Student Information System Training Guide

Schedule of Classes

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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 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.
	Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Print Class Schedule link. Print Class Schedule





Step	Action
5.	The Print Class Schedule Run Control search screen appears.
	If you have run this report before, click Search for a list of run controls associated with your user ID.
	If this is the first time you have run this report, click the Add a New Value tab to create a new Run Control ID.

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ind an Existing Value Add a New Value	

Step	Action
6.	Enter an appropriate name into for this report into the Run Control ID 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.

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Step	Action
8.	Click the Look up Academic Institution button (magnifying glass). The Selection Criteria box appears.
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9.	Click the CASE1 list item.
10.	Click the Look up Term button.
11.	Select the term of the schedule you wish to print from the list. Fall 2019
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 All list item.
16.	Click the Print Instructor in Schedule list. Yes
17.	Click the All list item.
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.
	Active Cancelled Stop Enrl Tentative
19.	Click the Report Options tab.





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





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Step	Action
25.	The Process Scheduler Request screen appears.
	Click the OK button.
26.	Click the Process Monitor link. Process Monitor





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Step	Action
27.	The Process Monitor appears.
	Click the Refresh button periodically until the Run Status column displays Success
	Refresh
28.	When Success and Posted appear, click the Details link.
	Details
29.	The Process Detail screen appears.
	Click the View Log/Trace link.
	View Log/Trace
30.	The View Log/Trace screen appears.
	In the File List, click the link ending in .PDF .
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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 Print icon to print the report. Click the Save icon to save the report to your computer or a remote drive. Use the Back and Forward 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 Main Menu. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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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. Intro to Human Evolution



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Step	Action
11.	The Basic Data tab appears.
	Click the Add a new row 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.
13.	Enter the number of this class section into the Class Section field. For example, if this is the second section of this class, enter " 101 ".

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

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

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



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



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

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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/dates/final-exam-schedule/).

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.	Enter 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 Meeting End 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. Mtg End 9:50AM





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Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam	
Course ID: 000102 Course Offering Nbr: 1	
Academic Institution: Case Western Reserve Univ	
Term: Spring 2012 Undergrad	
Catalog Nbr: 103 Intro to Human Evolution	
Class Sections	t
Session: 1 Regular Academic Session Class Mbr: 0	
Class Section: 102 Component: Lecture Final Exam Yes	
Associated Class: 102	
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Step	Action
23.	Enter the EmpIID of the instructor for the class section into the ID 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.





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Step	Action
26.	The Enrollment Capacity 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 http://www.case.edu/registrar/forms.html.

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 is not 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 Main Menu. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Schedule of Classes link.



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





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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.



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Class Topic Course Topic ID:			Print Topic in Schedule		

Step	Action
9.	The Basic Data tab appears.
	The Session defaults to Regular Academic Session during the Fall and Spring terms. To change the session, click the Look Up Session 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 [Tab] 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 Course Topic ID field by clicking on the Look Up Course Topic ID button. This will set the topic for just this section of the class during the term or session.





Session: Class Section: Component: Class Type:	1 Q Regular Acad 100 LEC Q Lecture Enrollment ▼	emic Session Class Nbr: *Start/End Date: Event ID:	0 * - 01/17/2012 13 04/30/2012 13	
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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 Course Attribute and Course Attributes Values fields.
15.	Click the Meetings tab.



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Step	Action
16.	The Meetings tab contains the fields that define the class meeting location, days, and times.
	The Final Exam field will default to the value on the Course Catalog record, and can be changed if necessary. If a final exam is to be scheduled during the standard final exam schedule, then the Final Exam field must be marked Yes in order for the University Registrar to include it in the schedule. Selecting No 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 Meeting Pattern 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 Look Up Pat (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.



Step	Action
20.	Enter the start time of the class 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).

Step	Action
21.	Press [Tab] on your keyboard.
22.	The Mtg End field is filled with an end-time based on the Academic Group in which this class is assigned and the Pattern selected for it. Confirm or change the end time of the class section. Pay special attention to the AM and PM labels. 10:15AM
23.	The Start and End dates of the class section match the beginning and end dates of the session in which the class takes place. *Start/End Date 01/17/2012 04/30/2012
24.	The Facility ID field holds the code of the classroom where instruction will take place. TBA (to be announced) is the default value. Click the Look Up Facility ID button to select a classroom owned by your academic organization, or use the Req. Rm (Request Room) field to request a room from the Office of the University Registrar.

The **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.	 Decision: Please make a selection from the options listed below. Use a Department Classroom Go to step 26. Request a Room from the University Registrar Go to step 43.
26.	Click the Look up Facility ID button.

