Student Information System Training Guide

Schedule of Classes

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CASE WESTERN RESERVE UNIVERSITY EST. 1826
think beyond the possible℠

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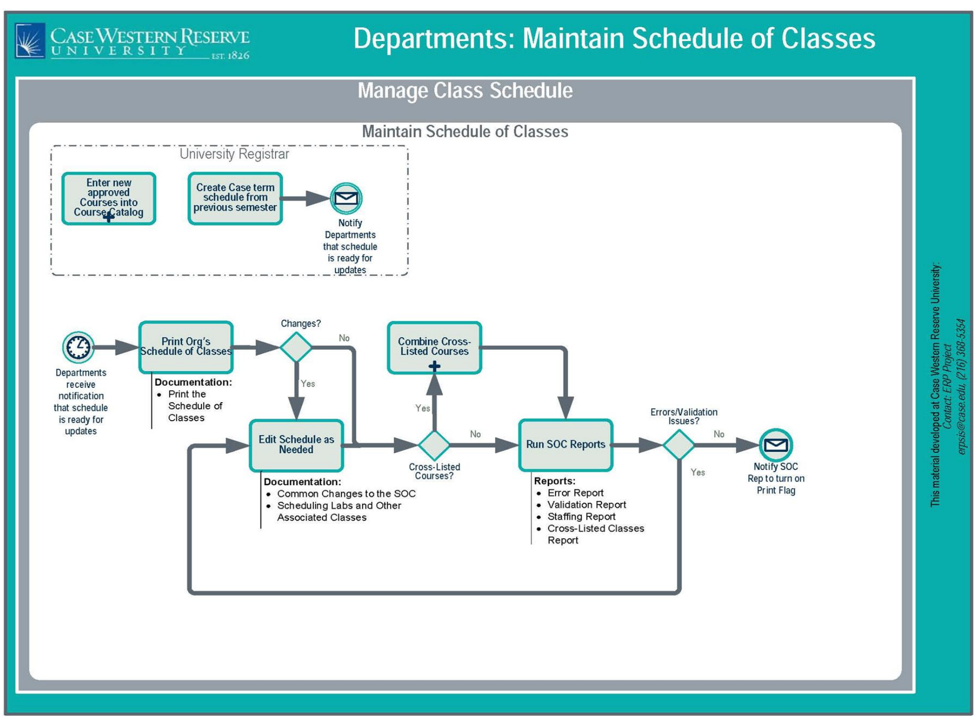
Schedule of Classes

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.

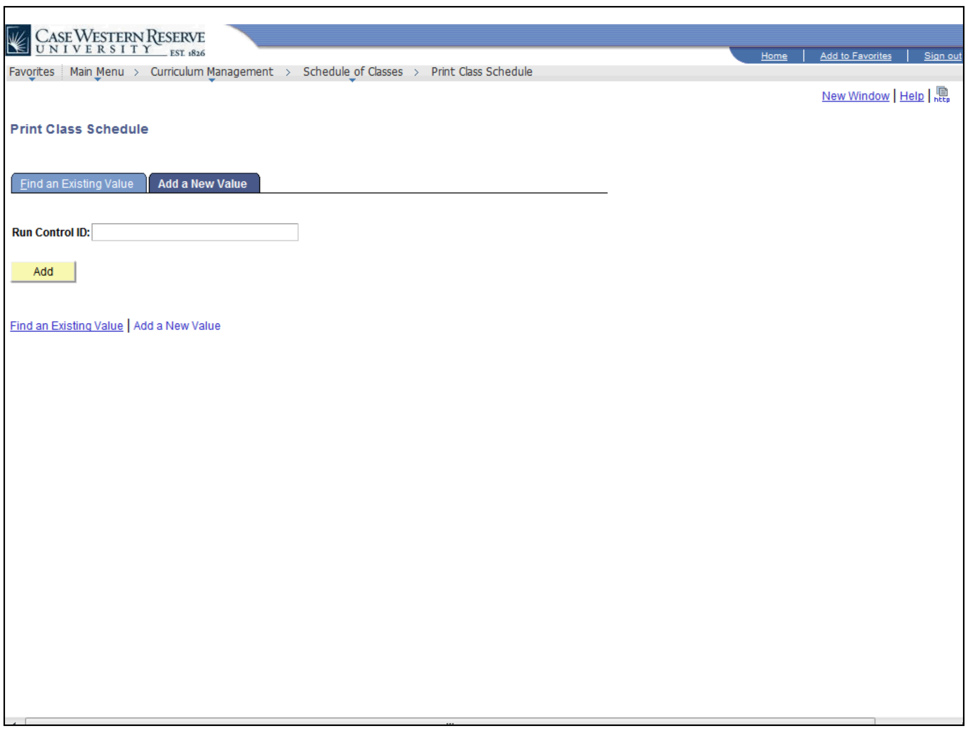
Procedure

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. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
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. 



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**".

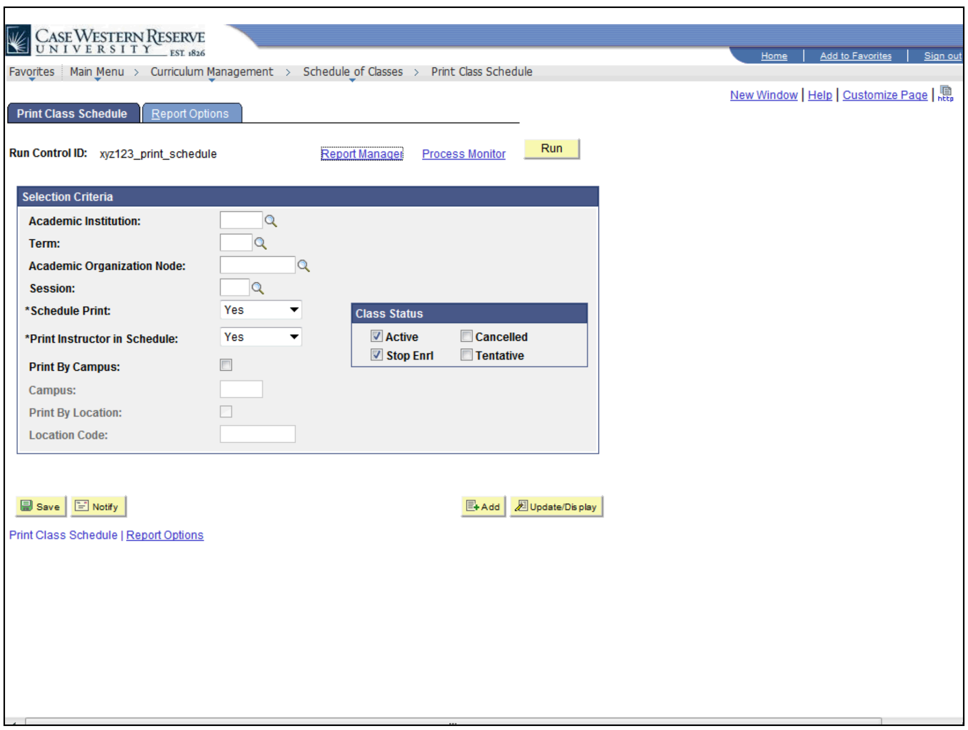
A Run Control ID is the name a user creates to represent a process or report in the SIS, and the criteria used to process it.

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.

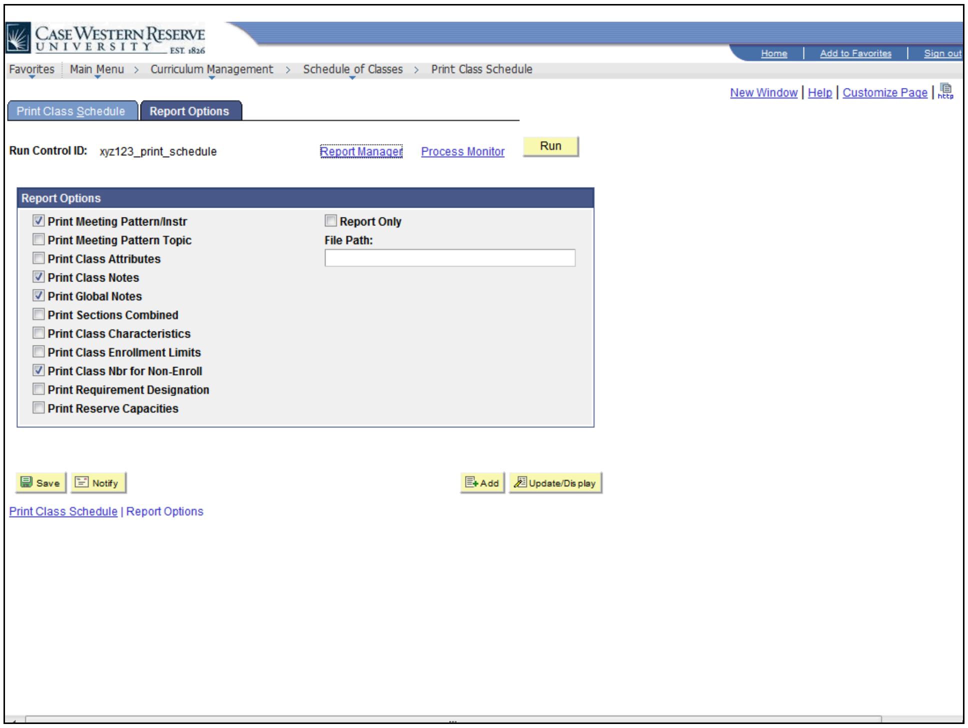
Run Control IDs can be made of upper or lowercase letters and numbers. There can be no spaces, special characters or punctuation. To separate words in a Run Control ID, use an underscore, i.e., Run_Control. It is a good practice to place your Network ID somewhere in the run control ID, so that it can 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.

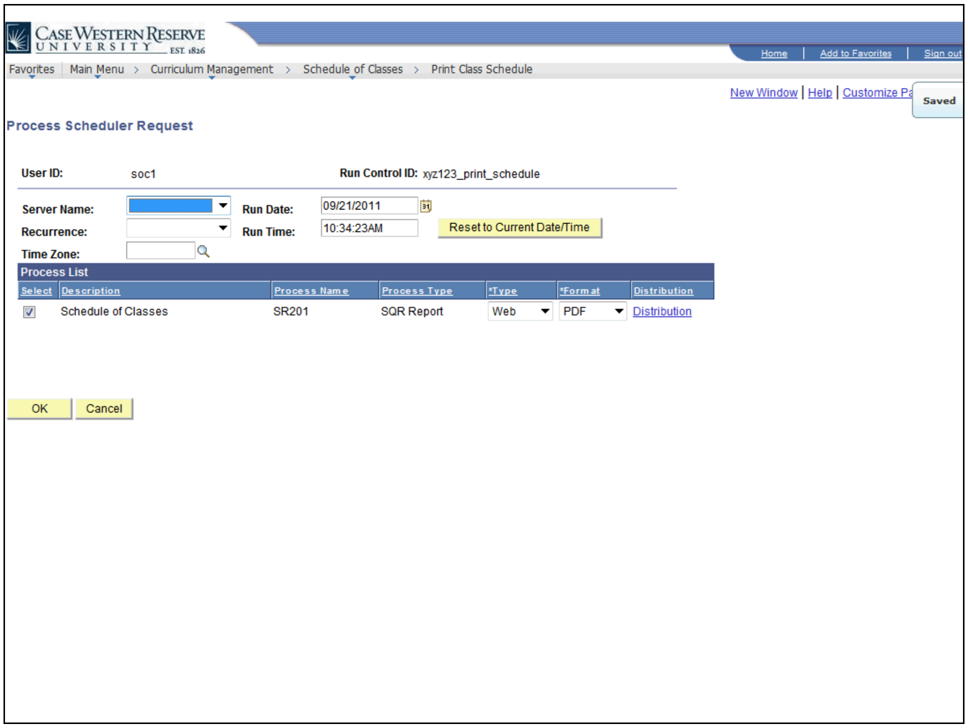
Step	Action
7.	Click the **Add** button. 



