sections	102	Being Huminina Soci			First 🚺 1 of 2 🕨 Last
Class Sections			<u>Fin</u>	<u>d View All</u>	First M 1 of 2 M Last
Session:	1	Regular Academic Session	Class Nbr: 100	)4	
Class Section:	100 Component:	Lecture	Event ID: 000	049163	
Associated Class:	100 Units:	3.00			
Class Notes			Find	View All	First 🚺 1 of 1 🚺 Last
			<u></u>		+ -
*Sequence Number:	1				
*Print Location:	After 🔻	Even if Class Not in S	chedule		
Note Nbr:	Q				
	Copy Note				
Free Format Text:				-	
riee ronnat text.	Clear Note				
	Clear Note				
					,
	earch 1 Previous in List	HE Next in List			
Boave An Return to S	earch renevious in List	INOTITY IN THE REAL INCLUSION			

Step	Action
12.	Before making changes, please make sure that you are viewing the correct class section by looking at the <b>Class Section</b> field.
	If necessary, use the arrow buttons in the box header to locate the correct section.
13.	The Free Format Text field can be used to type a note about that class that will appear in the searchable schedule of classes that is used by students, instructors, and staff.
14.	Notes can also be created and permanently stored on the Class Notes table by the University Registrar. To select a note from the Class Notes table, click the Look up Note Nbr button.
	<b>Important:</b> It's not a good idea to use another department's note, because a note can change at any time at the request of the academic organization that owns it.
15.	Select the appropriate note from the search results.



think beyond the possible	
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Class Notes		<u>Find</u>	View All	First 🚺 1 of 1	🗾 Last
*Sequence Number: *Print Location:	1 After ▼	Even if Class Not in Schedule			+ -
Note Nbr:	0004 Q Copy Note	r ennission to register may be obtained iron the OOE	▲ =) ▼		
Free Format Text:	Clear Note				

Step	Action
16.	The note appears in the Note Nbr text box.

To remove a note from a class, click the **Delete Row** button, which looks like a minus sign.

Step	Action
17.	The note cannot be changed in the Note Nbr text box. To change the note, click the <b>Copy Note</b> button.

Π	Class Notes		<u>Find</u>   ∀iew ⊿	All First 🖾 1 of 1 🔛 Last
	*Sequence Number:	1		<b>+ -</b>
	*Print Location:	After	Even if Class Not in Schedule	
	Note Nbr:	Q		
		Copy Note		
	Free Format Text:		Permission to register may be obtained from the CSE	
		Clear Note	Dean's Office, itnpermit@case.edu, or (216) 368- 8859. This course section only for students in the ITN	

Step	Action
18.	The note copies to the Free Format Text field where it can be edited as necessary.
	<b>Please note:</b> To permanently change the format of a permanent note, please contact the Registrar's office at courses@case.edu.
19.	Click the Save button.



		agement > Sch	edule of Classes	> Class	Search
lass Details					
Status	🔵 Open		Career Under	graduat	e
Class Number	1004		Dates 1/17/	2012 - 4	4/30/2012
Session	Regular Academ	ic Session	Grading Regul	ar Grade	25
Units	3 units		Location Main		
Class Component	s Lecture R	equired	Campus Case	Westerr	NReserve Univ
leeting Informatio	n				
)ays & Times	Room	Instructor	Meeting Dates		Topic
uTh 9:05AM - 0:20AM	To Be Scheduled	Katia Almeida	01/17/2012 - 04/30/2012	т	ва
h 12:00PM - :00PM	Mather Memorial 244	Staff	03/15/2012 - 03/15/2012	м	idterm Exam
nrollment Informa	ation				
Add Consent	Instructo	r Consent Require	d		
Class Attributes	Available	for Senior Citizen	and Alumni Audit		
ilass Availability					
Class Capacity	17	Wait Lis	t Capacity	0	
Enrollment Total	0	Wait Lis	t Total	0	
Available Seats	17				
lotes					
Class Notes	Office, itnpermit@ section only for st	ster may be obtain case.edu, or (216) udents in the ITN lasses start in ord	368-8859. This c program. Must be	ourse	red
escription					

Step	Action
20.	The note will appear in the searchable schedule of classes on the Class Details screen.
21.	This completes the process of creating a class note. End of Procedure.



# Cancel a Class after it's been Published

This topic demonstrates how to cancel a class section.

As discussed in the topic called **Remove a Class Section from the Schedule**, there are two ways that a class can be removed from the schedule. The first, deleting the class section, can only be used if Print has not been turned on and no students are registered for the class. The second, canceling a class, is to be used when Print is turned on and/or students are registered for the section.

After Print = 🗸

#### Procedure

Use the directions in this topic to cancel a class section.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link.



CASE WESTERN RESERVE							
Favorites Main Menu	I > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes						
Maintain Schedul	e of Classes						
Estas and information of	un beine and dieb Onerschill and Galde black fan e lieb af elling been						
Enter any information y	you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Val	ue						
Maximum number of re	ows to return (up to 300): 300						
Academic Institution:	. = ▼ Q						
Term:	= <b>•</b> Q						
Subject Area:	= •						
Catalog Nbr:	begins with 💌						
Academic Career:	= •						
Campus:	begins with 🔻 🔍						
Description:	begins with 🔻						
Course ID:	begins with 🔻 🔍						
Course Offering Nbr:	= • Q						
Case Sensitive							
Search Clear	Basic Search 📕 Save Search Criteria						

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the Look up Academic Institution button.
6.	Click the CASE1 list item.
7.	Click the Look up Term button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the <b>Search</b> button.

View All First 🚮							1-37 of 37 🝺 Last	
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	375	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	475	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	<u>ANTH</u>	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	<u>ANTH</u>	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	<u>2118</u>	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class.

Case Western Res UNIVERSITY	SERVE			
	EST: 1826 rriculum Management	> Schedule_of Classes > Mai	ntain Schedule of Clas	ses
Basic Data Meetings	Enrollment Cntrl	eserve Cap <u>N</u> otes E <u>x</u> a	m	N
	0101 se Western Reserve U	Course Offering Nbr	: 1	
	ring 2012 TH	Undergrad Anthropology Being Humn Intr So	Cul Anth	Auto Create Component
Class Sections	-	being Hamma out	<u>Find</u>   ⊻	iew:All First Kont 1 of 2 D Last
*Session: *Class Section: *Component: *Class Type:	1 Q Regular A 100 LEC Q Lecture Enrollment V	cademic Session Class Nt *Start/En Event ID:	d Date: 01/17/2012	+ -
*Associated Class: *Campus:	100 Q Units:	3.00 Case		
*Location: Course Administrator: *Academic Organization:	SA-MAIN Q ANTH Q	Main Campus Anthropology	Schedule	Print Specific Permissions
Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section:	CAS CASEHS P	College of Arts & Sciences Case Holiday Schedule	Generate Sync Atte	Date Calc Required Class Mtg Attendance endance with Class Mtg ace Required

Step	Action
11.	The Basic Data tab appears.
	Find the section that needs to be cancelled by clicking the <b>Show next row</b> button on the Class Sections group box header until it appears.
12.	Confirm the class section selected by viewing the number the Class Section field.
13.	Locate the <b>Schedule Print</b> checkbox. If the box is checked, then the section must be cancelled in order to be removed from the schedule because it has been made public to students. If there is no checkmark, then the section can be deleted. See the topic called <i>Remove a Single Class Section</i> for directions.
14.	Click the Enrollment Cntrl tab.



CASE WESTERN RESEL	RVE
Favorites Main Menu > Curricu	ulum Management > Schedule of Classes > Maintain Schedule of Classes
	<u></u>
Basic Data Meetings En	rollment Cntrl Reserve Cap Notes E <u>x</u> am
Course ID: 00010	
	Western Reserve Univ
Term: Spring	
Subject Area: ANTH	
Catalog Nbr: 102	Being Humn Intr Soc/Cul Anth
Enrollment Control	<u>Find   View All</u> First 🚺 1 of 2 🖸 Last
Session: 1	Regular Academic Session Class Nbr: 1004
	00 Component: Lecture Event ID: 000049163
	00 Units: 3.00
*Class Status: Ac	ctive  Cancel Class
Class Type:	Enrollment Enrollment Status: Open
*Add Consent:	Inst Cnsnt   Requested Room Capacity: 17 Total
*Drop Consent:	No Consent   Enrollment Capacity: 17 0
1st Auto Enroll Section:	
2nd Auto Enroll Section:	Minimum Enrollment Nbr:
	Cancel if Student Enrolled
Save Return to Search	†≣ Previous in List ↓ ■ Next in List ■ Notify

Step	Action
15.	The Enrollment Control tab appears.
	Locate the <b>Enrollment Capacity</b> field. The number in the Total column displays how many students are enrolled in the section.
	<b>IMPORTANT:</b> All students must be notified that the class is being cancelled. In order to do this, obtain a current copy of the class roster PRIOR to canceling the section, otherwise the enrollment record will be lost.
16.	Decision: Are students enrolled in the class section?
	<ul> <li>Yes Go to step 17 on page 78</li> <li>No Go to step 33 on page 81</li> </ul>
17.	Click the <b>Curriculum Management</b> menu. Curriculum Management
18.	Point to the <b>Class Roster</b> menu.
19.	Click the Class Roster link. Class Roster



CASE WESTERN RESERVE         UNIVERSITY       FST 1836         Favorites       Main Menu > Curriculum Management > Class Roster > Class Roster						
Class Roster						
Enter any information y Find an Existing Valu	Enter any information you have and click Search. Leave fields blank for a list of all values.					
Maximum number of ro	ows to return (up	to 300): 300				
Academic Institution:	begins with 💌	CASE1	Q			
Term:	begins with $\bullet$	2121	0			
Subject Area:	begins with $\bullet$	ANTH	Q			
Catalog Nbr:	begins with $\bullet$	102	]			
Class Nbr:	= 🔻		]			
Class Section:	begins with $\bullet$		]			
Session:	= 🔻		▼			
Course ID:	begins with $\bullet$		]			
Course Offering Nbr:	= 🔻		]			
Search Clear	Basic Search	Save Search Criteria	I			

Step	Action
20.	The Class Roster search screen appears.
	Enter the Academic Institution as CASE1.
	Click the <b>Look up Term</b> button.
21.	Select the appropriate term from the list.
22.	Enter the subject of the course into the <b>Subject Area</b> field.
23.	Enter the course's catalog number into the Catalog Nbr field.
24.	Click the Search button.