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Course ID: 000105 Academic Institution: Case Western Re Term: Spring 2012 Subject Area: ANTH Catalog Nbr: 107	Course Offering Nbr: 1 serve Univ Undergrad Anthropology Look Up	X
Session: 1 Class Section: 100 Comp Associated Class: 100 Meeting Pattern Facility ID Capacity Pat TBA 999 TR Q Req. Rm Q Instructors for Meeting Pattern Assignment Workload ID Hame Room Characteristics	Look Up Facility ID Facility ID: begins with Building: begins with Room: begins with Room: begins with Room Capacity: = Look Up Clear Cancel Basic Lookup Search Results Vaw 100 Fast 12 2012 Last Facility ID Building Room Room Capacity ALLIN HERR 13 EELL Clank) 999 CLPP Clear (Liank) 999 CLPP (Li	

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.



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



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. Shaffer,Jim G

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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 Add a new row button in the Instructors for Meeting Pattern box and enter the additional instructor's EmpliD .
36.	Click the Enrollment Cntrl link.


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Requested Room Capacity: 999 Total *Add Consent: No Consent

Enrollment Capacity: 999 0 *Drop Consent: E 1st Auto Enroll Section: 2nd Auto Enroll Section: Minimum Enrollment Nbr: Cancel if Student Enrolled Save Return to Search 1 Previous in List I Next in List Notify Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

Step	Action
37.	The Enrollment Control 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 Add and Drop Consent fields default from the Course Catalog record. To alter either field for the class section, click the drop-down box and select a new value. The choices are:
	Instructor Consent Department Consent No Consent

Add Consent:

Instructor Consent - The instructor must grant a permit to each student who wants to enroll.

Department Consent - A Department representative must grant a permit to each student who wants to enroll.

No Consent - Students do not need permission to enroll in the class.

Drop Consent:

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



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

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

Step	Action
39.	The Requested Room Capacity 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> . End of Procedure.



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



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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 Building field.
46.	Click the Look Up button.
47.	Locate the classroom using the Building and Room columns and select it from the search window.



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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.



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 Main Menu. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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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. Intro to Human Evolution



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Step	Action
11.	The Basic Data tab appears.
	Find the section that needs to be deleted by clicking the Show next row 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 Schedule Print 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. Schedule Print
14.	Click the Enrollment Cntrl tab.





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Step	Action
15.	The Enrollment Control tab appears. Locate the Enrollment Capacity field. If the Total value next to the Enrollment Capacity is " 0 ", then the section can be deleted.
	If the number is greater than 0, then students are enrolled 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 Basic Data tab.





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Step	Action
17.	Ensure that you are still viewing the class section that is to be deleted by confirming the number in the Class Section field.
18.	Click the Delete row button.
19.	A Delete Row confirmation message appears. Click the OK button to delete the section, or click Cancel 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 Last
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.



Procedure

Use the directions in this topic to delete all class sections from a course offering, and remove a course completely from 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 Main Menu menu. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019					
9.	Click the Search button.					



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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. Intro to Human Evolution





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Step	Action
11.	The Basic Data tab appears.
	Note the Schedule Print 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.





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Step	Action
13.	The Enrollment Control tab appears. Locate the Enrollment Capacity field. If the Total value next to the Enrollment Capacity is " 0 ", then the section can be deleted.
	If the number is greater than 0, then students are enrolled 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 Show next row button to see other sections.
	If any sections show student enrollment, the course offering cannot be completely removed from the schedule. Please see Cancel a Class Section for directions on canceling a class. First $\square_{2 \text{ of } 2}$
15.	Click the Basic Data tab.



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Step	Action
16.	Click the Delete row button.
17.	A Delete Row confirmation message appears. Click the OK button to delete the section. or click Cancel to cancel the deletion.
	ОК
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 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.

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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CASE1 2	2118 ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105 1			
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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.
	Intro to Human Evolution



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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 Look up Course Topic ID button.
12.	All topics listed for the course appear. Select the appropriate topic from the list. Darwin and Evolutionary Biol
13.	The topic appears in the Class Topic group box.
	The Print Topic in Schedule 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 Show next row 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.

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link.



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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. Fall 2019
9.	Click the Search button.



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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. Intro to Human Evolution
11.	The Basic Data tab appears.
	Click the Meetings tab.