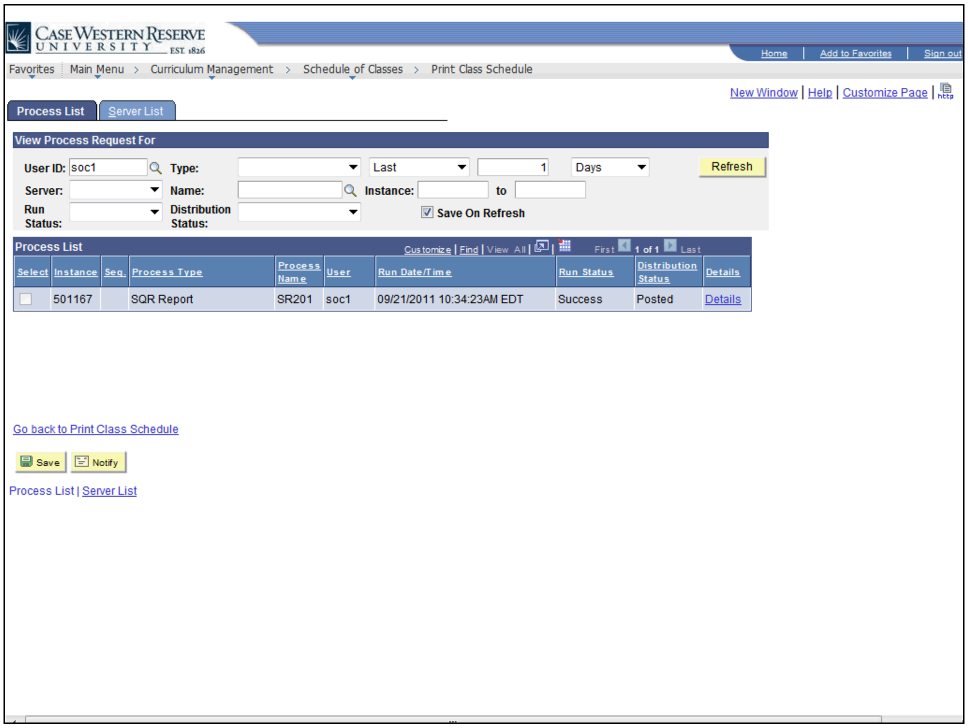
Step	Action
8.	Click the **Look up Academic Institution** button (magnifying glass). The Selection Criteria box appears. 
9.	Click the **CASE1** list item. CASE1
10.	Click the **Look up Term** button. 
11.	Select the term of the schedule you wish to print from the list. Fall 2019
12.	Click the **Look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



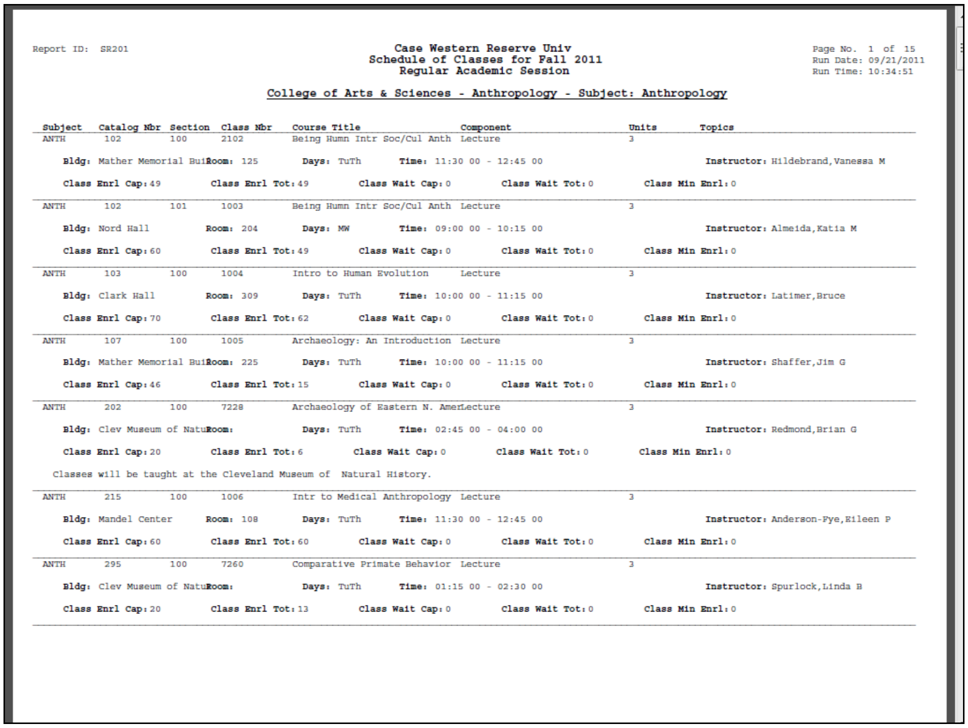
Step	Action
20.	The Report Options tab appears. There are several checkboxes you may need to click. Click the **Print Meeting Pattern Topic** option. Print Meeting Pattern Topic
21.	Click the **Print Sections Combined** option. Print Sections Combined
22.	Click the **Print Class Enrollment Limits** option.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



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



Step	Action
27.	The Process Monitor appears. Click the **Refresh** button periodically until the **Run Status** column displays ***Success*** and the **Distribution Status** column displays ***Posted***. 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**. sr201_501167.PDF



Report ID: SR201

Case Western Reserve Univ
Schedule of Classes for Fall 2011
Regular Academic Session

Page No. 1 of 15
Run Date: 09/21/2011
Run Time: 10:34:51

College of Arts & Sciences - Anthropology - Subject: Anthropology

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ANTH	102	100	2102	Being Humn Intr Soc/Cul Anth	Lecture	3	

Bldg: Mather Memorial Bui **Room:** 125 **Days:** TuTh **Time:** 11:30 00 - 12:45 00 **Instructor:** Hildebrand,Vanessa M
Class Enrl Cap: 49 **Class Enrl Tot:** 49 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

ANTH	102	101	1003	Being Humn Intr Soc/Cul Anth	Lecture	3	

Bldg: Nord Hall **Room:** 204 **Days:** MW **Time:** 09:00 00 - 10:15 00 **Instructor:** Almeida,Katia M
Class Enrl Cap: 60 **Class Enrl Tot:** 49 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

ANTH	103	100	1004	Intro to Human Evolution	Lecture	3	

Bldg: Clark Hall **Room:** 309 **Days:** TuTh **Time:** 10:00 00 - 11:15 00 **Instructor:** Latimer,Bruce
Class Enrl Cap: 70 **Class Enrl Tot:** 62 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

ANTH	107	100	1005	Archaeology: An Introduction	Lecture	3	

Bldg: Mather Memorial Bui **Room:** 225 **Days:** TuTh **Time:** 10:00 00 - 11:15 00 **Instructor:** Shaffer,Jim G
Class Enrl Cap: 46 **Class Enrl Tot:** 15 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

ANTH	202	100	7228	Archaeology of Eastern N. Amer	Lecture	3	

Bldg: Clev Museum of Natu **Room:** **Days:** TuTh **Time:** 02:45 00 - 04:00 00 **Instructor:** Redmond,Brian G
Class Enrl Cap: 20 **Class Enrl Tot:** 6 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0
Classes will be taught at the Cleveland Museum of Natural History.

ANTH	215	100	1006	Intr to Medical Anthropology	Lecture	3	

Bldg: Mandel Center **Room:** 108 **Days:** TuTh **Time:** 11:30 00 - 12:45 00 **Instructor:** Anderson-Fye,Eileen P
Class Enrl Cap: 60 **Class Enrl Tot:** 60 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

ANTH	295	100	7260	Comparative Primate Behavior	Lecture	3	

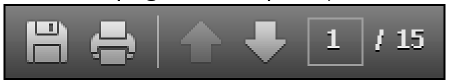
Bldg: Clev Museum of Natu **Room:** **Days:** TuTh **Time:** 01:15 00 - 02:30 00 **Instructor:** Spurlock,Linda B
Class Enrl Cap: 20 **Class Enrl Tot:** 13 **Class Wait Cap:** 0 **Class Wait Tot:** 0 **Class Min Enrl:** 0

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

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

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

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

Step	Action
32.	Click the **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.

After Print = 

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.

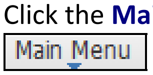
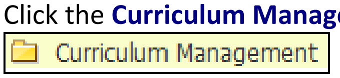
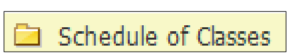
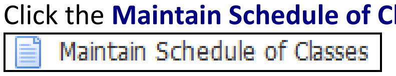
After Print =