View All Frst 🛃 1-2 of 2 🚺 Last									
Academ ic Institution	Term	Subject Area	<u>Cataloq Nbr</u>	<u>Class Nbr</u>	Class Section	Session	<u>Course ID</u>	Course Offering Nbr	Description
ASE1	2121	<u>ANTH</u>	102	1004	100	Regular	000101	1	Being Humn Intr Soc/Cul An
CASE1	2121	ANTH	102	1005	101	Regular	000101	1	Being Humn Intr Soc/Cul An

Step	Action
25.	If search results appear, select the appropriate section from the list.



Favorites Main Menu >	RESERVE EST 1826 Curriculum Manageme	nt > Class Roste	r > Class Roster	Home
Class Roster	Poing Hump latr Soc	(Cul Anth		
	Being Humn Intr Soc	Cui Anth		Class Detail
Lecture (1004)				
Spring 2012   Regular Acad	demic Session   Case We	estern Reserve Univ	Undergraduate	
<ul> <li>Meeting Information</li> </ul>				
Days & Times	Room	Instructor	Meeting Dates	Topic
TuTh 9:05AM - 10:20AM	To Be Scheduled	Katia Almeida	01/17/2012 - 04/30/2012	TBA
Th 12:00PM - 3:00PM	Mather Memorial 244	Staff	03/15/2012 - 03/15/2012	Midterm Exam

Step	Action
26.	The <b>Class Roster</b> screen appears. Using your internet browser's print capabilities, print the class roster for later use. It is the department's responsibility to notify the students in the class of its cancellation.
27.	Return to the class section on the Maintain Schedule of Classes screen. Click the Curriculum Management menu.
28.	Point to the Schedule of Classes menu.
29.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

CASE WESTERN RESERVE					
UNIVERSI	UNIVERSITY EST 1826				
Favorites Main Menu	> Curriculum !	Management > Schedu	ule of Classes > Maintain Schedule of Classes		
Maintain Schedul	e of Classes				
Enter any information y	ou have and clic	k Search. Leave fields bla	ank for a list of all values.		
(					
Find an Existing Value	ue				
Maximum number of ro	ows to return (up	to 300): 300			
Academic Institution:	= 🔻	CASE1	Q		
Term:	= 🔻	2121	Q		
Subject Area:	= 🕶	anth	Q		
Catalog Nbr:	begins with 🔻	102			
Academic Career:	= •				
Campus:	begins with 🔻		Q		
Description:	begins with 💌				
Course ID:	begins with 💌				
Course Offering Nbr:	= •				
Case Sensitive					
Search Clear	Basic Search	🗐 Save Search Criteria	<u>a</u>		

Step	Action
30.	The Maintain Schedule of Classes search screen appears. Enter the search fields as necessary.



Step	Action
31.	Click the Search button.
32.	The Basic Data tab appears. Click the <b>Enrollment Cntrl</b> tab.

Session:	1		Re	gular Academic Session	Class Nbr:	1004	
Class Section:	100	Component:	Leo	ture	Event ID:	000049163	
Associated Class:	100	Units:	3.0	0			
Class Status:	Active			•	Cancel	Class	
Class Type:		Enrollment		Enrollment Status:	0	pen	
Add Consent:		Inst Cnsnt	•	Requested Room Capaci	ity:	17 Total	
Drop Consent:		No Consent	•	Enrollment Capacity:		17 0	
1st Auto Enroll Section:							
2nd Auto Enroll Section:				Minimum Enrollment Nbr	r: [		

Step	Action
33.	Click the Cancel if Student Enrolled option to drop all students from the class.
34.	Click the Class Status list.
35.	Click the Cancelled Section item. Cancelled Section
36.	Click the Cancel Class button. Cancel Class
37.	The class is now cancelled and any enrolled students have been dropped.
38.	Click the Save button.
39.	This completes the process of canceling a class section. Please remember to contact all students who were previously enrolled in the class to notify them of its cancellation. End of Procedure.



# Labeling Study Abroad Classes

This topic demonstrates how to label a class that can be taken during a study abroad experience.

When students engage in international study, they receive credit at Case Western Reserve University. To label the classes that are offered to study abroad students, a Course Attribute value is added to the class's Schedule of Classes record.

Use the directions in this topic to label a class taken by students engaging in international study. It requires the user to enter the SIS and work with a the Schedule of Classes module, where a Class Attribute will be used to label the class as one taken during international study.

After Print = 🚿

#### Procedure

Step	Action
1.	From the main menu, click the Curriculum Management link. Curriculum Management
2.	Click the Schedule of Classes link. ▶ Schedule of Classes
3.	Click the Maintain Schedule of Classes link.
4.	The <b>Maintain Schedule of Classes</b> search screen appears. Enter the appropriate term into the <b>Term</b> field.
5.	Click the Search button.
6.	Select the appropriate course from the search result list.



Class Sections					Find   View All	First 🛃 1 of 1	🕑 Last
*Session: *Class Section:	1	Regular /	Academic Session	Class Nbr: *Start/End Date:	1715 01/10/2011 🕫 04	/25/2011 🔢	+ -
*Component:	LEC 🔍	Lecture		Event ID:	000045786		
*Class Type:	Enrollme	nt 🔻					
*Associated Class:	100						
*Campus:	MAIN		Case				
*Location:	SA-MAIN		Main Campus		Schedule Print		
Course Administrator:	MATH				Student Specific	: Permissions	
*Academic Organization:	MAIN	Q	Mathematics				
Academic Group:	CAS		College of Arts & S	ciences	Dynamic Date C	alc Required	
*Holiday Schedule:	CASEHS		Case Holiday Sch	edule	Generate Class	-	
*Instruction Mode:	Р				Sync Attendance		tg
Primary Instr Section:	100				GL Interface Red	quirea	

Step	Action
7.	The <b>Basic Data</b> tab appears. If the class is offered more than once in a term, please confirm that the appropriate section is visible before continuing. If necessary, use the arrows in the blue header to locate the study abroad class section.
	*Class Section: 100
8.	The <b>Class Attributes</b> group box may already contain a class attribute (e.g. Schedule Search/Senior Audit Course). Do not remove any existing class attributes.

Class Attributes	Customize   Find   View All   🗮 F	ïrst 🛃 1 of 1 🕨 Lasi
<u>*Course</u> Attribute	<u>*Course Attribute</u> Value	
SRCH C Schedule Search	CASSA Q. Senior Audit Course	+ -

Step	Action
9.	Click the Add a new row button in the Class Attributes group box.
	If no class attributes exist, skip to the next step.
10.	Click the <b>Look up Course Attribute</b> button.





Step	Action
11.	Select Schedule Search. Schedule Search
12.	Click the <b>Look up Course Attribute Value</b> button.

CASE WEST	TERN RESERVE
Look Up Cour	se Attribute Value
Course Attribute:	SRCH
Description: begi	ns with 🔻
Look Up Clear	Cancel Basic Lookup
View All	First 🗃 1-5 of 5 🕞 Last
Course Attribute Value	Description
CASSA	Senior Audit Course
ITN	ITN
NOPERMIT	No permit for closed class
SPOTLIGHT	Semester Spotlight
STUDYABRD	Study Abroad

Step	Action
13.	Select Study Abroad. Study Abroad

Class Attributes	<u>Customize</u>   <u>Find</u>   View All   🚟	First 🗹 1-2 of 2 🕨 La
<u>*Course</u> <u>Attribute</u>	<u>*Course Attribute</u> <u>Value</u>	
SRCH Q Schedule Search	CASSA Q Senior Audit Course	+
SRCH Q Schedule Search	STUDYABRD Q Study Abroad	+



Step	Action
14.	Click the Save button.
15.	This completes the process of adding the Study Abroad class attribute to a class. SIS_SR_StudyAbrd_Class.docx End of Procedure.

# Advanced Scheduling

The topics in this section are used less often the topics in the previous section. They include concepts and tasks that require more concentration than in other topics.

If you have difficulty performing the tasks demonstrated in these topics, please contact courses@case.edu for assistance.

## **Combine Sections of Cross-Listed Courses**

This topic demonstrates how to combine sections of courses that are cross-listed in the course catalog. A cross-listed course is comprised of two or more courses that have the same title and description, but are offered at two levels (e.g., 300 and 400) or are listed in two or more subjects (e.g., ANTH and BIOL). Because cross-listed courses are essentially the same, their class sections can be combined and taught in a single class meeting.