CASE WESTERN RESERVE me Add to Favorites Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes New Window | Help | Customize Page | Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam Course ID: Academic Institution: 000101 Course Offering Nbr: 1 Case Western Reserve Univ Spring 2012 ANTH Undergrad Anthropology Term: Subject Area: Catalog Nbr: Being Humn Intr Soc/Cul Anth 102 **Class Sections** Find View All First 🖬 1 of 2 🕨 Last Regular Academic Session Class Nbr: 1004 Lecture Final Exam Yes 🔻 Session: 1 Class Section: 100 Component: Lecture Associated Class: 100 Units: 3.00 Meeting Pattern <u>Find</u> View All First 💶 1 of 1 🕨 Last Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date MTHM 225 Q 46 MW Q 9:00AM 10:15AM V V . 01/17/2012 9 04/30/2012 9 Req. Rm MTHM 225 Q + -Contact Hours Customize | Find | View All | 🖾 | 🛗 🛛 First 🚺 1 of 1 🚺 Last nstructors For Meeting Pattern Assignment <u>*Instructor</u> <u>Role</u> 1006179 Q Almeida,Katia M Prim In: 🔻 **V** Approve 👻 + m Characteristics Customize | Find | 🖾 | 🔠 First 🖬 1 of 1 🗈 Last 1 🗄 🗖 TEC Level 02 23 Q Save Return to Search 1 Previous in List Next in List Notify Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

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 Class Section field.
	If necessary, use the arrow buttons at the top of the box to locate the correct section. 100
13.	The first change that should be made to a class that is changing meeting days is the Pat (Pattern) field. Click the Look up Pat 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 Mtg Start field remains the same as before, but the Mtg End time might have changed based on the Pattern selected. 10:15AM
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).

Step	Action
17.	Press [Tab] on your keyboard.
18.	Click the OK button.
19.	The Mtg End 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 Start/End Date fields default to the beginning and end of the Session to which the class is assigned.
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.

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.
	Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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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. Meetings





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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 Class Section 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.	 Decision: What type of classroom do you want to use? Classroom assigned to my academic organization Go to step 15. Classroom managed by the University Registrar Go to step 22.
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.





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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)





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Step	Action
19.	The room's code appears in the Facility ID field. Its capacity appears into the Capacity 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.



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

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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. MANDC 107
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.

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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.
	Fall 2019
9.	Click the Search button.


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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. Meetings





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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 Class Section field.
	If necessary, use the arrow buttons at the top of the box to locate the correct section. 100
13.	To change or remove an instructor, click the Delete row 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 OK button to continue deleting the row, or click Cancel to cancel the deletion of the row.



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Step	Action
15.	Enter the instructor's EmpIID into the ID field, or click the Look Up ID 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 First Name 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 Campus ID (CWRU Network ID), and National ID (SSN). <u>Almeida,Katia M</u>



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
20.	The instructor's EmpIID 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 Add a new row button in the Instructor for Meeting Pattern box. [+]
22.	A new Instructor row appears. Repeat the steps to enter the instructor's EmpIID 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.

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

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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. Fall 2019
9.	Click the Search button.

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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 Meetings tab.

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

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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CASE1 2	2118 ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106 1			
CASE1 2	2118 ANTH	<u>215</u>	Undergrad	MAIN	Intr to Medical Anthropology	<u>000107</u> <u>1</u>			
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Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class. Intro to Human Evolution
11.	The Basic Data tab appears. Click the Meetings tab.





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Step	Action
12.	Before making changes, please make sure that the right class section is displayed by looking for the number in the Class Section field. 100
13.	In the Meeting Pattern group box, click the Add a new row button.



CASE WESTERN RESERVE ____ EST. 182 me Add to Favorites Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes New Window | Help | Customize Page | Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam Course ID: Academic Institution: 000101 Course Offering Nbr: 1 Case Western Reserve Univ Term: Subject Area: Catalog Nbr: Spring 2012 ANTH Undergrad Anthropology Being Humn Intr Soc/Cul Anth 102 Class Sectio Find View All First 🖬 1 of 2 🕨 Last Session: 1 Regular Academic Session Class Nbr: 1004 Final Exam Yes -Class Section: 100 Component: Lecture Associated Class: 100 Units: 3.00 Meeting Pattern Find View All First 🚺 2 of 2 🚺 Last Capacity Pat Mtg Ston. + -Mtg Start Mtg End M T W T F S S *Start/End Date Facility ID 01/17/2012 🛐 04/30/2012 🛐 Q 999 TBA Req. Rm Contact Hours Customize | Find | View All | 🖾 | 🛗 First 🚺 1 of 1 🔯 Last nstructors For Meeting Pattern Assignment <u>*Instructor</u> <u>Role</u> 1006179 Q Almeida,Katia M Prim In: 🔻 **V** Approve 🔻 + m Characteristics Customize | Find | 🖾 | 🔠 First 🖬 1 of 1 🗈 Last 1 🗄 🗖 TEC Level 02 23 Q Save Return to Search 1 Previous in List Next in List Notify Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

Step	Action
14.	A new Meeting Pattern row appears.
	Click the Facility ID 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 "TBS TBS" into the Facility ID field and select a room in the Req. Rm 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 Look up Pat (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 Mtg Start field.
19.	Press [Tab] on your keyboard.
20.	A standard meeting-end time will appear in the Mtg End field. Edit this field as necessary.



Step	Action
21.	Click the OK button.
22.	Enter the date that the exam is occurring into the Start Date field. 01/17/2012
23.	Enter the same date into the End Date field.