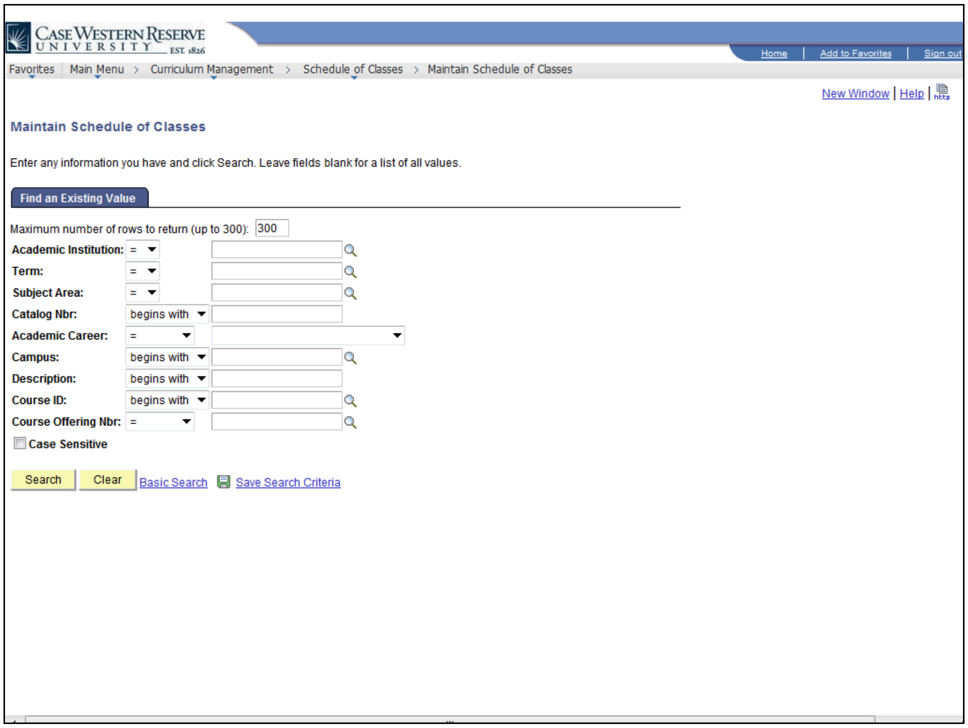
SIS_SOC_AddClass

Procedure

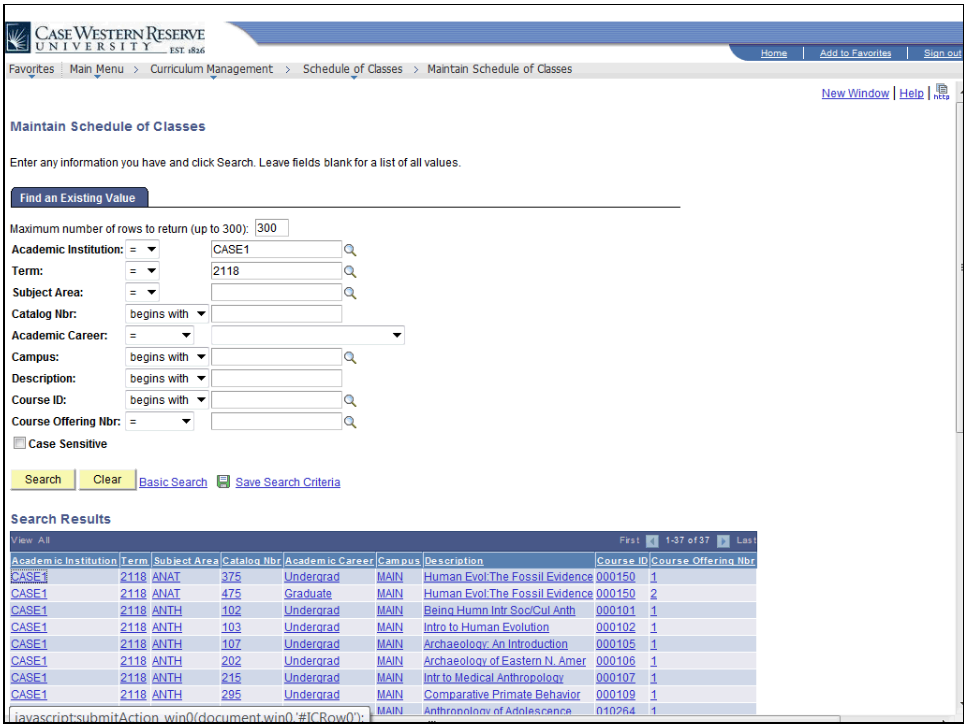
Use the directions in this topic to add a class section to a course that already has class sections scheduled in a term.

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

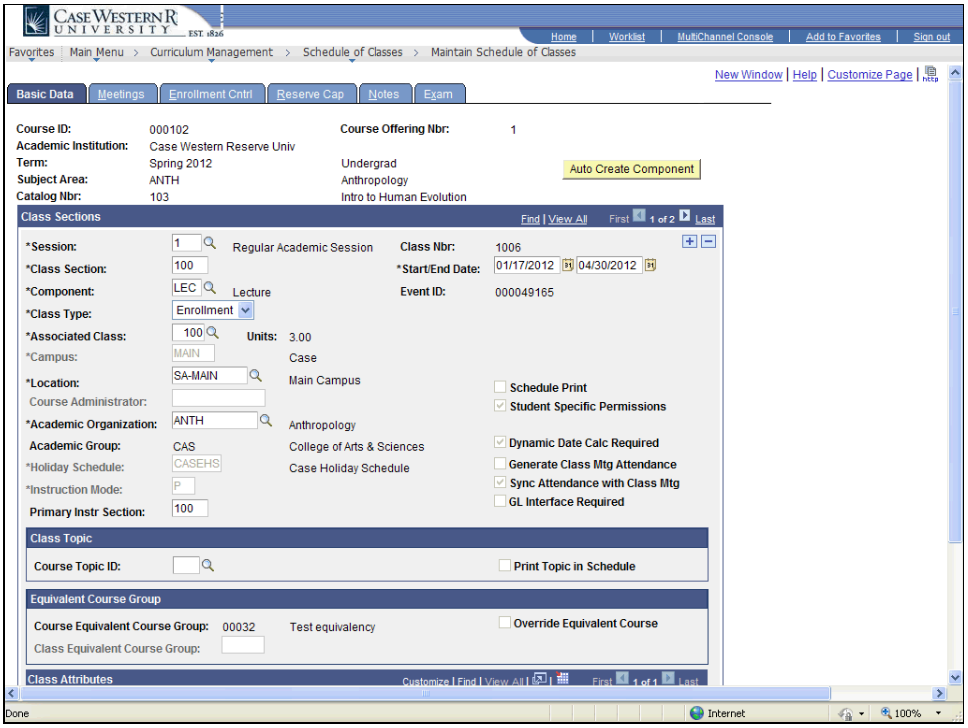
Step	Action
1.	Click the **Main Menu**. 
2.	Click the **Curriculum Management** menu. 
3.	Click the **Schedule of Classes** menu. 
4.	Click the **Maintain Schedule of Classes** link. 

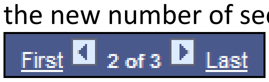


Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



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



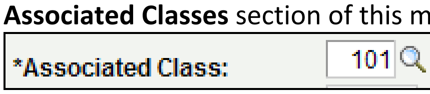
Step	Action
11.	The **Basic Data** tab appears. Click the **Add a new row** button in the Class Sections group box. 
12.	A new class section data row appears. Note that the Class Sections header displays the new number of sections for this course during the term. 
13.	Enter the number of this class section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

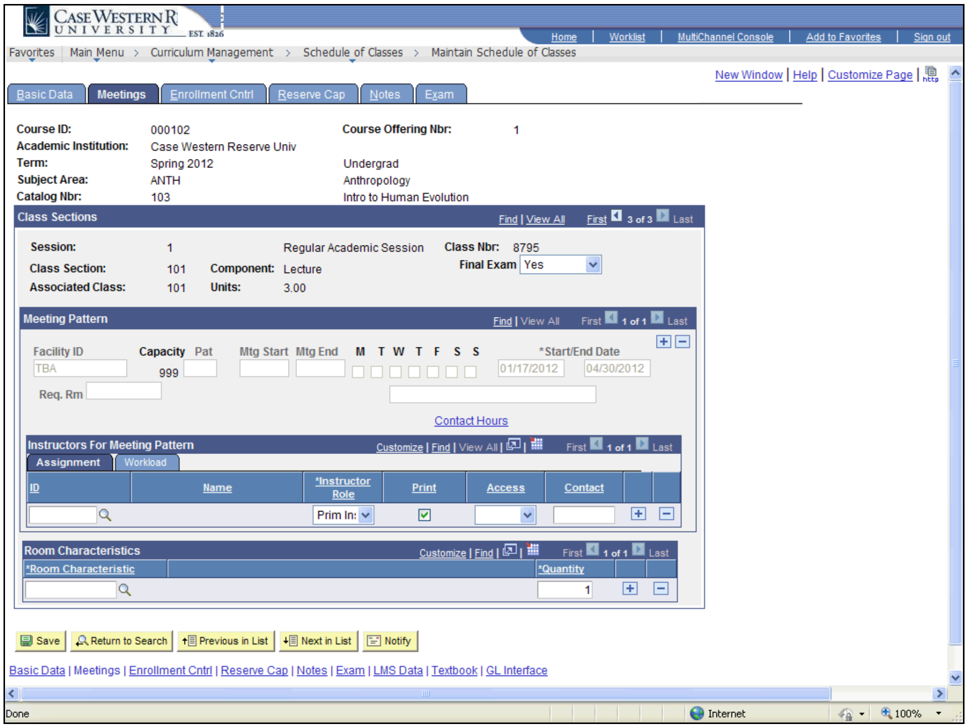
A Section number identifies a class within its course offering for a term. The first class section of any course offering is always 100.

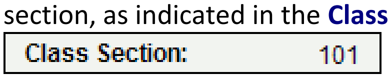
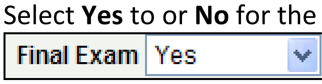
If a course has only one component type, such as Lecture or Research, section numbers start at 100 and are incremented by 1 for each new section. For example, if BIOL 116 has 3 class sections in a term, it will look like this:

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

> 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. 
16.	Click the **Meetings** tab. 



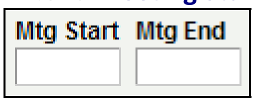
Step	Action
17.	Note that the Class Sections group box is still displaying the newly created class section, as indicated in the **Class Section** field. 
18.	Select **Yes** to or **No** for the **Final Exam** field. 

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/).

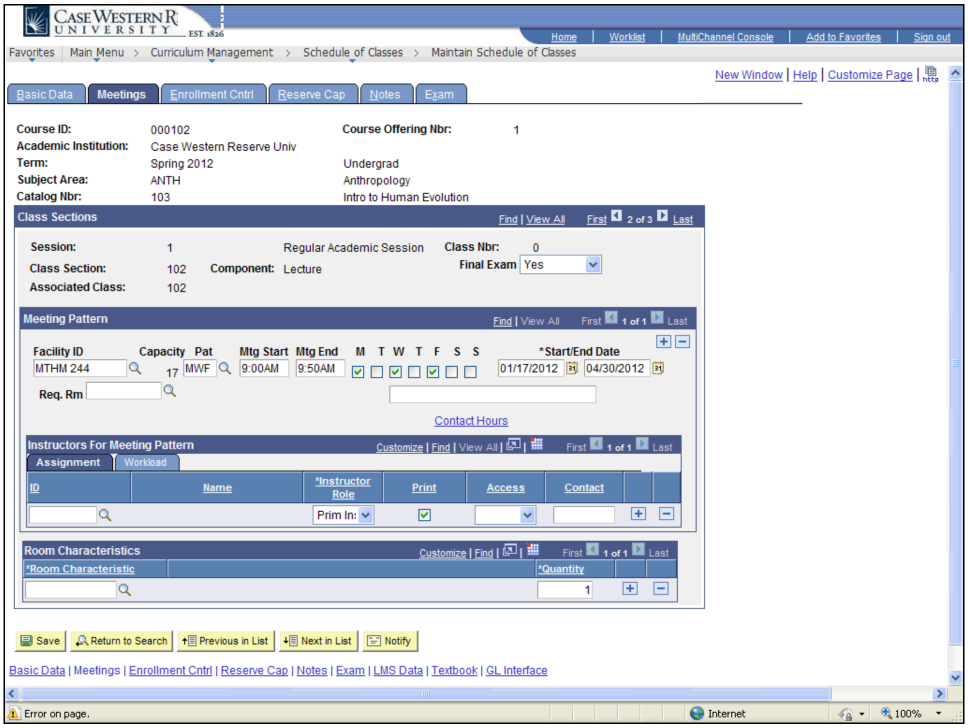
Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

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. 