All users of the Schedule of Classes can determine if their department offers cross-listed courses. Go to the Schedule New Course screen and search for all courses in the current term. The list of courses that is returned contains all courses that can be offered by your academic organization. Click on the **Description** column header to alphabetize the course titles in ascending order. Review the courses to determine if any have the same title. Courses that have the same title but are listed under two course numbers (such as BIOL 358 and BIOL 458, both titled Animal Behavior) are cross-listed across careers (e.g., Undergraduate and Graduate). Also, courses that have the same title but have different subject codes, such as PHIL 271 and BETH 271, are cross-listed across academic organizations. When courses such as these appear in your search results, it means that your academic organization is in charge of scheduling and combining the cross-listed sections. If a course that your academic organization has been put in charge of scheduling it. Contact courses@case.edu for further information.

Class sections can be combined permanently or for a single class occurrence. Only permanently combined sections will remain combined when the schedule is copied to a future term. 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 or update each course offering of the combined courses with like section numbers (i.e. two 100 sections, two 101 sections). See *Add a Course Offering to the Schedule orAdd a Section to a Course Offering* for directions on creating class sections.
- 2. Define a Combined Sections ID on the **Combined Sections Table screen**.
- 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.

Please note: Combined sections are set up on specific *sessions* of terms. Should a cross-listed course have to be changed to a different session, the following procedure must be followed:

- 1. Go to the Identify Combined Sections screen for the cross-listed course. Delete all sections from cross-listing. Save.
- 2. Go to the Combined Sections table for that session and term. Delete the row of the cross-listing from the table. Save.
- 3. Go to the Maintain Schedule of Classes search screen. Search for the classes that are being moved to a different session. Change each section of the cross-listed course
- 4. Return to the Combined Sections table search screen. Search for the session and term in which the cross-listed course should be placed.
- 5. Follow the **Combine Sections of Cross-listed Courses** guide to combine the sections in the new session.

#### Procedure

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Combined Sections menu.
4.	Click the Combined Sections Table link. Combined Sections Table



Case Weste	RN RESERVE
Favorites Main Menu	ightarrow Curriculum Management $ ightarrow$ Combined Sections $ ightarrow$ Combined Sections Table
Combined Sectio	ns Table
Enter any information y	ou have and click Search. Leave fields blank for a list of all values.
Find an Existing Val	Je
Maximum number of re	ows to return (up to 300): 300
Academic Institution:	= 🔻 CASE1 Q
Term:	= <b>-</b> Q
Session:	= •
Search Clear	Basic Search 📳 Save Search Criteria

Step	Action
5.	The Combined Section Table search screen appears.
	Enter the Academic Institution as CASE1.
	Click the <b>Look up Term</b> button.
6.	Select the appropriate term from the list.
7.	Click the Session dropdown list.
8.	Select the <b>Session</b> during which the combined section will take place.
9.	Click the <b>Search</b> button.



avorites Main	ESTERN RESERV. RSITY_EST, 182 Menu > Curriculur d Sections T	n Management > Con	$bined_Sections  ightarrow Comb$	ined Sections Table	
Academic In	stitution:	Case Western Reserv	ve Univ		
Term:		Spring 2012			
Session:		Regular Academic Se	ssion		
*Combined Sections ID	*Description		*Short Description		
þ577	BIOC 334/434		BIOC334/43	View Combined Sections	+ -
0576	CLSC/HSTY320		CL/HS320	View Combined Sections	+ -
0575	CLSC/WLIT 224		CL/WL224	View Combined Sections	+ -
0574	clsc/WGST312		CL/WG312	View Combined Sections	+ -
0573	CLSC/ARTH221		CLSC/ARTH2	View Combined Sections	+ -
0572	ASTR 306/406		ASTR306/40	View Combined Sections	+ -
0571	MPHP 306 - 100		MPHP 306 -	View Combined Sections	+ -
0570	PHYS 336/436		PHYS3/436	View Combined Sections	+ -
0569	LATN 308/380		LATN 308/3	View Combined Sections	+ -
0568	ENGL 386/486 10	1	ENGL 386/4	View Combined Sections	+ -
0567	ARTS 303/403 10	1	ARTS 303/4	View Combined Sections	+ -

Step	Action
10.	The Combined Sections Table screen appears. This is where the <b>Combined</b> Sections ID is created and named.
11.	Click the Add a new row button to create a new combined section ID.

0578		+ -

Step	Action
12.	Enter the <b>Subject Area</b> code representing the organization that "owns" the combined section, followed by the <b>Catalog Number</b> and <b>Section Number</b> to be combined into the <b>Description</b> field.
13.	Press [Enter] to copy the first ten characters of the Description field to the Short Description field.
14.	Click the Save button.
15.	Click the View Combined Sections link that appeared when you click Save. View Combined Sections



							New	Window
dentify Combined Academic Institution: Term: Session: Combined Sections ID: *Combination Type:	CASE1 2121 1 0578 Cross Su	Case Western R Spring 2012 Regular Academ anth 350450		Skip Mt Warning informati	ent Combin g Pattern & Mg Pattern & on will not be e combined se	InstrEdit Instr shared		
Room Capacity								
Requested Room Capacity		Enrollment Wait List C			al D D			
					D	AII [2]	First 🛃 1	of 1 🖸 L
Combined Sections Combined	ass Description		 Enrl Cap		D	AII 🕢 👬 <u>Wait Tot</u> 0	First 🖬 1	of 1 D

Step	Action
16.	The Identify Combined Sections screen appears.
	Here, select the class sections that are being combined.
17.	Click the <b>Combination Type</b> list.
18.	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
19.	By default, the <b>Permanent Combination</b> checkbox is marked. If this is not to be a permanent combination of sections, remove the checkmark from the box.
20.	Enter the <b>Enrollment Capacity</b> field as the total number of students that can enroll in the combined class.

If the **Enrollment Capacities** of all combined courses are the same, and all 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 enrollment capacity is full.



Step	Action
21.	Enter the room size that is needed for the combined section into the <b>Requested</b> <b>Room Capacity</b> field.
22.	Click the Look up Class Nbr button.

Look Up								×
Academic Institution:		CA	ASE1					*
Term:		21	21				- 1	E
Session:		Re	egular Acade	emic Sessio	n			
Class Nbr:		•						
Academic Group:	begins with	1 🔻			Q			
Subject Area:	begins with	ו ד			Q			
Catalog Nbr:	begins with	ı •						
Class Section:	begins with	1 🕶						
	-							
Look Up Clear	Cancel	Basi	c Lookup					
Search Results								
Only the first 300 result						search	n key	
information and search	n again to re	duce th	e number o					
View 100				Fir		00 of 3	_	
<u>Class Academic Subj</u> e				<u>Enrollment</u>	<u>Wait</u> List		<u>Reque</u> Room	
<u>Nbr</u> <u>Group</u> <u>Area</u>	Nbr	Section	Capacity	Total	Capacity			
1002 CAS HSTY	<u>202</u> 1		<u>999</u>	<u>0</u>	<u>0</u>	0	<u>999</u>	Ŧ

Step	Action
23.	The Look Up Class Number screen appears. Search for one of the classes that is being combined.
	Enter the subject area of a class to be combined in the <b>Subject Area</b> field.
24.	Click the Look Up button.
25.	All classes and sections scheduled within the chosen term will appear in the search results. Select the class section that is being combined.
26.	The <b>Subject</b> , <b>Catalog Nbr</b> , <b>Section</b> number, and enrollment and room capacity fields default into the row.
27.	Click the <b>Add a new row</b> button.
28.	A new Class Nbr row appears. Click the <b>Look Up Class Nbr</b> button.
29.	Enter the subject area of the next section to be combined in the <b>Subject Area</b> field.



Action
Click the Look Up button.
Select the next class section that is to be combined from the search results.
Repeat the process of adding class sections to the combined section if applicable.
Click the Save button.
This completes the process of creating combined sections. The combined sections will now appear on each other's class details in the searchable schedule of classes. When the Schedule of Classes is loaded into the Astra room scheduling program, the combined sections will be recognized and scheduled in the same classroom at the same time. Be sure to run the Cross Listed Report to check for errors in your academic organization's combined sections. End of Procedure.

### Schedule a Class with Multiple Components

This topic demonstrates how to schedule a class with multiple components. A "component" is a class format, such as a lecture, laboratory, or recitation. A course can be made of more than one component, and it can be required or optional. This is all determined by the course's catalog entry. For example, BIOL 223 requires both a lecture and laboratory component. When a student registers for one component, they are made to register for the other component, as well.

To schedule a course with more than one component, each component is scheduled as a section of the class. 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** field contains a number that associates the sections of a course into a single enrollment option. The Associated Class number can be one of three values:

1. The Class Section number. This is the default value, and means that the section is only associated "with itself."



- 2. The same Class Section number as the primary enrollment section of the course offering (it can be either Lecture or Laboratory).
- 3. "9999," which indicates that a section is associated with ANY OTHER section that is scheduled for the course offering.

When a class section is associated with another section other than itself, it cues the SIS to make sure that students enroll for every component section that is required for completion of the course.

#### Example 1

In this example, students enroll in the lecture section, and then are prompted to select one of two laboratory options.