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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.
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.

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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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.





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Step	Action
12.	Before making changes, please make sure that you are viewing the correct class section by looking at the Class Section field.
	If necessary, use the arrow buttons in the Enrollment Control header to locate the correct section. 100
13.	The Add Consent 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 Add Consent 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. Inst Cnsnt
15.	Click the Save button.
16.	This completes the process of requiring that a student obtain instructor or department permission to register for a class. End of Procedure.



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

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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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 link.



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 Regular Academic Session
 Class Nbr:
 1004

 Lecture
 Event ID:
 000049163
 Session: 1 Class Section: 100 Component: Lecture Associated Class: 100 Units: 3.00 Cancel Class *Class Status: Active • Class Type: Enrollment Enrollment Status: Open Inst Cnsnt

Requested Room Capacity: 46 Total *Add Consent: No Consent

Enrollment Capacity: 46 0 *Drop Consent: 1st Auto Enroll Section: 2nd Auto Enroll Section: Minimum Enrollment Nbr: Cancel if Student Enrolled Save Return to Search TE Previous in List Rext in List Notify Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

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 Class Section 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 Save 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.

	-1
After Print =	\checkmark

Procedure

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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CASE1 2	2118 ANTH	102	Undergrad	MAIN	Being Humn Intr Soc/Cul Anth	000101 1				
CASE1 2	2118 ANTH	<u>103</u>	<u>Undergrad</u>	MAIN	Intro to Human Evolution	000102 1				
CASE1 2	2118 ANTH	107	Undergrad	MAIN	Archaeology: An Introduction	000105 1				
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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.



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Step	Action
12.	Before making changes, please make sure that you are viewing the correct class section by looking at the Class Section field.
	If necessary, use the arrow buttons in the box header to locate the correct section. 100
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.
	Important: 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. ENG - ITN





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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 Copy Note button.



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





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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.

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link.



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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. Fall 2019
9.	Click the Search button.



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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.





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Step	Action
11.	The Basic Data tab appears.
	Find the section that needs to be cancelled by clicking the Show next row 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 Schedule Print 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.


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Step	Action
15.	The Enrollment Control tab appears.
	Locate the Enrollment Capacity field. The number in the Total column displays how many students are enrolled in the section.
	IMPORTANT: 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? Yes Go to step 17. No Go to step 33.





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Step	Action
17.	Click the Curriculum Management menu. Curriculum Management
18.	Click the Class Roster menu.
19.	Click the Class Roster link.



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Step	Action
20.	The Class Roster search screen appears.
	Enter the Academic Institution as CASE1.
	Click the Look up Term button.
21.	Select the appropriate term from the list. Summer 2019
22.	Enter the subject of the course into the Subject Area field.
23.	Enter the course's catalog number into the Catalog Nbr field.
24.	Click the Search button.



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Step	Action
25.	If search results appear, select the appropriate section from the list. 1004



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Th 12:00PM - 3:00PM	lather Memorial 244	Staff	03/15/2012 - 03/15/2012	Midterm Exam			
There are no students c	urrently enrolled in t	his class.					
There are no students c	urrently enrolled in t	his class.					
Return to Search	vious in List	tt in List 🔚 Notify					

Step	Action
26.	The Class Roster 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.	Click the Schedule of Classes menu.
29.	Click the Maintain Schedule of Classes link.



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Step	Action
30.	The Maintain Schedule of Classes search screen appears. Enter the search fields as necessary.
31.	Click the Search button.
32.	The Basic Data tab appears. Click the Enrollment Cntrl tab.



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 Regular Academic Session
 Class Nbr:
 1004

 Lecture
 Event ID:
 000049163
 Session: 1 Class Section: 100 Component: Lecture Associated Class: 100 Units: 3.00 Cancel Class *Class Status: Active • Class Type: Enrollment Enrollment Status: Open Inst Cnsnt

Requested Room Capacity: 17 Total *Add Consent: No Consent

Enrollment Capacity: 17 0 *Drop Consent: Γ 1st Auto Enroll Section: 2nd Auto Enroll Section: Minimum Enrollment Nbr: Cancel if Student Enrolled Save Return to Search 🔄 Notify

Basic Data I Meeting	is I Enrollment Cotri I Reserve Cap I Notes I Exam

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

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

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 Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button.
6.	Select the appropriate course from the search result list.





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Step	Action
7.	The Basic Data 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 Class Attributes group box may already contain a class attribute (e.g. Schedule Search/Senior Audit Course). Do not remove any existing class attributes.



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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 Look up Course Attribute button.



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



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Step	Action
13.	Select Study Abroad. Study Abroad



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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:

- 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

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Combined Sections menu.
4.	Click the Combined Sections Table link.