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. 



Step	Action
23.	Enter the EmplID 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 http://www.case.edu/registrar/forms.html .

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

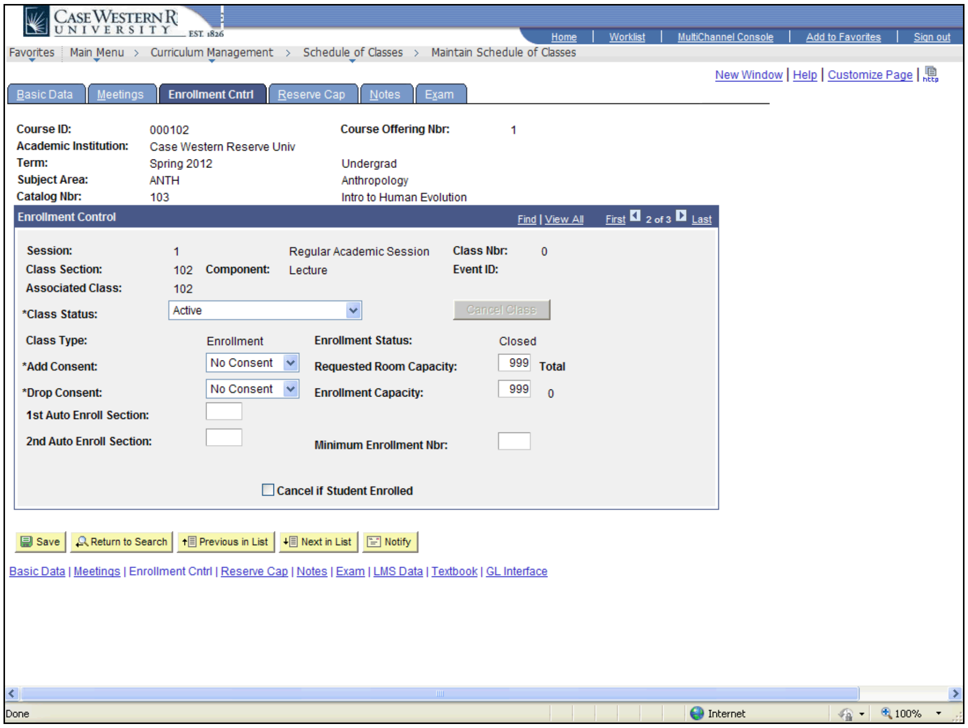
Print: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

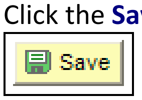
Access: Determines the access that the individual has to the online Grade Roster in the SIS.

- 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. Enrollment Cntrl



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 like-term. 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.

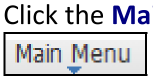
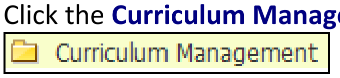
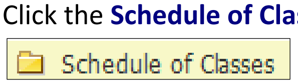
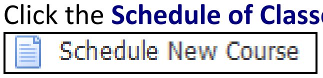
The Print checkbox is not applicable.

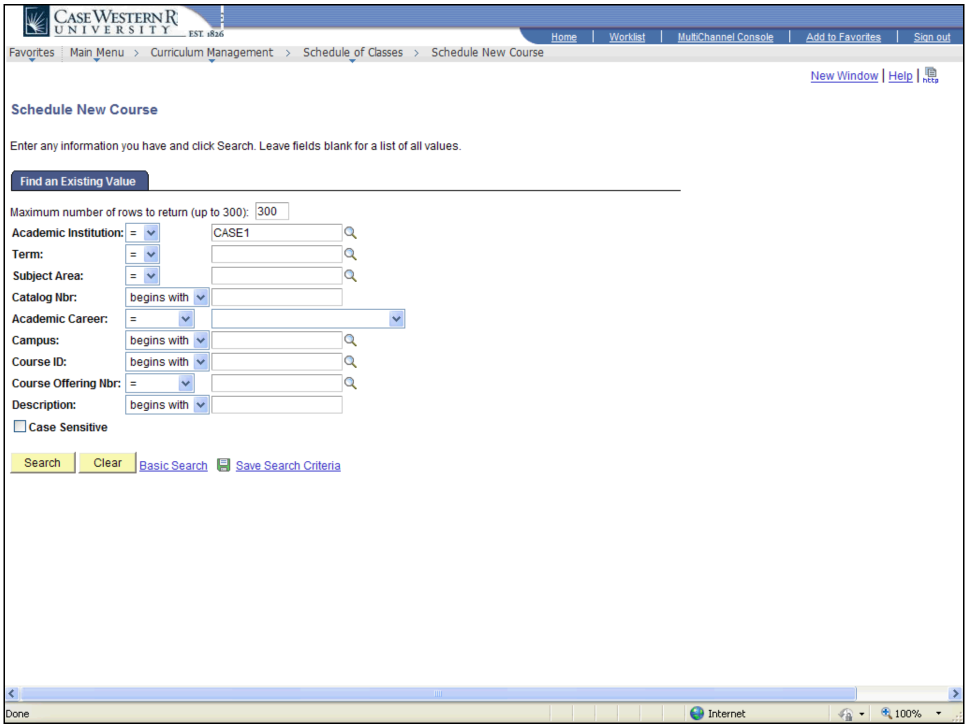
SIS_SOC_AddCourse

Procedure

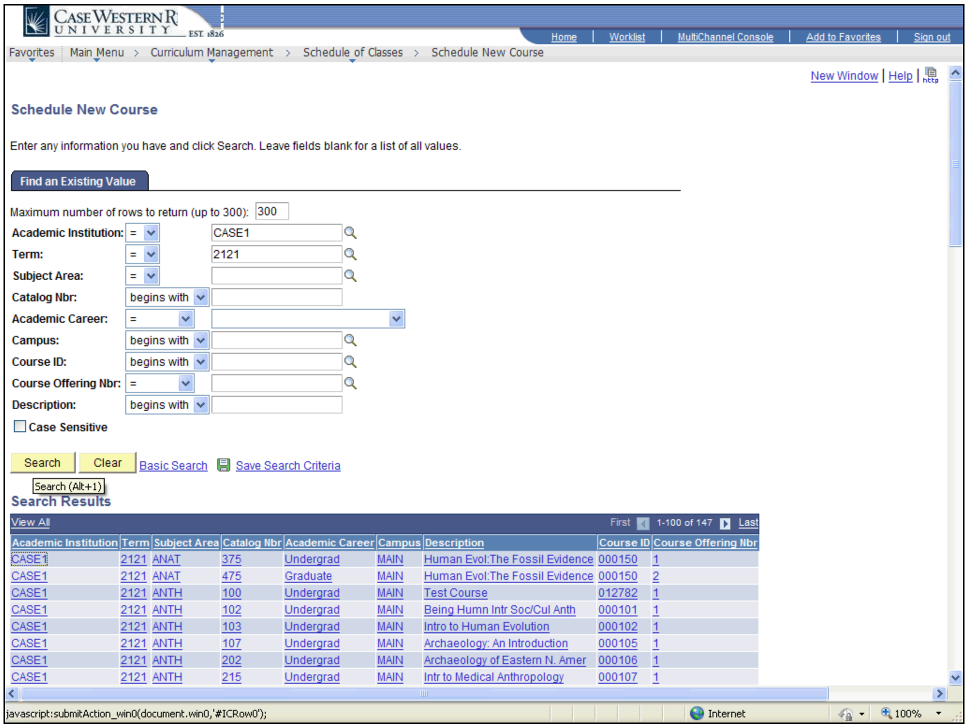
Use the directions in this topic to add a course to the schedule. This process is used when a course is not found in the search results of the Maintain Schedule of Classes search screen.

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

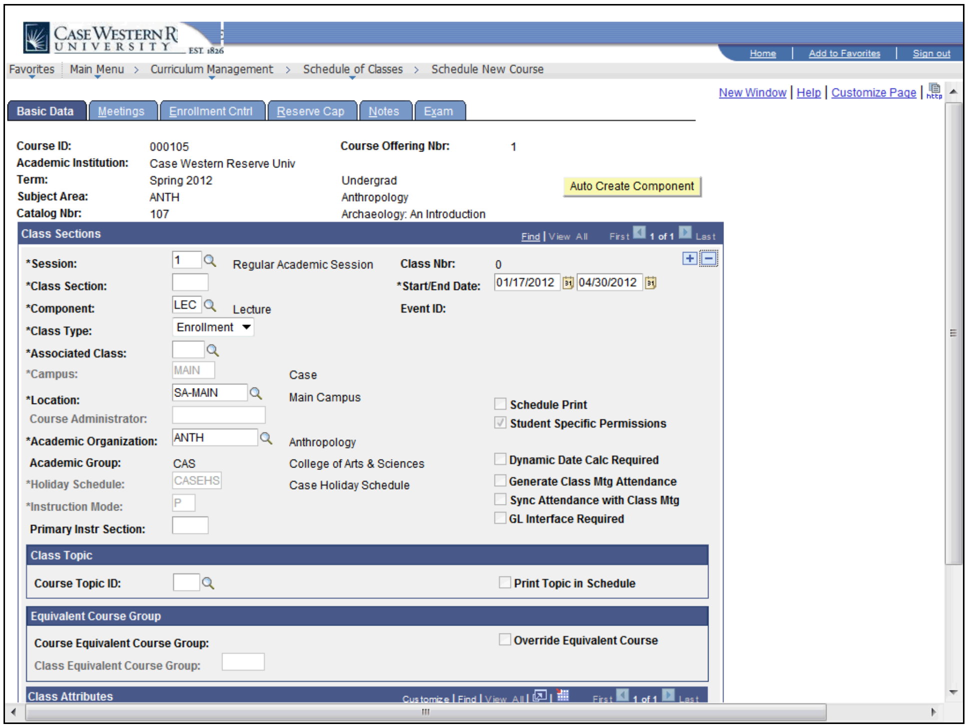
Step	Action
1.	Click the **Main Menu**. 
2.	Click the **Curriculum Management** menu. 
3.	Click the **Schedule of Classes** menu. 
4.	Click the **Schedule of Classes** link. 