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 this example, each lecture section is associated with two lab sections. Students select one lecture section, and then are prompted to select one of two lab sections. Students who select lecture section 100 are only given the option of selecting laboratory section 110 or 111. Students who select lecture section 200 are only given the option of selecting laboratory section 210 or 211.

Component	Section	Class Type	Associated Class 100 (itself)		
LEC	100	Enroll			
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 this example, students select either lecture section 100 or 101, and then are prompted to select one of the four laboratory sections.

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 directions in this topic to schedule all component sections of a multi-component course.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link.

CASE WESTERN RESERVE						
Favorites Main Menu	> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes					
Maintain Schedul	e of Classes					
Enter any information y	ou have and click Search. Leave fields blank for a list of all values.					
Find an Existing Valu	le					
Maximum number of ro	ows to return (up to 300): 300					
Academic Institution:	= •					
Term:	= • Q					
Subject Area:	= <b>v</b>					
-						
Catalog Nbr:	begins with 🔻					
Academic Career:	= •					
Campus:	begins with 🔻 🔍					
Description:	begins with 🔻					
Course ID:	begins with 🔻					
Course Offering Nbr:	= <b>v</b>					
Case Sensitive						
Search Clear	Basic Search 🗧 Save Search Criteria					

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the <b>Look up Term</b> button.



Step	Action
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All							First	🚺 1-37 of 37 🝺 Last
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol: The Fossil Evidence	000150	1
CASE1	2118	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	2118	ANTH	103	Undergrad	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	<u>ANTH</u>	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	<u>2118</u>	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	ANTH	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	295	Undergrad	MAIN	Comparative Primate Behavior	000109	1

Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class.

Class Sections					Find   View All	First 🛃 1 of 2 🕨 Last
*Session:	1 Q R	egular A	cademic Session	Class Nbr:	3808	+ -
*Class Section:	100			*Start/End Date:	01/12/2009 🗎 04/	27/2009 🗒
*Component:	LEC 🔍 Le	ecture		Event ID:	000031344	
*Class Type:	Enrollment	*				
*Associated Class:	100 🔍					
*Campus:	MAIN		Case			
*Location:	SA-MAIN	Q	Main Campus		Schedule Print	
Course Administrator:					Student Specific	Permissions
*Academic Organization:	BIOL	Q	Biology		- ·	
Academic Group:	CAS		College of Arts & S	ciences	Dynamic Date Ca	alc Required
*Holiday Schedule:	CASEHS		Case Holiday Sche	edule	Generate Class	Mtg Attendance
*Instruction Mode:	P				Sync Attendance	-
Primary Instr Section:	100				GL Interface Rec	luired

Step	Action
11.	The Basic Data tab appears.
	The total number of class sections that exist on the record in its current state is displayed on the Class Sections box header. Each number is a row on the course offering, and each row is one section.          First I of 2 Last
12.	Click the <b>Show next row</b> button to move between sections one by one.



Step	Action
13.	Click the View All link to see all sections on the page at one time. View All

Class Sections		
*Session:	1 🔍 Regular	Academic S
*Class Section:	100	
*Component:	LEC 🤍 Lecture	
*Class Type:	Enrollment 🐱	
*Associated Class:	100 🔍	
*Campus:	MAIN	Case
*1	SA-MAIN	Main Can

Step	Action
14.	Confirm that the first section of the course is displayed on the screen. Look at the following fields:
	Class Section
	Component
	Class Type
	Associated Class
	The first section of a class should always be " <b>100</b> ". The <b>Lecture</b> Component is typically the <b>Enrollment</b> Class Type, although that is not always the case. The Associated Class number of the Lecture is typically " <b>100</b> " as well, indicating that the lecture is only associated with itself.
15.	Click the <b>Show next row</b> button until you see a LAB section (or another non- enrollment section).
16.	The first Laboratory section is typically Class Section "110." Its Class Type is typically <b>Non-Enroll</b> . Its Associated Class number is " <b>100</b> ," meaning that it's associated with the Enrollment section.
17.	To add another lab to this course offering and associate it with an existing lecture, click the <b>Add a new row</b> button.



Class Sections	
*Session:	1 Regular Academic Sessio
*Class Section:	
*Component:	LEC CLecture
*Class Type:	Enrollment 🛩
*Associated Class:	Q
*Campus:	MAIN Case
*Location:	SA-MAIN 🔍 Main Campus

Step	Action
18.	A blank Class Section row appears.
	The <b>Component</b> field will default to the graded component (usually Lecture) so this may need to be changed. If necessary, click the <b>Look Up Component</b> button.
19.	Select the appropriate component from the search results.
20.	Click the Class Type list.
21.	Select <b>Enrollment</b> if the class section is the one in which the student must enroll in order to be in any of the class sections. Select <b>Non-Enroll</b> if the class section is not the one for which students enroll.
22.	Enter the appropriate section number into the <b>Class Section</b> field. For example, if this is the second lab section for the class, enter " <b>111</b> ".
23.	Press <b>[Tab]</b> on your keyboard.

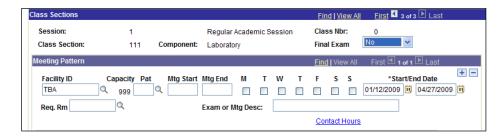
Class Sections		
*Session:	1 🔍	Regular Academic Ses
*Class Section:	111	
*Component:	LAB 🔍	Laboratory
*Class Type:	Non-Enro	oll 🐱
*Associated Class:	111 🔍	
*Campus:	MAIN	Case
*Location	SA-MAIN	Main Camp

Step	Action
24.	The contents of the Class Section field copy to the Associated Class field
	To associate this lab with the lecture, enter the lecture's class section number into the <b>Associated Class</b> field.
25.	Repeat the process of adding sections if needed. Follow Example 2 or 3 from the Introduction to create the appropriate associations.



think beyond the possible

Step	Action
26.	Click the <b>Meetings</b> tab. Meetings



Step	Action
27.	Set up the Meeting Pattern and Instructor for Meeting Pattern group boxes for each class section that is created.
28.	Click the Save button.
29.	This completes the process of scheduling a class with multiple components. <b>End of Procedure.</b>

## Schedule an Auto Enroll Class

This topic demonstrates how to schedule a multi-component class using the auto-enroll feature.

The SIS provides users the ability to automatically enroll students in a class section when students select a section that is associated with it during registration. This option can only be utilized when each Enroll section has only one Non-Enroll section per component in which students can register.

Auto-enroll sections are scheduled in the same manner as multiple-component sections. After completing the process of setting up one Non-Enroll section per component for each Enroll component section, the **1st Auto Enroll Section** field (and **2nd Auto Enroll Section** field, if necessary) are used to indicate the sections that comprise a single enrollment action. These fields are located on the Enrollment Control tab.

#### Example 1

In this example, a student selects lab section 110 or 111, and then is automatically enrolled in lecture section 100.



Component	Section	Class Type	Associated Class	1 <sup>st</sup> Auto Enroll Section
LEC	100	Non-Enroll	100	n/a
LAB	110	Enroll	100	100
LAB	111	Enroll	100	100

#### Example 2

In this example, if a student selects lecture section 100, then he/she is automatically enrolled in lab section 110. If a student selects lecture section 200, he/she is automatically enrolled in lab section 210.

Component	Section	<b>Class Type</b>	<b>Associated Class</b>	<b>1st AutoEnroll Section</b>
LEC	100	Enroll	100	110
LEC	200	Enroll	200	210
LAB	110	Non-Enroll	100	n/a
LAB	210	Non-Enroll	200	n/a

#### Example 3

In this example, a student selects lecture section 100, and then is automatically enrolled in both lab section 110 and recitation section 111.

Component	Section	Class Type	Associated class	1 <sup>st</sup> Auto Enroll Section	2 <sup>nd</sup> Auto Enroll Section
LEC	100	Enroll	100	110	111
LAB	110	Non- Enroll	100	n/a	n/a
REC	111	Non- Enroll	100	n/a	n/a

#### Procedure

Use the directions in this topic to schedule a multi-component course offering that utilizes the auto-enroll feature.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



CASE WESTE	RN RESERVE
Favorites Main Menu	> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Maintain Schedul	e of Classes
Enter any information y	ou have and click Search. Leave fields blank for a list of all values.
Find an Existing Val	le
Movimum number of re	ows to return (up to 300): 300
Academic Institution:	= <b>•</b>
Term:	= <b>•</b>
Subject Area:	= <b>•</b> Q
Catalog Nbr:	begins with 🔻
Academic Career:	
Campus:	begins with
Description:	begins with 🔻
Course ID:	begins with 🔻 🔍
Course Offering Nbr:	= <b>v</b> Q
Case Sensitive	
Search Clear	Basic Search 📕 Save Search Criteria

Step	Action
5.	The Maintain Schedule of Classes search screen appears.
	Click the <b>Look up Academic Institution</b> button.
6.	Click the <b>CASE1</b> list item.
7.	Click the <b>Look up Term</b> button.
8.	The Look Up Term window appears.
	Select the appropriate term from the list.
9.	Click the Search button.