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Step	Action
5.	The Combined Section Table search screen appears.
	Enter the Academic Institution as CASE1.
	Click the Look up Term button.
6.	Select the appropriate term from the list. Fall 2019
7.	Click the Session dropdown list.
8.	Select the Session during which the combined section will take place. Med - 2 week - Block 08A
9.	Click the Search button.

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573	CLSC/ARTH221	CLSC/ARTH2	View Combined Sections	+ -	
572	ASTR 306/406	ASTR306/40	View Combined Sections	+ -	
571	MPHP 306 - 100	MPHP 306 -	View Combined Sections	+ -	
570	PHYS 336/436	PHYS3/436	View Combined Sections	+ -	
569	LATN 308/380	LATN 308/3	View Combined Sections	+ -	
568	ENGL 386/486 101	ENGL 386/4	View Combined Sections	+ -	
567	ARTS 303/403 101	ARTS 303/4	View Combined Sections	+ -	
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559	EDUC/PSCL/SOCI338	EDUC/PSCL	View Combined Sections	+ -	
557	MGMT 315 - 100	MGMT 315-0	View Combined Sections	+ -	
555	CRSP 500/EPBI 500	CRSP/EPBI5	View Combined Sections	+ -	
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Step	Action
10.	The Combined Sections Table screen appears. This is where the Combined Sections ID is created and named.
11.	Click the Add a new row button to create a new combined section ID.



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575	CLSC/WLIT 224	CL/WL224	View Combined Sections	+	-	
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573	CLSC/ARTH221	CLSC/ARTH2	View Combined Sections	+	-	
572	ASTR 306/406	ASTR306/40	View Combined Sections	+	-	
571	MPHP 306 - 100	MPHP 306 -	View Combined Sections	+	-	
570	PHYS 336/436	PHYS3/436	View Combined Sections	+	-	
569	LATN 308/380	LATN 308/3	View Combined Sections	+	-	
568	ENGL 386/486 101	ENGL 386/4	View Combined Sections	+	-	
567	ARTS 303/403 101	ARTS 303/4	View Combined Sections	+	-	
566	JAPN225/WLIt225 - 2	JAPN/WLIT2	View Combined Sections	+	-	
565	EECS344/600	EECS344/60	View Combined Sections	+		
564	CHEM 305/332	CHEM 305/3	View Combined Sections	+	-	
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Step	Action
12.	Enter the Subject Area code representing the organization that "owns" the combined section, followed by the Catalog Number and Section Number to be combined into the Description 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





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

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 Permanent Combination checkbox is marked. If this is not to be a permanent combination of sections, remove the checkmark from the box.
20.	Enter the Enrollment Capacity 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 Requested Room Capacity field.
22.	Click the Look up Class Nbr button.

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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 Subject Area field.
24.	Click the Look Up button.
25.	All classes and sections scheduled within the chosen term will appear in the searchresults. Select the class section that is being combined.BAFI341
26.	The Subject , Catalog Nbr , Section number, and enrollment and room capacity fields default into the row.
27.	Click the Add a new row button.
28.	A new Class Nbr row appears.
	Click the Look Up Class Nbr button.
29.	Enter the subject area of the next section to be combined in the Subject Area field.
30.	Click the Look Up button.
31.	Select the next class section that is to be combined from the search results.ECON341
32.	Repeat the process of adding class sections to the combined section if applicable.
33.	Click the Save button.
34.	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.



think beyond the possible"

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

Example 3

In this example, students select either lecture section 100 or 101, and then are prompted to select one of the four laboratory sections.

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

Procedure

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

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes



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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. Fall 2019
9.	Click the Search button.



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CASE1 2	2118 ANTH	202	Undergrad	MAIN	Archaeology of Eastern N. Amer	000106 1				
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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.





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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.
12.	Click the Show next row button to move between sections one by one.
13.	Click the View All link to see all sections on the page at one time. View All



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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 " 100 ". The Lecture Component is typically the Enrollment Class Type, although that is not always the case. The Associated Class number of the Lecture is typically " 100 " as well, indicating that the lecture is only associated with itself.
15.	Click the Show next row 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 Non-Enroll . Its Associated Class number is " 100 ," 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 Add a new row button.





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



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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 Associated Class field.
25.	Repeat the process of adding sections if needed. Follow Example 2 or 3 from the Introduction to create the appropriate associations.
26.	Click the Meetings tab.



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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. End of Procedure.



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 st 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	Class Type	Associated Class	1st AutoEnroll Section
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 st Auto Enroll Section	2 nd 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.

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the Maintain Schedule of Classes link. Maintain Schedule of Classes

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9.

Click the **Search** button.

Search

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. Fall 2019

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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. Intro to Human Evolution



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*Component:	LEC 🔍 Le	cture	Event ID:	000031344			
*Class Type:	Non-Enroll	1					
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*Campus:	MAIN	Case					
*Location:	SA-MAIN	Main Campus		Schedule Print			
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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



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Step	Action
15.	To look at other sections, click the Show next row button.