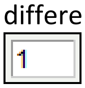
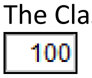


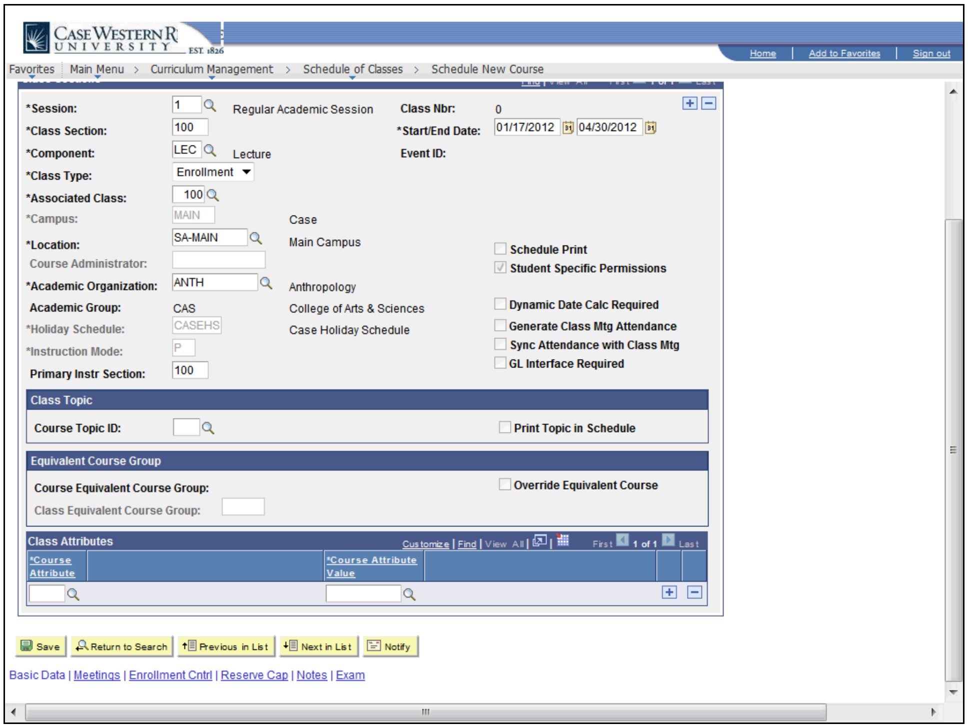
Step	Action
5.	The **Schedule New Course** search screen appears. Enter the **Academic Institution** as **CASE1**. Click the **Look up Term** button. 
6.	Select the appropriate term from the search results. Spr 2012
7.	Click the **Search** button. Search



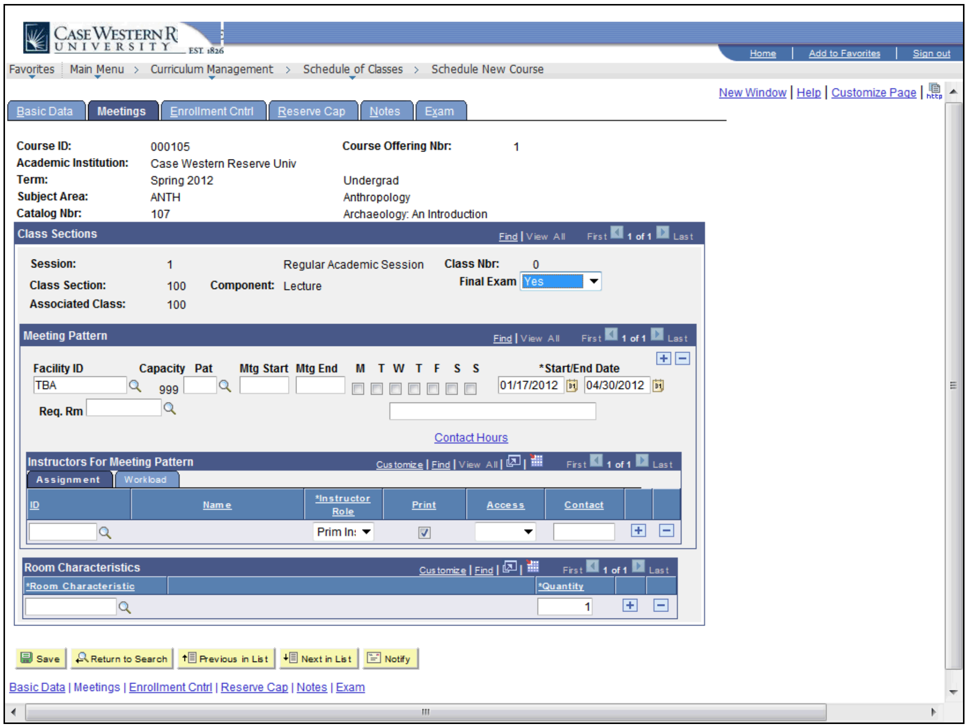
Step	Action
8.	All courses listed for your academic organization in the Course Catalog appear in the search results. Select the course that is to be added to the schedule. Intro to Human Evolution

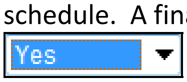
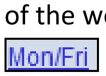
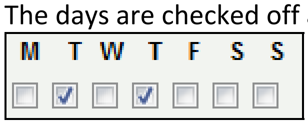


Step	Action
9.	The **Basic Data** tab appears. The **Session** defaults to **Regular Academic Session** during the Fall and Spring terms. To change the session, click the **Look Up Session** button and select a different session from the search results. 
10.	To create the first class section of the course, enter "**100**" into the **Class Section** field.
11.	Press **[Tab]** on your keyboard.
12.	The Class Section number copies to the **Associated Class** field. 
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. 



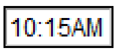
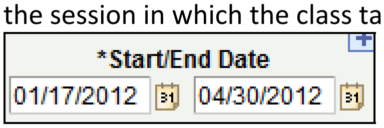
Step	Action
14.	Locate the Course Attribute box. To mark this class as being a part of a Semester Spotlight, Senior Audit, or other special label, utilize the **Course Attribute** and **Course Attributes Values** fields.
15.	Click the **Meetings** tab. 



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. 

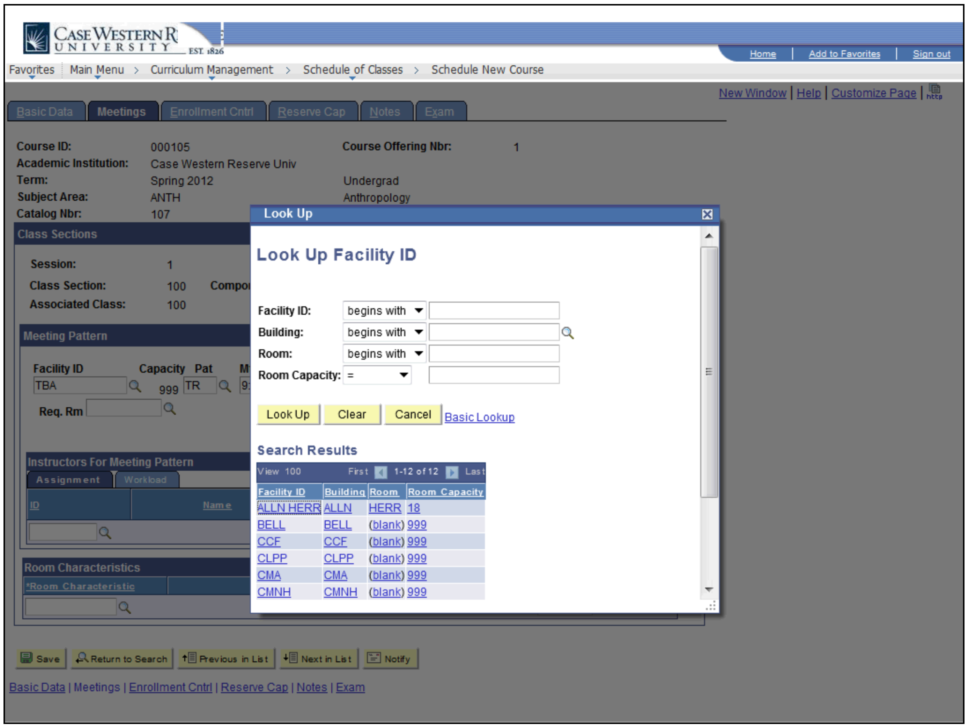
Step	Action
20.	Enter the start time of the class into the **Mtg Start** field.

> 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. 
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. 
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.

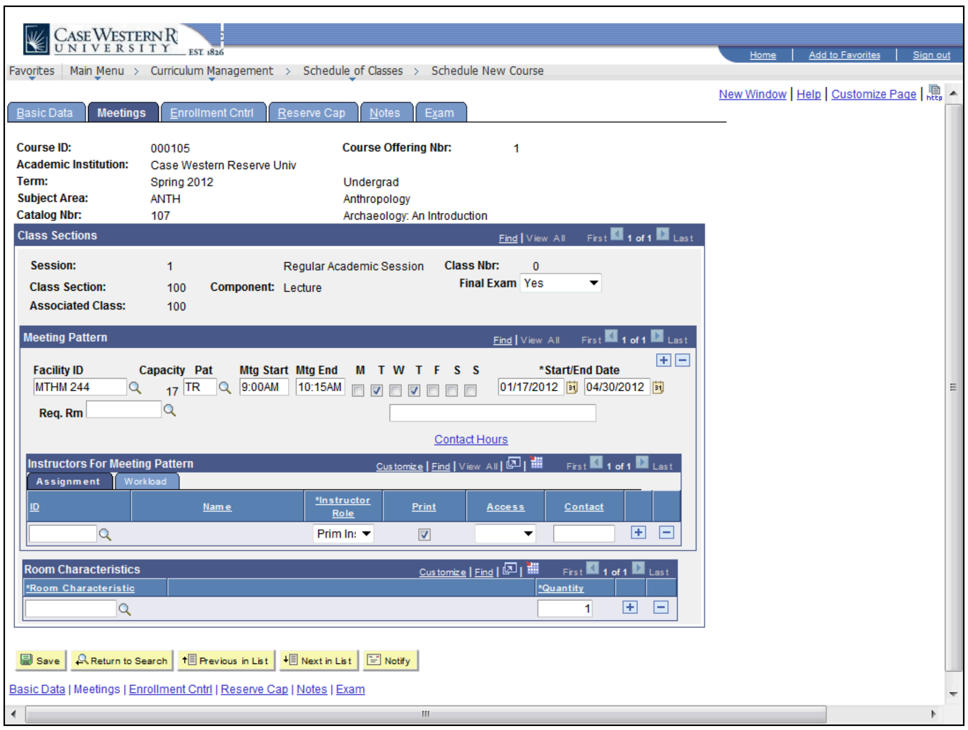


Step	Action
27.	All classrooms assigned to your academic organization appear in the search results. Select the appropriate classroom from the search results. CLPP

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)

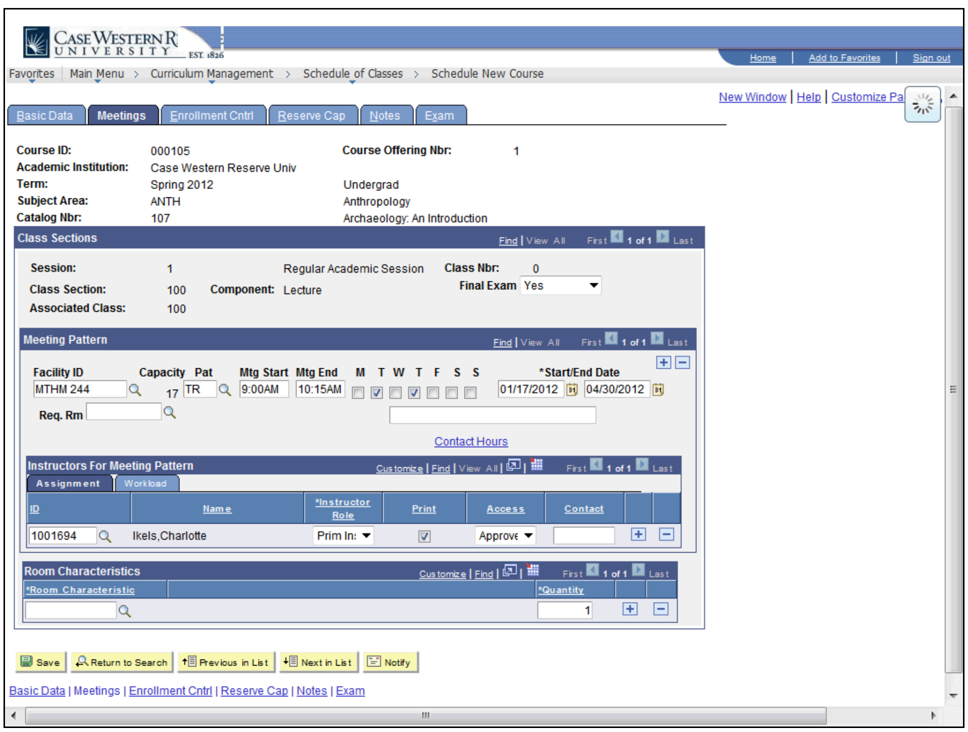
Step	Action
28.	The **Exam or Mtg Desc** field is used for non-standard exam times ***NOT*** held during the final exam week. Please see the ***Creating an Exam Outside of a Regular Meeting Pattern*** business process document for directions.