View All					First	📢 1-37 of 37 🕟 Last		
Academ ic Institution	Term	Subject Area	Catalog Nbr	Academ ic Career	Campus	Description	<u>Course ID</u>	Course Offering Nbr
CASE1	<u>2118</u>	ANAT	<u>375</u>	Undergrad	MAIN	Human Evol:The Fossil Evidence	000150	1
CASE1	<u>2118</u>	ANAT	<u>475</u>	Graduate	MAIN	Human Evol: The Fossil Evidence	000150	2
CASE1	<u>2118</u>	<u>ANTH</u>	<u>102</u>	<u>Undergrad</u>	MAIN	Being Humn Intr Soc/Cul Anth	000101	1
CASE1	<u>2118</u>	ANTH	<u>103</u>	<u>Undergrad</u>	MAIN	Intro to Human Evolution	000102	1
CASE1	<u>2118</u>	ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105	1
CASE1	2118	ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106	1
CASE1	<u>2118</u>	<u>ANTH</u>	215	Undergrad	MAIN	Intr to Medical Anthropology	000107	1
CASE1	2118	ANTH	<u>295</u>	Undergrad	MAIN	Comparative Primate Behavior	000109	1



Step	Action
10.	All courses owned by your department and scheduled during the chosen term
	appear in the search results. Click on the appropriate class.

catalog nor.	2.14	Genes an	IC EVOLUTION		
Class Sections				Find   View All	First 🛃 1 of 3 🕨 Last
*Session:	1 Regular /	Academic Session	Class Nbr:	3808	± =
*Class Section:	100		*Start/End Date:	01/12/2009 🗒 04/	27/2009 🔢
*Component:	LEC C Lecture		Event ID:	000031344	
*Class Type:	Non-Enroll 🗸				
*Associated Class:	100 🔍				
*Campus:	MAIN	Case			
*Location:	SA-MAIN	Main Campus		Schedule Print	
Course Administrator:				Student Specific	Permissions
*Academic Organizatio	n: BIOL 🔍	Biology			
Academic Group:	CAS	College of Arts & Sc	iences	Dynamic Date Ca	alc Required
*Holiday Schedule:	CASEHS	Case Holiday Scheo	dule	Generate Class	Mtg Attendance

Step	Action
11.	The Basic Data tab appears. The total number of class sections that exist for the course in its current state is displayed on the Class Sections group box header. Each number is a row on the course offering, and each row is one section. First I of 3 Last
12.	Locate the Class Section and Component fields. The first class section of the course offering is usually the Lecture component. The first class section of any course offering is number "100."  Class Section:  Component:  LEC Lecture
13.	Locate the Class Type field. With an Auto Enroll section, the Lecture class type value doesn't have to be Enroll. If students will choose a lab and then be automatically enrolled in a lecture, then the class type of the lecture section is Non-Enroll.
14.	Classes that utilize the Auto Enroll fields still must use the Associated Class field to associate sections of the course offering.          *Associated Class:       100 Q
15.	To look at other sections, click the <b>Show next row</b> button.



Class Sections		
*Session:	1 Regular Academic Session	Class Nbr:
*Class Section:	101	*Start/End Date:
*Component:	LAB C Laboratory	Event ID:
*Class Type:	Enrollment 🐱	
*Associated Class:	100 🔍	
*Campus:	MAIN Case	
*Location:	SA-MAIN 🔍 Main Campus	

Step	Action
16.	Locate the Class Section, Component, Class Type, and Associated Class fields.
	Classes utilizing the Auto Enroll feature must be set up in the same manner as other multiple-component classes prior to activating the Auto Enroll fields. Confirm that all sections of the course offering have been set up appropriately before proceeding to the Enrollment Control tab.
17.	Click the Enrollment Cntrl tab. Enrollment Cntrl

Enrollment Control			<u>Find   View All</u>	<u>First</u>
Session:	1	Regular Academic Session	Class Nbr: 9613	
Class Section:	101 Component:	Laboratory	Event ID: 000031345	
*Class Status:	Active	*	Cancel Class	
Class Type:	Enrollment	Enrollment Status:	Open	
*Add Consent:	No Consent	Requested Room Capaci	ty: 999 Total	
*Drop Consent:	No Consent	Enrollment Capacity:	999 0	
1st Auto Enroll Section:				
2nd Auto Enroll Section:		Minimum Enrollment Nbr	:	
		Cancel if Student Enrolled		

Step	Action
18.	In order to automatically enroll students who choose one component section into another component section, use the 1st Auto Enroll Section field. Enter the appropriate section number into the <b>1st Auto Enroll Section</b> field.
	Enter the appropriate section number into the <b>1st Auto Enroll Section</b> field.
19.	Click the <b>Show next row</b> button to see other sections and enter the auto-enroll section number into the <b>1st Auto Enroll Section</b> field.
20.	The <b>2nd Auto Enroll Section</b> field can be used if students are automatically enrolled into two sections at a time. For example, this field could be used if after selecting a lecture, students were automatically enrolled into both a laboratory section and a recitation section.



Step	Action
21.	Click the Save button.
22.	This completes the process of using the auto enroll function to automatically enroll students into a class that is associated with it. <b>End of Procedure.</b>

# **SOC Reports**

The topics in this section demonstrate how to run Schedule of Classes reports.

Before Print is turned on, it is important to run this series of reports on your department's schedule of classes. These reports will look for errors in the schedule that can prevent students from being able to register for the classes.

## **Error Report**

This topic demonstrates how to run the Schedule of Classes Error Report.

Before turning on the Print checkbox, all departments must run the Error Report, which will locate and identify any errors that might compromise students' ability to register for classes. Once the Error Report is run, it is the responsibility of departments to correct any errors.

This topic contains directions on how to run the Schedule of Classes Error Report. For directions on how to correct each of the errors that may be reported, please see the section called "Resolving the SOC Error Report," or click on the link at the top of the report that says **SOC** - **Error Report FAQ**.

#### Procedure

Use the directions in this topic to run an Error Report.

Step	Action
1.	Click the Main Menu menu. Main Menu
2.	Point to the Curriculum Management link.



Step	Action
3.	Point to the Schedule of Classes link.
4.	Click the CASE SOC - Error Report link.  CASE SOC - Error Report
5.	The <b>SOC Error Report</b> run control search screen appears. If you have run this report before, click the <b>Search</b> button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for this SOC report. It is not necessary to have more than one Run Control ID per report, as a Run Control can be updated from term to term with new criteria. If this is the first time you've run the report, click the <b>Add a New Value</b> tab to create a new Run Control ID. <u>Add a New Value</u>

CASE WESTERN R UNIVERSITY EST 1826	Hor
Favorites Main Menu > Curriculum Management >	
SOC Error Report	
Eind an Existing Value Add a New Value	
Run Control ID:	
Add	

Step	Action
6.	Enter an appropriate name for this reporting process into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "SOC_ERROR".
7.	Click the Add button.



CASE WESTERN R UNIVERSITY EST 1826	Home
Favorites Main Menu > Curriculum Management > 3	Schedule of Classes > CASE SOC - Error Report
····	······
Schedule of Classes - Error Repo	rt
Run Control ID: SOC_ERROR	Report Manager Process Monitor Run
*Academic Organization	
*Term	

Step	Action
8.	The Schedule of Classes - Error Report screen appears.
	Enter your department's academic organization code into the Academic Organization field.
9.	Enter the term code of the term being reviewed into the <b>Term</b> field, or click the <b>Look Up Term</b> button for a list of term codes.
10.	Click the <b>Run</b> button.

	CASE WESTERN R UNIVERSITY EST \$26 Home   Worklist   MultiChanr						
Favorite	s Main Menu	I > Curriculum Manageme	ent > Schedule of C	lasses > CASE SO	C - Error Report		N
Proces	ss Schedule	er Request					_
User	ID:	jil91	Run C	ontrol ID: SOC_ERR	OR		
Recu Time	Server Name:     Run Date:     08/09/2011       Recurrence:     Run Time:     9:55:22AM       Time Zone:     Q						
	ess List t Description		Process Name	Process Type	*Type *For	mat Distrib	ution
	CWSR0021		CWSR0021	SQR Process	Web 💌 PDF	Distribu	ution
ок	Cancel						

Step	Action
11.	The Process Scheduler Request screen appears.
	Click the <b>OK</b> button.



Step	Action
12.	Click the Process Monitor link. Process Monitor

CASE WESTERN R         Home         Worklist         MultiChannel Consok           avorites         Main Menu         Curriculum Management         Schedule of Classes         CASE SOC - Error Report						
Process List Server List	New Wind					New Windo
View Process Request For User ID: jII91 Q Type: Server: Vame: Run Vistatus:	Server: Viame: Q Instance: to Run Vistority Distribution Vistority Save On Refresh					efresh
Process List Select Instance Seq. Process Type	Process Name	<u>User</u>	<u>Customize   Find   View All   </u> Run Date/Time	First Run Status	1 of 1 Las Distribution Status	t <u>Details</u>
452698 SQR Process	CWSR0021	jll91	08/09/2011 9:55:22AM EDT	Initiated	N/A	<u>Details</u>

Step	Action
13.	The <b>Process Monitor</b> screen appears.
	The report being run appears in the Process List.
	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i> and the <b>Distribution Status</b> column displays <i>Posted</i> .
	Refresh
14.	When <i>Success</i> and <i>Posted</i> appear, click the <b>Details</b> link. Details
15.	The <b>Process Detail</b> screen appears.
	Click the View Log/Trace link. View Log/Trace
16.	The View Log/Trace screen appears.
	Click the link ending in <u>.PDF</u> .