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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.



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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 1st Auto Enroll Section field.
19.	Click the Show next row button to see other sections and enter the auto-enroll section number into the 1st Auto Enroll Section field.
20.	The 2nd Auto Enroll Section 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. 2nd Auto Enroll Section:
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. End of Procedure.
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**.

SIS_SOC_ErrorRpt

Procedure

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

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. Main Menu
2.	Click the Curriculum Management link.
3.	Click the Schedule of Classes link.
4.	Click the CASE SOC - Error Report link. CASE SOC - Error Report



Step	Action
5.	The SOC Error Report run control search screen appears.
	If you have run this report before, click the Search 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 have run the report, click the Add a New Value tab to create a new Run Control ID.
	Add a New Value

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



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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 Term field, or click the Look Up Term button for a list of term codes.
10.	Click the Run button.



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



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Step	Action
13.	The Process Monitor screen appears.
	The report being run appears in the Process List.
	Click the Refresh button periodically until the Run Status column displays <i>Success</i> and the Distribution Status column displays <i>Posted</i> .
14.	When Success and Posted appear, click the Details link. Details
15.	The Process Detail 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> . <u>cwsr0021_452698.PDF</u>



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44	Report Id : C Academic Org:	WSR0021	USE1		CASE WESTER Schedule of	RN RESERVE UNIVERSITY Classes - Error Report	Page : 1 Run Date : 10/14/2009	
8.6	Term Requested: 2101 Spring 2010 Errors - Students may not be ab			2010 s may not be abl	e to register for the following o	classes until the errors are resolved	Run Time : 09:49:40_AM SOC - Error Report FAQs	
	Subject Area	Catalog Nbr	Course ID	Class Section	Description	Error Message		_
	NURS	342	003925	100	Med Micro Immun/Infect Dimea	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 access.		
	HENC	257A 446 456	001423	100	Models of Health Care Systems Health Doligy & Mont Decisions	At least one instructor must have grade approval access. Combined sections with different meeting patterns. Combined sections with different meeting patterns.		
	IIME	446	005994	100	Models of Health Care Systems Core3:Transac, Writing, Skills	Combined sections with different meeting patterns. Closed class. Rarollment Capacity must be > 0. If class is	not being taught, please cancel it.	
	LAMS LAMS	803 803	005851	112 211	Core3:Transac,Writing,Skills Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0 . If class is Closed class. Enrollment Capacity must be > 0 . If class is	not being taught, please cancel it. not being taught, please cancel it.	
	LAMS	803	005851	212 311	Core3:Transac, Writing, Skills Core3:Transac, Writing, Skills	Closed class. Rnrollment Capacity must be > 0. If class is Closed class. Rnrollment Capacity must be > 0. If class is	not being taught, please cancel it. not being taught, please cancel it.	
	LAWS	803 803	005851 005851	312 411 412	Core3:Transac, Writing, Skills Core3:Transac, Writing, Skills Core1:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If class is Closed class. Enrollment Capacity must be > 0. If class is Closed class. Enrollment Capacity must be > 0. If class is	not being taught, please cancel it. not being taught, please cancel it.	
	LAMS	803 803	005851	500	Core3:Transac, Writing, Skills Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If class is Closed class. Enrollment Capacity must be > 0. If class is	not being taught, please cancel it. not being taught, please cancel it.	
	LAMS	803 803	005851	512 611	Core3:Transac,Writing,Skills Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0 . If class is Closed class. Enrollment Capacity must be > 0 . If class is	not being taught, please cancel it. not being taught, please cancel it.	
	LAWS	803 9440	005851	612	Core3:Transac,Writing,Skills Challenge of Suffering	Closed class. Enrollment Capacity must be > 0. If class is Combined sections with different meeting patterns.	not being taught, please cancel it.	
	NURS	440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns. Combined sections with different meeting patterns.		
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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 SOC - Error Report FAQs 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.

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. Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.



Step	Action
4.	Click the CASE SOC - Staffing Reports link.
5.	The SOC Staffing Report run control search screen appears. If you have run this report before, click the Search 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 Add a New Value tab to create a new Run Control ID.
	Add a New Value

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



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Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears.
	Click the Look up Academic Organization button.
9.	Select the appropriate academic organization from the list.
10.	Click the Look up Term button.
11.	Select the appropriate term from the list. <u>Sum 2019</u>
12.	Click the Run button.