Step	Action
29.	In the Instructors for Meeting Pattern box, select the Instructor for the class meeting. Enter the Instructor's EmplID 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 http://www.case.edu/registrar/forms.html .

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



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.

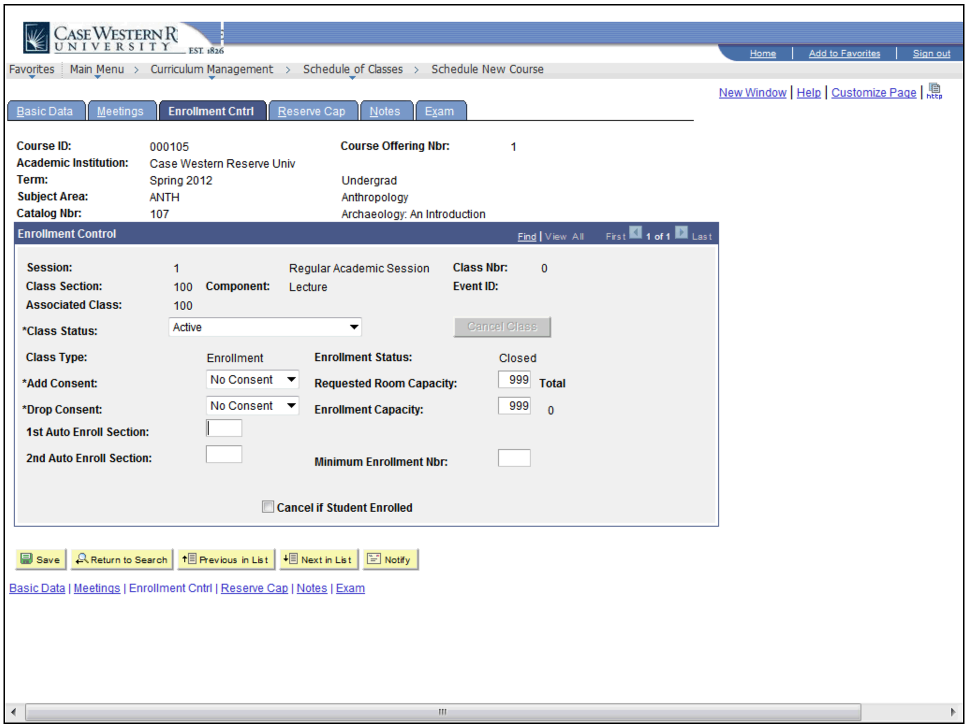
- Instructor
- Secondary Instructor
- TA
- Grading Proxy

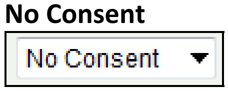
Print: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

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. Enrollment Cntrl



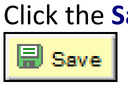
Step	Action
37.	The **Enrollment Control** tab establishes the number of students who can enroll per section of the class, and whether or not the students need an instructor's or department's consent to enroll in the class.
38.	The **Add** and **Drop Consent** fields default from the Course Catalog record. 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** 

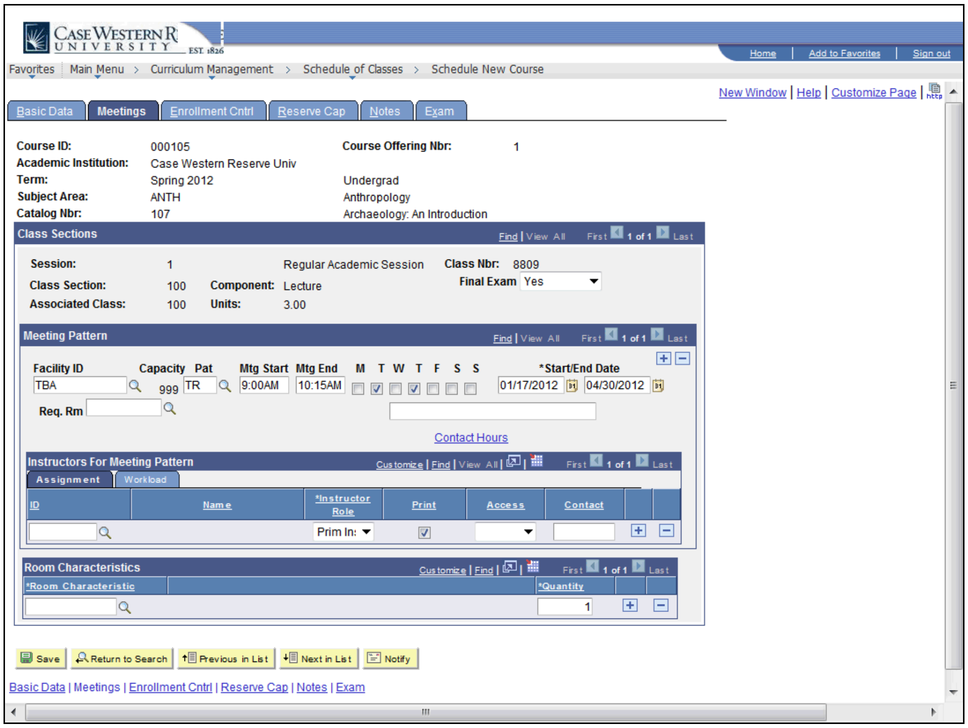
Add Consent:
Instructor Consent - The instructor must grant a permit to each student who wants to enroll.
Department Consent - A Department representative must grant a permit to each student who wants to enroll.
No Consent - Students do not need permission to enroll in the class.

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

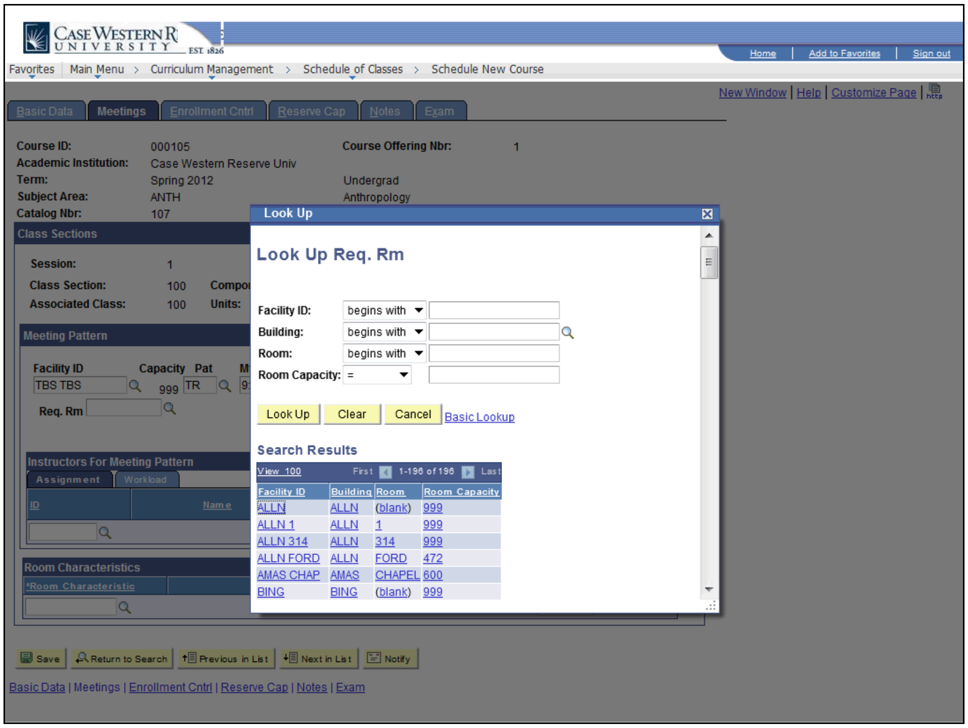
Department Consent - A Department representative must give students permits to withdraw from the class. **Used only by SAGES and other approved organizations.**

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

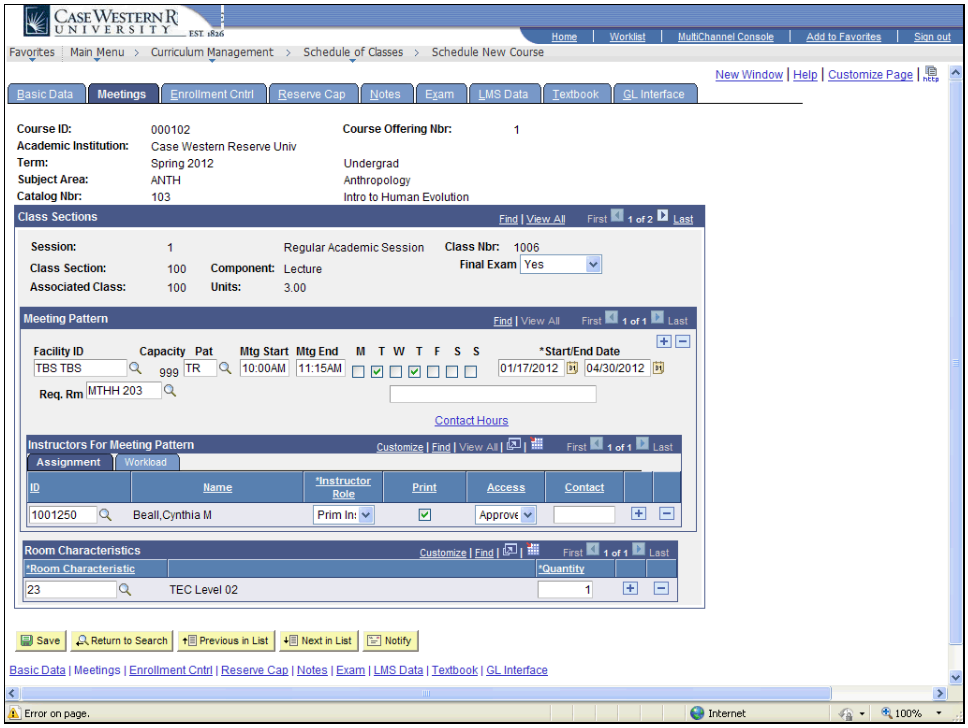
Step	Action
39.	The **Requested Room Capacity** field demonstrates the room size that is needed. Enter a capacity that is equal to the capacity of your chosen or requested room, and equal to or greater than your enrollment capacity.
40.	The **Enrollment Capacity** field defaults from the course catalog 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 ***Adding a Section to a Course Offering***. **End of Procedure.**



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. 