Term Request		ASR1 101 Spring	2010	Schedule of	Classes - Error Report	Run Date : 10/14/2009 Run Time : 09:49:40_AM
	Erro	rs - Student			classes until the errors are resolved	SOC - Error Report FAQa
					arrow meanings	
NURS	342	003925	100	Med Micro Immun/Infect Disea	Required CLN component not scheduled	
ANTH	442 203	011543 001418	100	Challenge of Suffering Intro to Creative Writing	Combined sections with different meeting patterns. At least one instructor must have grade approval acc	
ENGL	257A	001423	100	The Novel	At least one instructor must have grade approval acc At least one instructor must have grade approval acc	
HEMC	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.	
HENC	456	001687	100	Health Policy & Mgmt Decisions	Combined sections with different meeting patterns.	
IIME	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.	
LAWS	803	005851	111	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl.	
LAWS	803	005851	112	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl.	ass is not being taught, please cancel
LAWS	803	005851	211	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	212	Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	311	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	312	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	411	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	412	Core3:Transac, Writing, Skills Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	511	Core3:Transac, Writing, Skills Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl. Closed class. Enrollment Capacity must be > 0. If cl.	
LAWS	803	005851	512	Core3:Transac.Writing.Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	611	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl	
LAWS	803	005851	612	Core3; Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cl.	
MEDS	9440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.	2 2 . 2
MPHP	456	001687	100		Combined sections with different meeting patterns.	
NURS	440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.	
Totals Error	Found:	23				

Step	Action
17.	The Schedule of Classes Error Report appears in PDF (Adobe Acrobat) format.
	Any class that is owned by the academic organization that has an error or warning associated with a class section will appear in the list, along with a description of the error or warning.
	Errors are items that may compromise the ability of students to register for a class. Errors begin appearing on page 1.
	Warnings appear for items that are not ideal in the set up of a class, but will not compromise the ability of students to register for it. Warnings appear on a separate page.

If the report does not appear, check your internet browser settings to determine if a pop-up blocker is turned on. Turn off all pop-up blockers to ensure that SIS reports and windows can appear.

For help with the Schedule of Classes, contact *courses@case.edu*.



Step	Action
18.	For a list of possible errors and warnings, along with explanations of each, click the <b>SOC - Error Report FAQs</b> link.
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 navigate between pages (if more than one page exists).
20.	This completes the process of running the SOC Error Report. It is the responsibility of each academic organization to correct errors found in its portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When 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.

## **Staffing Report**

This topic demonstrates how to run the Schedule of Classes Staffing Report.

The Staffing Report displays all instructors assigned to an academic organization, and the classes to which they are assigned. The instructor's type (Primary, Secondary, TA, or Grading Proxy) and access to enter and approve grades in the Faculty Self-Service grade roster is displayed for each class section. If the instructor is a primary instructor for a section, but does not have access to either approve or enter grades, the message "NO ACCESS" will appear in the Grade Approval column of the report. This error is also reported on the SOC Error Report.

#### Procedure

Use the directions in this topic to run the Staffing Report.

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.



Step	Action
4.	Click the CASE SOC - Staffing Reports link. CASE SOC - Staffing Reports
5.	The SOC Staffing Report run control search screen appears. If you have run this report before, click the <b>Search</b> button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for SOC reports. If this is the first time you've run the report, click the <b>Add a New Value</b> tab to
	create a new Run Control ID.

CASE WESTERN RESERVE
Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Staffing Reports
SOC Staffing Reports
Run Control ID:
Find an Existing Value Add a New Value

Step	Action
6.	Enter an appropriate name for this reporting process into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "staffing".
7.	Click the Add button.



CASE WESTERN RESERVE					
Favorites Main Menu > Curriculum Management >	Schedule of Classes > CASE SOC - Staffing Reports				
Schedule of Classes - Staffing Reports					
Run Control ID: xyz staffing	Report Manager Process Monitor Run				
Academic Organization					
*Term					

Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears.
	Click the <b>Look up Academic Organization</b> button.
9.	Select the appropriate academic organization from the list.
10.	Click the <b>Look up Term</b> button.
11.	Select the appropriate term from the list.
12.	Click the <b>Run</b> button.

¥	CASE WESTE	ERN RESERVE						
Fav	Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Staffing Reports							
		Ť						
Pro	ocess Schedule	er Request						
u	Jser ID:	soc1		Run Co	ontrol ID: xyz_	staffing		
s	Server Name:	<b></b>	Run Date:					
R	Recurrence:	-	Run Time:	11:52:56A	11:52:56AM Re		ent Date/Time	]
т	ïme Zone:	Q						
P	Process List							
<u>s</u>	elect Description		Process	Nam e	Process Ty	<u>e *Type</u>	<u>*Format</u>	Distribution
[	CASE Instru	ctor/Advisor Report	CWSR0	025	Crystal	Web	<ul> <li>PDF</li> </ul>	<ul> <li>Distribution</li> </ul>
Staffing Rep		oort (Crystal)	CWSR0	026	Crystal	Web	▼ PDF	<ul> <li>Distribution</li> </ul>
	OK Cancel							



Step	Action
13.	The Process Scheduler Request screen appears.
	Click the <b>Select</b> checkbox option next to <b>Staffing Report</b> in the Process List section.
14.	Click the <b>OK</b> button.
15.	Click the Process Monitor link. Process Monitor

CASE WESTERN RESERVE         UNIVERSITY         EST 1836         Favorites         Main Menu         Curriculum Management         Schedule of Classes         CASE SOC - Staffing Reports							
Process List <u>S</u> er	ver List		-				<u>New Wir</u>
User ID: Soc1 Server: Run Status:	Q     Type:       ▼     Name:       ↓     Distribution       Status:	0	<ul> <li>Last</li> <li>↓ Instance</li> </ul>		Days 🔻	R	efresh
Process List	Process Type	Process Name	ser R	<u>Customize   Find</u>   View All   💌   tun Date/Time		1 of 1 D Last	<u>Details</u>
501169	Crystal	CWSR0026 s	oc1 0	9/26/2011 11:52:56AM EDT	Queued	N/A	<u>Details</u>

Step	Action					
16.	The Process Monitor screen appears.					
	The report being run appears in the Process List.					
	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i>					
	and the Distribution Status column displays Posted.					
	Refresh					
17.	When <i>Success</i> and <i>Posted</i> appear, click the <b>Details</b> link. Details					
18.	The Process Detail screen appears.					
	Click the View Log/Trace link.					
	View Log/Trace					
19.	The View Log/Trace screen appears.					
	Click the link ending in <u>.PDF</u> .					



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		ERSTI	Y RESERVE Y 1826		С	estern Reserv lass Staffing F Biology - Fall	Report	,	Pag Date Tim	s: 9	Page 1 of 1 9/27/2007 5:48:24 PM	
Primary	y Organiz	ation:	BIOL	Biology								
Diiulio	Nancy											
Regula	r Acade	mic Ses	sion		Role	Grading Access	Units	Days	Start./End Times	Blgd/Room	Start./En	d Dates
BIOL	103	101	Biological Is	sues	Primary Instructor	**NO ACCESS**	3.0	TR	9:30:00 AM 10:45:00 AM	ТВА	8/25/2008	12/5/20
BIOL	114	100	Principles of	f Biology	Primary Instructor	Approve	3.0			ТВА	8/25/2008	12/5/20
BIOL	120	100	Conc for Mo	le View of Biol II	Primary Instructor	Approve	3.0	TR	10:00:00 AM 11:15:00 AM	ROCK 402	8/25/2008	12/5/20
BIOL 3	868 -100		TI	he following sections	are combined.		3.0					
ANAT	467	100	Topics in Ev	volutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
ANTH	467	100	Topics in Ev	olutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
BIOL	368	100	Topics in Ev	olutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
BIOL	468	100	Topics in Ev	volutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
PHIL	367	100	Topics in Ev	olutionary Biology	Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
BIOL 4	31-100			he following sections	are combined.		3.0					
ANAT	431	100	Statistical M		Primary Instructor	**NO ACCESS**		TR	10:00:00 AM 11:15:00 AM	TBA	8/25/2008	12/5/20
BIOL	431	100	Statistical M	lethods l	Primary Instructor	**NO ACCESS**		TR	10:00:00 AM 11:15:00 AM	TBA	8/25/2008	12/5/20
Primary	y Organiz	ation:	PHIL	Philosophy								
	house,P											
Regula	r Acade	mic Ses	sion		Role	Grading Access	Units	Days	Start./End Times	Blgd/Room	Start./En	d Dates
BIOL	120	100	Conc for Mo	ble View of Biol II	Secondary Instructor	Grade	3.0	TR	10:00:00 AM 11:15:00 AM	ROCK 402	8/25/2008	12/5/20
	868 -100			he following sections			3.0					
ANAT	467	100		volutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
ANTH	467	100		olutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
BIOL	368	100		olutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
BIOL	468	100		volutionary Biology	Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/20
PHIL	468 367	100		rolutionary Biology rolutionary Biology	Secondary Instructor Secondary Instructor	Grade Grade		MWF MWF	8:30:00 AM 9:20:00 AM 8:30:00 AM 9:20:00 AM	TBA	8/25/2008	

Step	Action					
20.	The Class Staffing Report appears.					
	Each grey box in the report contains the name of an instructor assigned to the academic organization. Underneath each instructor's name are the classes the individual teaches, the instructor's role (Primary Instructor, Secondary Instructor, TA or Grading Proxy) and level of access to the Faculty Self-Service Grade Roster for the particular class section (either Approve or Grade).					
21.	If the message <b>NO ACCESS</b> appears in the <b>Grading Access</b> column, the instructor will not have access to enter or submit grades for students at midterm or final grade times. To correct this problem, a value must be chosen in the <b>Access</b> dropdown box next to the instructor's name on the Meetings tab on the Maintain Schedule of Classes screen.					
	Please note: this error will also appear on the SOC Error Report.         Role       Grading Access         Primary Instructor       "NO ACCESS"					



Step	Action
22.	Click on the <b>Print</b> button to print the report. Click on the <b>Save</b> button to save the report to a local or remote drive. Use the <b>Back</b> and <b>Forward</b> arrow buttons to move between pages in the report.
23.	This completes the process of running the SOC Staffing Report. It is the responsibility of each academic organization to correct errors found in their portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When 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.