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



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

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BIOL	103	101	Biological Issues	Primary Instructor	**NO ACCESS**	3.0	TR	9:30:00 AM 10:45:00 AM	тва	8/25/2008	12/5/2
BIOL	114	100	Principles of Biology	Primary Instructor	Approve	3.0			TBA	8/25/2008	12/5/2
BIOL	120	100	Conc for Mole View of	Biol II Primary Instructor	Approve	3.0	TR	10:00:00 AM 11:15:00 AM	ROCK 402	8/25/2008	12/5/2
BIOL	368 -100		The followi	ng sections are combined.		3.0					
ANAT	467	100	Topics in Evolutionary	Biology Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/2
ANTH	467	100	Topics in Evolutionary	Biology Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/2
BIOL	368	100	Topics in Evolutionary	Biology Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/
BIOL	468	100	Topics in Evolutionary	Biology Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/
PHIL	367	100	Topics in Evolutionary	Biology Primary Instructor	Approve		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/2
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BIOL	431	100	Statistical Methods I	Primary Instructor	"NO ACCESS"		TR	10:00:00 AM 11:15:00 AM	TBA	8/25/2008	12/5/
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BIOL	368 -100		The followi	na sections are combined		3.0					
ANAT	467	100	Topics in Evolutionary	Biology Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/2
ANTH	467	100	Topics in Evolutionary	Biology Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/
BIOL	368	100	Topics in Evolutionary	Biology Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/
BIOL	468	100	Topics in Evolutionary	Biology Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	TBA	8/25/2008	12/5/
PHIL	367	100	Topics in Evolutionary	Biology Secondary Instructor	Grade		MWF	8:30:00 AM 9:20:00 AM	ТВА	8/25/2008	12/5/

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 NO ACCESS appears in the Grading Access 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 Access 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**
22.	Click on the Print button to print the report. Click on the Save button to save the report to a local or remote drive. Use the Back and Forward arrow buttons to move between pages in the report.





Step	Action
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

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the CASE SOC - Staffing Reports link.
5.	The SOC Staffing Report run control search screen appears. If you have run this report before, click the Search 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 Add a New Value tab to create a new Run Control ID. Add a New Value



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Step	Action
6.	Enter an appropriate name for this reporting process into the Run Control ID 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	Home Add to Favorites Sign out
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Schedule of Classes - Staffing Reports	
Run Control ID: xyz_staffing Report Manager Process Monitor Run	
Academic Organization	
*Term	
Save	

Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears.
	Click the Look up Academic Organization button.
9.	Select the appropriate academic organization from the list.
10.	Click the Look up Term button.
11.	Select the appropriate term from the list. Sum 2019
12.	Click the Run button.





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ser ID: soc1		Run Control ID: xyz_sta	affing				
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Staffing Report (Crystal)	CWSR0	026 Crystal	Web	PDF	Distribution		

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



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



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	Princehouse,Patricia	Instructor	Available	Advisor: NO	Scheduled In Term:	YES	-
2							
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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 Print button to print the report. Click the Save button to save the report to a local or remote drive. Use the Back and Forward 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

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 . Main Menu
2.	Click the Curriculum Management menu.
3.	Click the Schedule of Classes menu.
4.	Click the CASE SOC - Cross Listed Report link.
5.	The SOC Cross Listed Report run control search screen appears. If you have run this report before, click the Search 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 Add a New Value tab to create a new Run Control ID. Add a New Value



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



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*Academic Organization	Q							
fieldenne organization								
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Save Notify								

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



CASE WESTERN RESERVE UNIVERSITY_BALLER Add to Encoded Add to Encoded Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Cross Listed Report Process Scheduler Request User ID: soc1 Run Control ID: xyz123_crosslist Server Name:	Sign o
UNIVERSITY est as Add to Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Cross Listed Report New Window Help Customize Page Process Scheduler Request User ID: soc1 Run Control ID: xy2123_crosslist Server Name: Run Date: 09/26/2011 B Recurring: Run Date: 12/11.47PM Reset to Current Date/Time	Sign c
Favorites Main Menu > Curriculum Management > Schedule of Classes > CASE SOC - Cross Listed Report *rocess Scheduler Request User ID: soc1 Run Control ID: xyz123_crossilist Server Name: Run Date: 09/26/2011 Berurrence:	t 📳
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Process List	
Select Description Process Name Process Type Type Format Distribution	
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Step	Action
13.	The Process Scheduler Request screen appears.
	Click the OK button.
14.	Click the Process Monitor link. Process Monitor





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Step	Action
15.	The Process Monitor screen appears.
	The report being run appears in the Process List.
	Click the Refresh button periodically until the Run Status column displays <i>Success</i> and the Distribution Status column displays <i>Posted</i> .
16.	When Success and Posted appear, click on the Details link.
17.	The Process Detail screen appears.
	Click the View Log/Trace link. View Log/Trace
18.	The View Log/Trace screen appears.
	Click on the link ending in <u>.PDF</u> . CWSR0023 501170.PDF





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.

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. Main Menu
2.	Click the Curriculum Management menu.