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. Look Up
47.	Locate the classroom using the **Building** and **Room** columns and select it from the search window. 106



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.

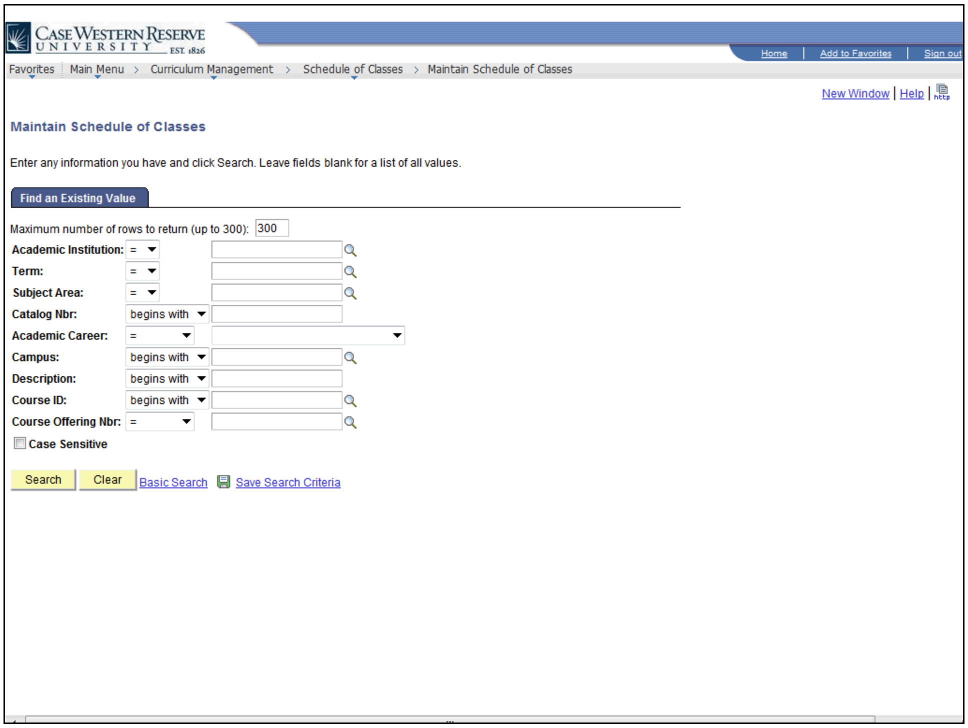
After Print = 

Procedure

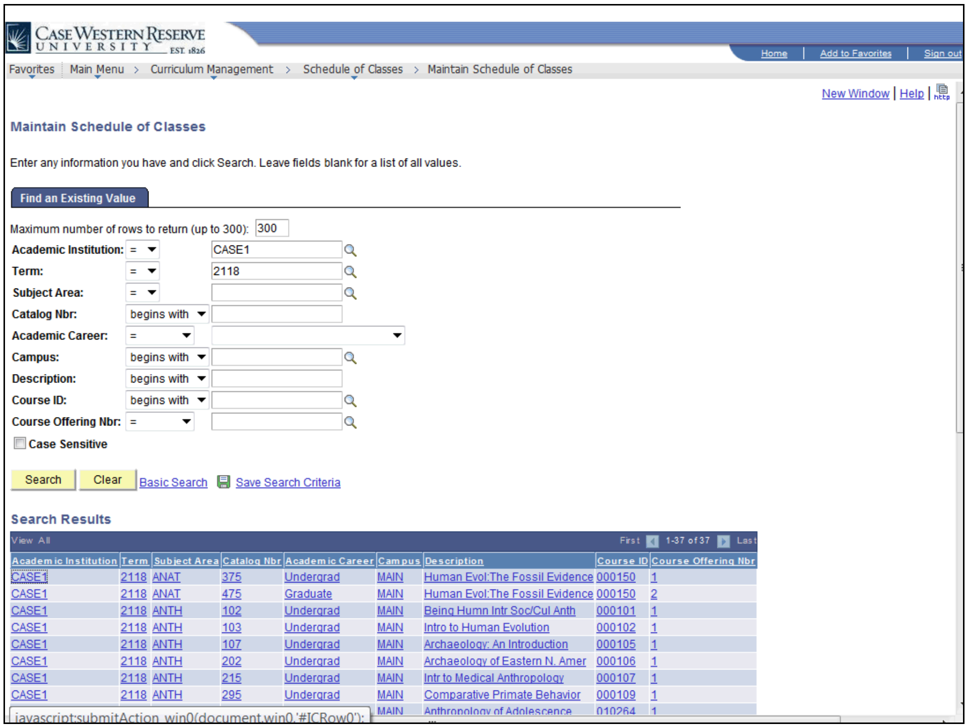
Use the directions in this topic to delete just one class section from a course offering with multiple class sections.

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

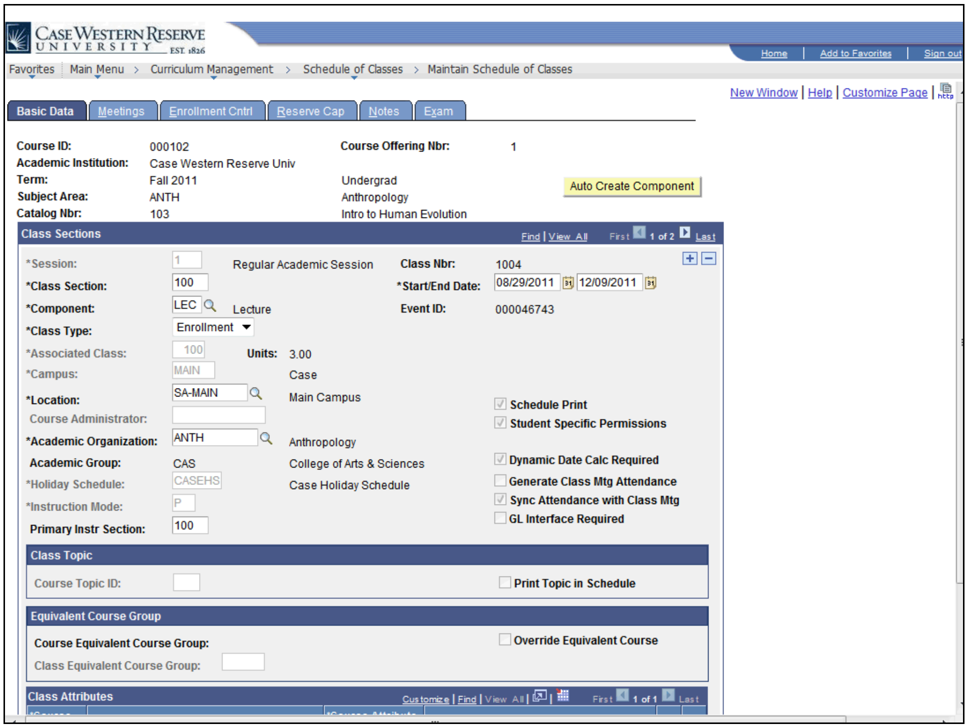
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



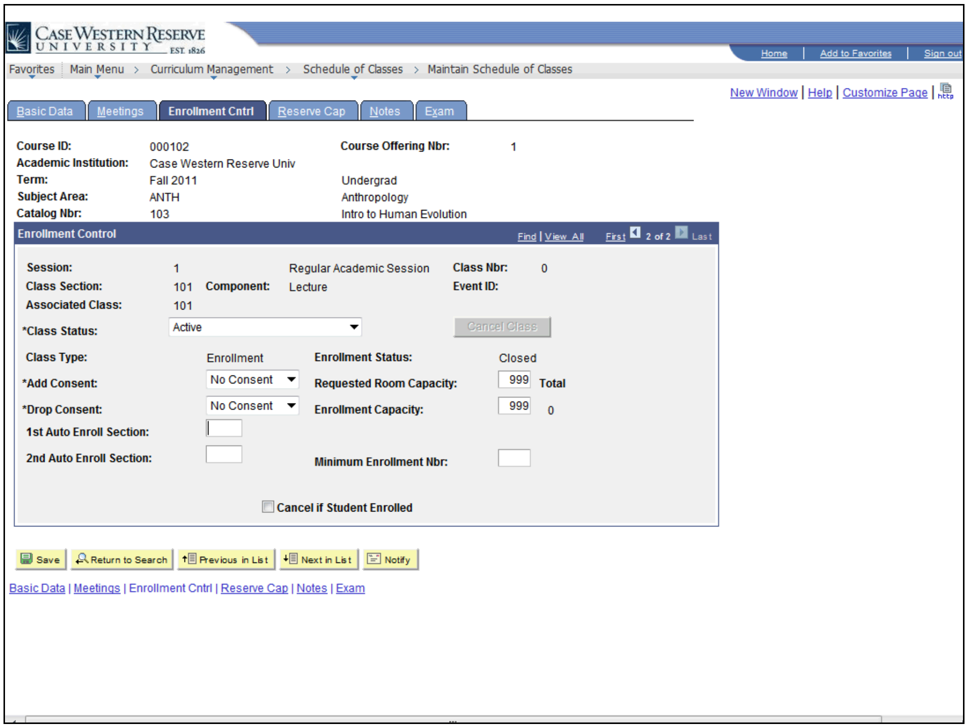
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search

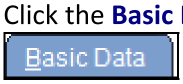


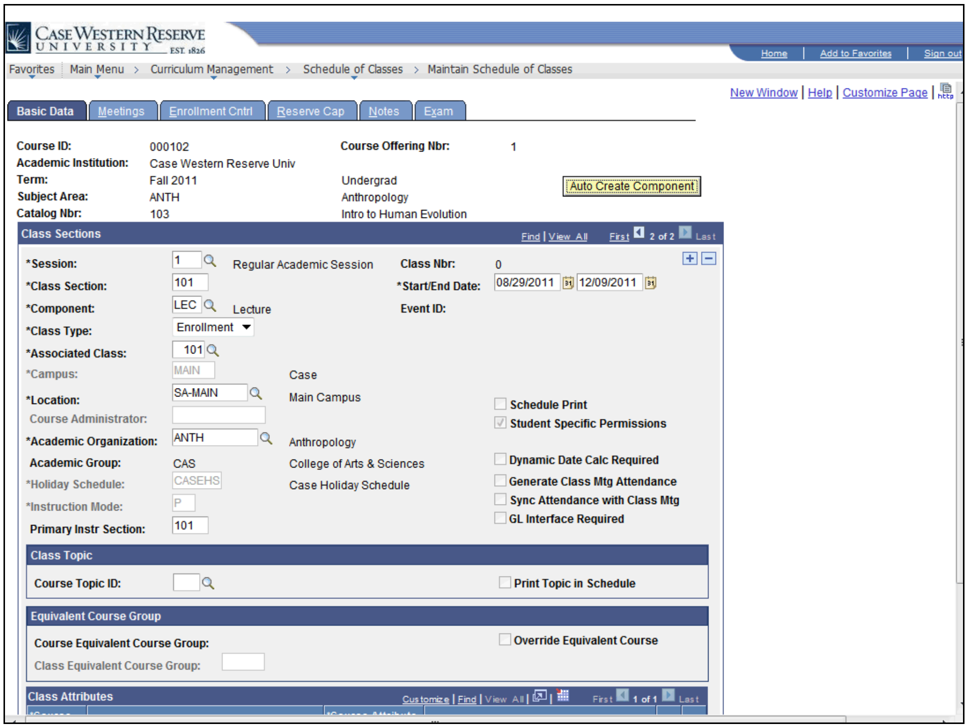
Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class from which a section should be deleted. Intro to Human Evolution