## Instructor Advisor Report

This topic demonstrates how to run the Instructor/Advisor Report.

The Instructor/Advisor Report lists the instructors and advisors available to a department.

#### Procedure

Step	Action
1.	Click the <b>Main Menu</b> menu. Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.
4.	Click the CASE SOC - Staffing Reports link. CASE SOC - Staffing Reports



Step	Action
5.	The SOC Staffing Report run control search screen appears.
	If you have run this report before, click the <b>Search</b> button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for SOC reports.
	If this is the first time you've run the report, click the <b>Add a New Value</b> tab to create a new Run Control ID.           Add a New Value

CASE WESTERN RESERVE
Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Staffing Reports
SOC Staffing Reports
Eind an Existing Value Add a New Value
Run Control ID:
Add

Step	Action
6.	Enter an appropriate name for this reporting process into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "staffing".
7.	Click the Add button.

CASE WESTERN RESERVE	Schodule of Closers & CASE COC. Shifting Departm
Favorites Main Menu > Curriculum Management >	Schedule of Classes > CASE SOC - Staffing Reports
Schedule of Classes - Staffing Re	ports
Run Control ID: xvz_staffing	Run
Run Control ID: xyz_staffing	Report Manager Process Monitor
Academic Organization	



Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears.
	Click the <b>Look up Academic Organization</b> button.
9.	Select the appropriate academic organization from the list.
10.	Click the <b>Look up Term</b> button.
11.	Select the appropriate term from the list.
12.	Click the <b>Run</b> button.

CASE WESTE UNIVERSI Favorites Main Menu	1.01.1020	ent > Sch	nedule of Cl	asses > CASE SOC	- Staffing Rep	orts	
Process Schedule	er Request						
User ID:	soc1	Run Control ID: xyz_staffing					
Server Name: Recurrence:		Run Date:         09/26/2011         II           Run Time:         11:52:56AM         Reset to Current Date/Time					
Time Zone: Process List	Q						
Select Description		Process	Nam e	Process Type	<u>*Түре</u>	*Form at	Distribution
CASE Instru	CASE Instructor/Advisor Report		)25	Crystal	Web 🔻	PDF 🔻	Distribution
Staffing Report (Crystal)		CWSR00	)26	Crystal	Web 🔻	PDF 🔻	Distribution

Step	Action
13.	The Process Scheduler Request screen appears.
	Click the <b>Select</b> checkbox option next to <b>CASE Instructor/Advisor Report</b> in the Process List section.
14.	Click the <b>OK</b> button.
15.	Click the Process Monitor link. Process Monitor



CASE WESTERN RESERVE UNIVERSITY_EST #826 Favorites Main Menu > Curriculum Management	> Schedule of Class	es > CASE SOC - Staffing Reports	3	H
Process List Server List View Process Request For				<u>New Wi</u>
User ID: soc1 Q Type: Server: Vame: Server: Vame: Status: Status:	<ul> <li>✓ Las</li> <li>Q Insta</li> <li>✓</li> </ul>		Days 🔻	Refresh
Process List		Customize   Find   View All	First 🚺	1 of 1 🚺 Last
Select Instance Seq. Process Type	<u>Process</u> <u>Name</u> <u>User</u>	<u>Run Date/Time</u>		Distribution Status
501169 Crystal	CWSR0026 soc1	09/26/2011 11:52:56AM EDT	Queued	N/A <u>Details</u>

Step	Action
16.	The Process Monitor screen appears.
	The report being run appears in the Process List.
	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i>
	and the <b>Distribution Status</b> column displays <b>Posted</b> .           Refresh
17.	When <i>Success</i> and <i>Posted</i> appear, click the <b>Details</b> link. Details
18.	The Process Detail screen appears.
	Click the View Log/Trace link.
	View Log/Trace
19.	The View Log/Trace screen appears.
	Click the link ending in <u>.PDF</u> .

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	Case Western Re UNIVERSITY	SERVE 157. 1826	Case Western Re Instructor/Adv Fall 2008 ·	visor Report	у	Page: Date: Time:	Page 1 of 1 9/27/2007 5:09:16 PM	<
?	Fall 2008 - Biology							_ 11
	Diiulio,Nancy	Instructor	Available	Advisor:	NO	Scheduled In Term:	YES	
	Drushel, Richard Frederick	Instructor	Available	Advisor:	YES	Scheduled In Term:	NO	
								=
	Fall 2008 - Philosophy							
	Princehouse,Patricia	Instructor	Available	Advisor:	NO	Scheduled In Term:	YES	



Step	Action
20.	The Instructor/Advisor Report appears. Each instructor in the academic organization appears in the report. as well as if the individual can be an Advisor, and if the individual is scheduled to teach in the term. If an instructor/advisor appears who is no longer with the university, please email courses@case.edu so that individual can be inactivated in SIS. Advisor: NO Scheduled In Term: YES
21.	Click the <b>Print</b> button to print the report. Click the <b>Save</b> button to save the report to a local or remote drive. Use the <b>Back</b> and <b>Forward</b> arrow buttons to move between pages in the report.
22.	This completes the process of running the Instructor/Advisor Report. End of Procedure.

## Cross-Listed Classes Report

This topic demonstrates how to run the Cross-Listed Classes Report.

The Cross-Listed Classes Report displays all courses assigned to an academic organization that are cross-listed with other courses. If there is an error in the setup of any single cross-listed course or class section, the report will display and explain the error and how it relates to the sections with which it is (or should be) scheduled.

For example, if the class sections of three cross-listed courses are scheduled but not combined, the report will display an error. Also, if two sections of cross-listed courses are combined but a third is missed, an error will appear.

#### Procedure

Step	Action
1.	Click the <b>Main Menu</b> menu.
	Main Menu
2.	Point to the Curriculum Management menu.
3.	Point to the Schedule of Classes menu.



Step	Action
4.	Click the CASE SOC - Cross Listed Report link.
	CASE SOC - Cross Listed Report
5.	The SOC Cross Listed Report run control search screen appears.
	If you have run this report before, click the <b>Search</b> button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for this reports.
	If this is the first time you've run the report, click the <b>Add a New Value</b> tab to create a new Run Control ID.
	Add a New Value

CASE WESTERN RESERVE
Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Cross Listed Report
SOC Cross Listed Report
Eind an Existing Value Add a New Value
Run Control ID:
Add
Find an Existing Value Add a New Value

Step	Action
6.	Enter an appropriate name for this reporting process into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "crosslist".
7.	Click the Add button.



CASE WESTERN RESERVE UNIVERSITY_EST (826 Favorites Main Menu > Curriculum Management >	Schedule of Classes >> CASE SOC - Cross Listed Report
SOC-Cross Listed Courses Rpt	
Schedule of Classes - Cross List	ed Courses Report
Run Control ID: xyz123_crosslist	Report Manager Process Monitor Run
*Academic Organization	
*Term	

Step	Action
8.	The Schedule of Classes - Cross Listed Courses Report screen appears.
	Click the <b>Look up Academic Organization</b> button.
9.	Select the appropriate academic organization from the list.
10.	Click the <b>Look up Term</b> button.
11.	Click the appropriate term from the list.
12.	Click the <b>Run</b> button.

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Favorites Main Meni	u 👌 Curriculum Manag	gement > So	chedule of (	Liasses > C/	ASE SOC	<ul> <li>Cross Listed</li> </ul>	Report	
Process Schedul	er Request							
User ID:	soc1		Run C	ontrol ID: xyz	123_cros	slist		
User ID:	soc1		Run C	ontrol ID: xyz	:123_cros	slist		
User ID: Server Name:	soc1	Run Date:	Run C		:123_cros	slist		
		Run Date: Run Time:		11		slist to Current Da	te/Time	
Server Name:			09/26/201	11			te/Time	
Server Name: Recurrence:	· · · · · · · · · · · · · · · · · · ·		09/26/201	11			te/Time	
Server Name: Recurrence: Time Zone:	▼		09/26/201 12:11:47F	11	Reset		te/Time	Distribution

Step	Action
13.	The Process Scheduler Request screen appears.
	Click the <b>OK</b> button.