Step	Action
3.	Click the Schedule of Classes menu.
	Casses
4.	Click the Class Search link.
	Class Search

UNIVERSITY	ICSERVE	
orites Main Menu >	Curriculum Management > Schedule of Classes > Class Search	Home Add to Favorites
• • •	• • •	
Search for Class	es	
Enter Search Cri	iteria	
Institution	Case Western Reserve Univ 🔻	
Term	Fall 2011 🔻	
Select at least 2 searc	h criteria. Click Search to view your search results.	
Class Search Criteri	a	
Course Subject	select subject	
Course Number	is exactly	
Course Career	 (example: Undergraduate) 	
Academic Group		
	Show Open Classes Only	
Use Additional Search	Criteria to narrow your search results.	
Meeting Start Time	greater than or equal to	
Meeting End Time	less than or equal to	
Day of Week	include only these days	
	Mon Tues Wed Thurs Fri Sat Sun	
Instructor Last Name	is exactly 🔻	
Class Nbr	(example: 1136)	
Course Keyword	(example: statistics)	
Minimum Units	greater than or equal to 🔻	
Maximum Units	less than or equal to	
Course Component	▼	

Step	Action
5.	The Search for Classes screen appears.
	Click the Term list.
6.	Select the term that you want to view. Spring 2012
7.	Enter the Course Subject of the classes for which you are searching. The Select Subject button will present an alphabetical list of all subjects available at Case.
8.	Click the Course Career dropdown list.



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

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orites Main Menu > Curriculum Man	agement > Schedu	ule of Cla	sses > Cla	ss Search						
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Search for Classes										
Search Results										
oom assignments are subject to chan	nge.									
Case Western Reserve Univ Spring 20	012									
The following classes match your sear Undergraduate, Show Open Classes (ch criteria Course Sub Only: No	ject: An	thropology,	Course Career:						
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escription	Section	Status	Session	Days & Times	Room (Capacity)	Instructor	Meeting Dates	Enrl Cap (Cmbnd E Cap)		
NTH 102 - eing Human: An Introduction to ocial and Cultural Anthropology	*101-LEC(1005)	•	Regular	TuTh 1:15PM - 2:30PM	Mather Memorial 125 (49)	<u>Melvyn</u> Goldstein	01/17/12 - 04/30/12	49		
NTH 103 - ntroduction to Human Evolution	*100-LEC(1006)		Regular	TuTh 10:00AM - 11:15AM	Clark Hall 309 (70)	Cynthia Beall	01/17/12 - 04/30/12	70		
NTH 107 - rchaeology: An Introduction	*100-LEC(1007)	٠	Regular	TuTh 10:00AM - 11:15AM	Mather Memorial 225 (46)	<u>Jim Shaffer</u>	01/17/12 - 04/30/12	46		
NTH 215 - ealth, Culture, and Disease: An ntroduction to Medical nthropology	*100-LEC(1008)	•	Regular	TuTh 10:00AM - 11:15AM	N Location 0	<u>Eileen</u> Anderson-Fye	01/17/12 - 04/30/12	60		
NTH 225 - volution	*100-LEC(2594)		Regular	W 4:00PM - 6:30PM	Clapp Hall 108 (124)	Patricia Princehouse	01/17/12 - 04/30/12	14 (70)		
NTH 233 -	*100-LEC(3000)		Regular	TuTh 10:00AM - 11:15AM	Clark Hall 205 (30)	Judith Neulander	01/17/12 - 04/30/12	15 (15)		
introduction to seman ronkiore										
NTH 307 - «periential Learning in Child olicy	*100-LEC(1009)	•	Regular	M 4:00PM - 7:00PM	Sears 374 (28)	Celeste	04/30/12	999 (10)		



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. *101-LEC(1005)
14.	Click a link in the Section column to see details on the class section. *101-LEC(1005)

	Curriculum Management	t > Schedule of	Classes > Class Search			
Search for Class	ses					
Class Detail						
ANTH 102 - 101 Anthropology	Being Human: An Intr	oduction to Soci	al and Cultural <u>Course Eval</u>	uations		
Case Western Reserve	Univ Spring 2012 Lec	ture	Textbook			
		VIE	W SEARCH RESULTS			
				_		
Class Details						
Status	Open	Career	Undergraduate			
Class Number	1005	Dates	1/17/2012 - 4/30/2012			
Session	Regular Academic Sessio	n Grading	Regular Grades			
Units	3 units	Locatio	n Main Campus			
		C				
Class Components	Lecture Required	Campu	 Case Western Reserve Unit 	,		
Class Components	Lecture Required	Campu	Case Western Reserve Uni	,		
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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. VIEW SEARCH RESULTS						



Step	Action
18.	To begin a different search, click the Start a New Search button.
19.	This completes the process of using Class Search to review the Schedule of Classes in the SIS. End of Procedure.