Step	Action
14.	Click the Process Monitor link. Process Monitor

CASE UNI Favorites			LOL IOLO	ement > Sched	ule of Cla	asses > CASE SOC - Cross Lister	d Report	,	Ho
Process L		ver List			·			<u>1</u>	New Wi
User ID: Server: Run	ess Reques soc1		Type: Name: Distribution		1-	ast	Minutes 🔻	Refr	esh
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	<u>tance</u> <u>Seq.</u> 1170	Proces Crystal		Nam e CWSR0023	User SOC1	Run Date/Time 09/26/2011 12:11:47PM EDT	Run Status Success	<u>Status</u> De	etails etails

Step	Action
15.	The Process Monitor screen appears.
	The report being run appears in the Process List.
	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i> and the <b>Distribution Status</b> column displays <i>Posted</i> .
16.	When <i>Success</i> and <i>Posted</i> appear, click on the <b>Details</b> link. Details
17.	The Process Detail screen appears.
	Click the <b>View Log/Trace</b> link. <u>View Log/Trace</u>
18.	The View Log/Trace screen appears.
	Click on the link ending in <u>.PDF</u> .



<b>D</b>				NRESERVI					Western Reserve isted Course Sec Biology - Fall 20	ctions Repo	rt	Page: Run Da Run Tii	ate:	Page 1 of 11 9/27/2007 3:18:05 PM	
?	Subj/Ca	at/Sect		Days	Start Time	End Time	Start Date	End Date	Instructor		Instr Role	Grade	Instr Display		
	ANAT			TR	10:00:00 AM			12/5/2008	Diiulio,Nancy		Primary Instructor			Combined Section	0005
	BIOL	431		TR	10:00:00 AM	11:15:00 AM	8/25/2008	12/5/2008	Diiulio,Nancy		Primary Instructor		Y	Combined Section	0005
	MPHP	431	100	ERROR:	No Meeting Patt This section has 2:45:00 PM No Meeting Day This section has	s not been comi 4:00:00 PM y/Time Assigned	8/25/2008 ed	12/5/2008							
	MPHP	431		ERROR:	8:30:00 AM This section has Not all offerings	s not been com	nbined		101						
	Adv P	rin of	Deve	lop Bio	logy (00006)						Instr	Grade	Instr		
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				ERROR:	No Section Sche	aduled									
	BIOL	462		ERROR	12:30:00 PM No Meeting Dav		8/25/2008	12/5/2008							
				ERROR: 1	This section has Not all offerings	s not been com	nbined	action group f	100						

Step	Action
19.	The Cross Listed Course Sections Report appears in PDF format.
	All cross-listed courses assigned to the academic organization appear in the report. For each cross-listed course, any sections that have been created will appear with their scheduling information.
	Please note: Many of the errors noted on the report will also be detected by the SOC Error Report.
20.	If a section of a cross-listed course has been created but not assigned a meeting pattern, the message "ERROR: No Meeting Pattern Assigned" will appear on the report below the class section. Each section of a cross-listed course must be assigned the same meeting pattern as all other sections.
	If a section of a cross-listed course has been given a meeting pattern, but it is different from the meeting pattern for the rest of the cross-listed sections, the message "ERROR: No Meeting Day/Time Assigned" will appear. ERROR: No Meeting Pattern Assigned
21.	If a section has been scheduled but not combined with the rest of the cross-listed sections, the message "ERROR: This section has not been combined" will appear. Once a cross-listed section is scheduled, it must be combined with the rest of the sections of every one of its cross-listed courses. ERROR: This section has not been combined



Step	Action
22.	If any sections are missing from a combined cross-listed course, the message "ERROR: Not all offerings have been scheduled for section group [number]" will appear. If one section of a cross-listed course is scheduled, all other courses in the cross-listing must also have a section scheduled. ERROR: Not all offerings have been scheduled for section group 101
23.	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.
24.	This completes the process of running the SOC Cross-Listed Classes Report. It is the responsibility of each academic organization to correct errors found in their portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When 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.



## **The Finished Product**

The final steps of completing the Schedule of Classes are done outside of the SIS.

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

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 Print is turned on, students can see your department'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 Print is turned on, please contact the appropriate Dean, Registrar, or Representative for assistance.

## Use Class Search to Review SOC

This topic demonstrates how to view the Schedule of Classes in its final format using the Class Search feature.

The Class Search feature is a helpful way for administrative users to see what the Schedule of Classes will look like to the public after it is published. For administrative users, Class Search displays both published and unpublished classes (indicated with an asterisk or a note that the section is not shown to students). It displays the information found on the Maintain Schedule of Classes screen in the format that will be seen by students and faculty in the SIS, and the public on the Registrar's website. Try checking your department's classes in Class Search after you save a change to make sure that it created the results you expected.

#### Procedure

Use the directions in this topic to see the Schedule of Classes in a format like a student or faculty member would see it.

Step	Action	
1.	Click the <b>Main Menu</b> menu. Main Menu	
2.	Point to the Curriculum Management menu.	
3.	Point to the Schedule of Classes menu.	
4.	Click the Class Search link. Class Search	



CASE WESTERN RESERVE						
Favorites Main Menu > Curriculum Management > Schedule of Classes > Class Search						
Search for Classes						
Enter Search Criteria						
Case Western Reserve Univ						
Fall 2011 🔻						
criteria. Click Search to view your search results.						
select subject						
is exactly						
<ul> <li>(example: Undergraduate)</li> </ul>						
Show Open Classes Only						
riteria to narrow your search results.						
greater than or equal to  (example: 1:00						
less than or equal to						
include only these days						
Mon 🗌 Tues 💭 Wed 💭 Thurs 💭 Fri 💭 Sat 💭 Sun						
is exactly 🔻						
(example: 1136)						
(example: statistics)						
greater than or equal to 🔻						
less than or equal to 🔻						
<b>•</b>						

Step	Action
5.	The Search for Classes screen appears.
	Click the <b>Term</b> list.
6.	Select the term that you want to view.
7.	Enter the <b>Course Subject</b> of the classes for which you are searching.
	The <b>Select Subject</b> button will present an alphabetical list of all subjects available at Case.
8.	Click the Course Career dropdown list.
9.	Select the appropriate academic career from the dropdown list.
10.	Click the Search button.
11.	You may receive a message saying that there are more than 20 results from your search.
	Click the <b>OK</b> button.

							Find   🗖   🕌	First
Description	Section	Status	Session	Days & Times	Room (Capacity)	Instructor	Meeting Dates	Enrl Cap (Cmbnd E Cap)
ANTH 102 - Being Human: An Introduction to Social and Cultural Anthropology	<u>*101-LEC(1005)</u>	•	Regular	TuTh 1:15PM - 2:30PM	<u>Mather</u> Memorial 125 (49)	<u>Melvyn</u> Goldstein	04/30/12	49
ANTH 103 - Introduction to Human Evolution	*100-LEC(1006)		Regular	TuTh 10:00AM - 11:15AM	<u>Clark Hall 309</u> (70)	Cynthia Beall	01/17/12 - 04/30/12	70
ANTH 107 - Archaeology: An Introduction	*100-LEC(1007)	٠	Regular	TuTh 10:00AM - 11:15AM	<u>Mather</u> Memorial 225 (46)	Jim Shaffer	01/17/12 - 04/30/12	46
ANTH 215 - Health, Culture, and Disease: An Introduction to Medical Anthropology	*100-LEC(1008)	•	Regular	TuTh 10:00AM - 11:15AM	N Location 0	<u>Eileen</u> Anderson-Fye	01/17/12 - 04/30/12	60

Step	Action
12.	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 Enrollment Capacity
13.	If the section has an asterisk next to it, the Schedule Print checkbox has not been turned on for the class. Students cannot see the section when they search the Schedule of Classes.
14.	Click a link in the Section column to see details on the class section.



orites Main Menu >	Curriculum Management	: > Schedule of (	Classes > Class Search
earch for Class	ses		
lass Detail			
	Being Human: An Intr	oduction to Soci	al and Cultural
Anthropology	Univ   Spring 2012   Led	huna	Textbook
ase western Reserve	oniv   opinig 2012   Dec		
		VIE	W SEARCH RESULTS
lass Details			
lass Details			
Status	Open Open	Career	Undergraduate
Class Number	1005	Dates	1/17/2012 - 4/30/2012
	Regular Academic Session		
Units	3 units		n Main Campus
Class Components	Lecture Required	Campus	Case Western Reserve Univ
leeting Information			
ays & Times	Room	Instructor	Meeting Dates
uTh 1:15PM - 2:30PM	Mather Memorial 125	Melvyn Goldstein	01/17/2012 - 04/30/2012
nrollment Informatio	n		
Class Attributes	Available for Seni	or Citizen and Alun	nni Audit
lass Availability			
Class Capacity	49	Wait List Capacit	y O
Enrollment Total	0	Wait List Total	0
Available Seats	49		
escription			
The nature of culture	and humans as culture-	bearing animals. T	he range of cultural

Step	Action			
15.	The Class Detail screen appears. This screen displays the Class Details, Meeting Information, Enrollment Information, Class Availability, and Course Description sections.			
16.	The Enrollment Information group box will appear on the screen when requisites for enrollment, such as permission from the instructor or department, or pre- or co-requisite course requirements, must be satisfied by students prior to enrollment, or when a Class Attribute is listed. Class attributes provide further information about the class and make it search-friendly. There is a Class Attribute search field on the Class Search criteria screen.			
17.	To return to the search results screen, click the View Search Results button.			
18.	18. To begin a different search, click the <b>Start a New Search</b> button.           Start A New Search			
19.	This completes the process of using Class Search to review the Schedule of Classes in the SIS. End of Procedure.			



# Glossary

#### Academic Organization

Permission

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. **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 <u>Permissions</u> page of the **Enroll** component in their <u>Student Center</u>.