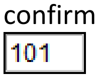
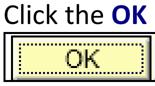
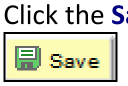


Step	Action
11.	The Basic Data tab appears. Find the section that needs to be deleted by clicking the **Show next row** button on the Class Sections box header until it appears. 1 of 2
12.	Confirm the class section selected by viewing the number in the **Class Section** field. 101
13.	Locate the **Schedule 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. Enrollment Cntrl



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 ***Canceling a Class Section*** in this manual for directions.
16.	Click the **Basic Data** tab. 



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

Remove a Course Completely from the Schedule

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

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

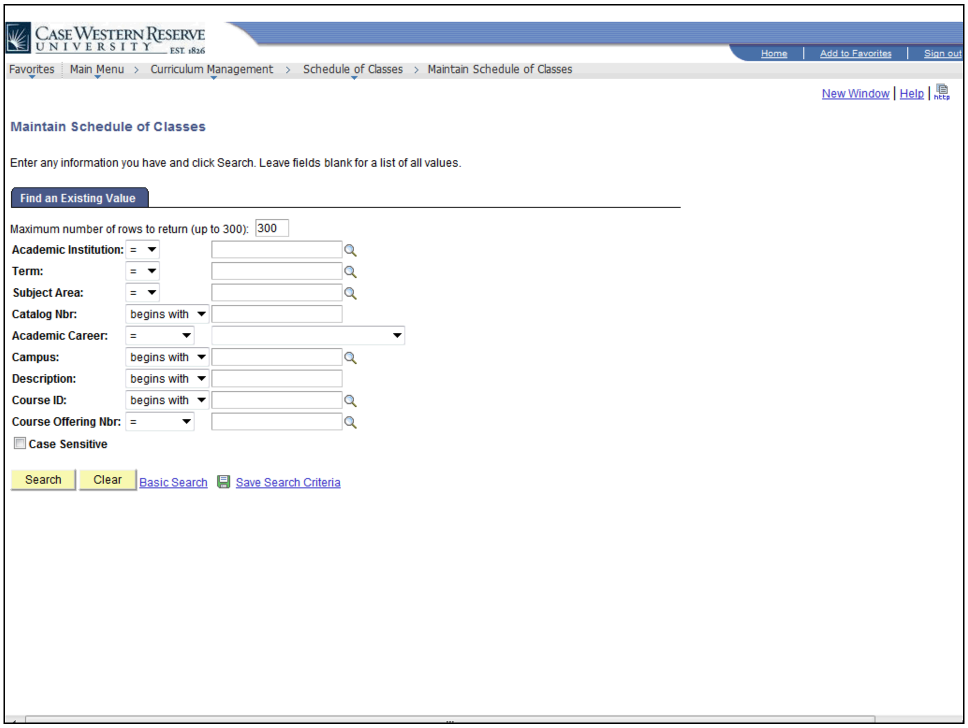
After Print = 

Procedure

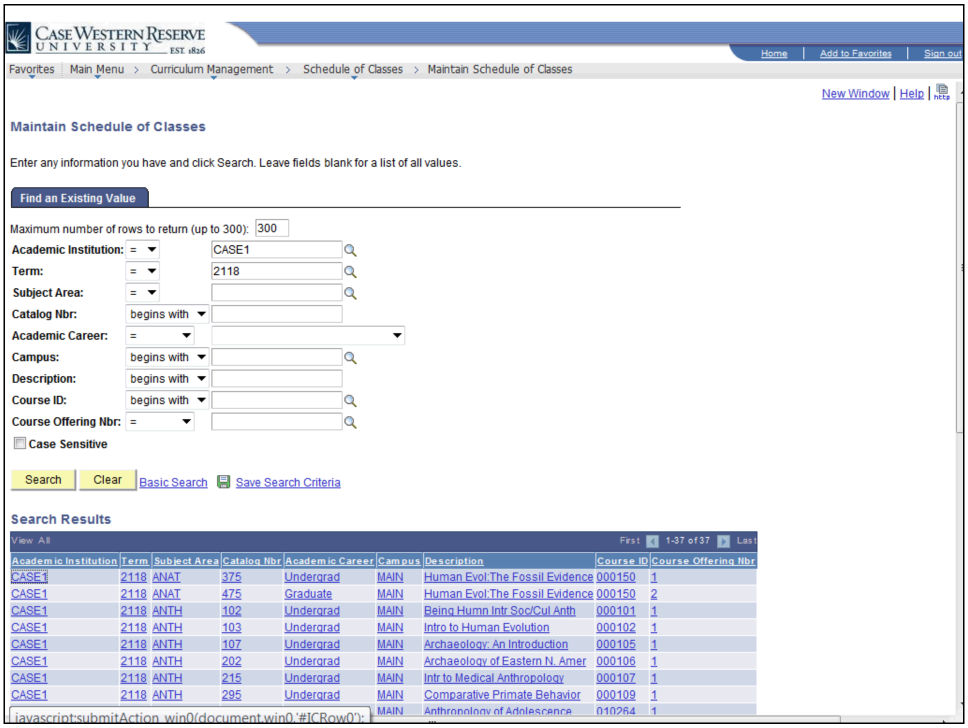
Use the directions in this topic to delete all class sections from a course offering, and remove a course completely from a term.

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

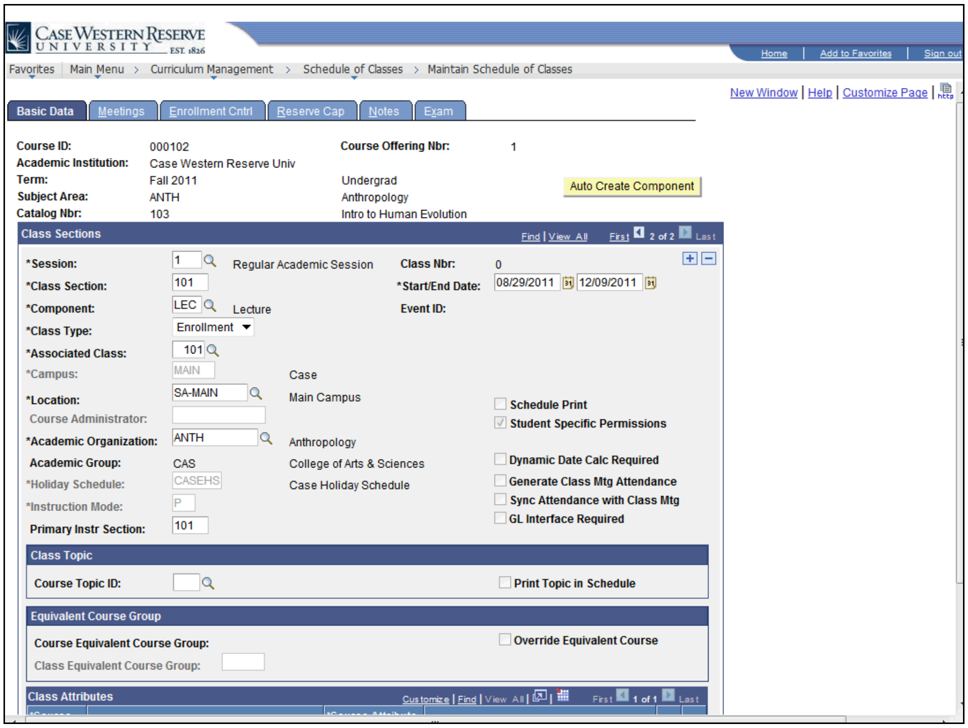
Step	Action
1.	Click the **Main Menu** menu. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes

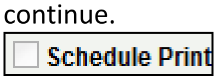
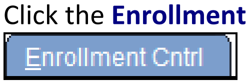


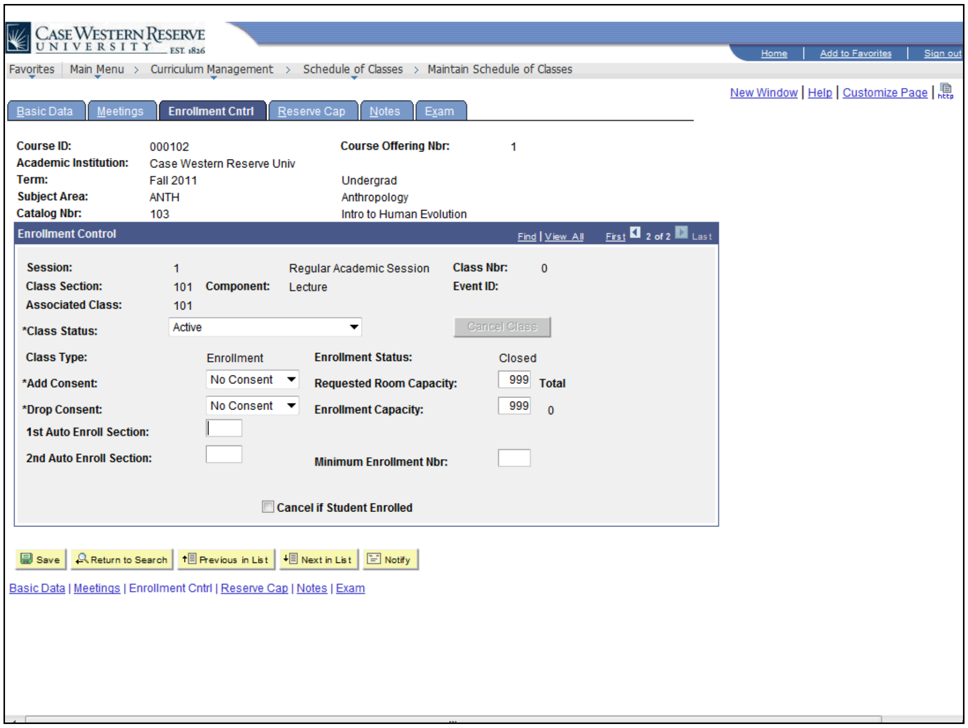
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search

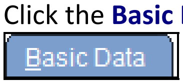


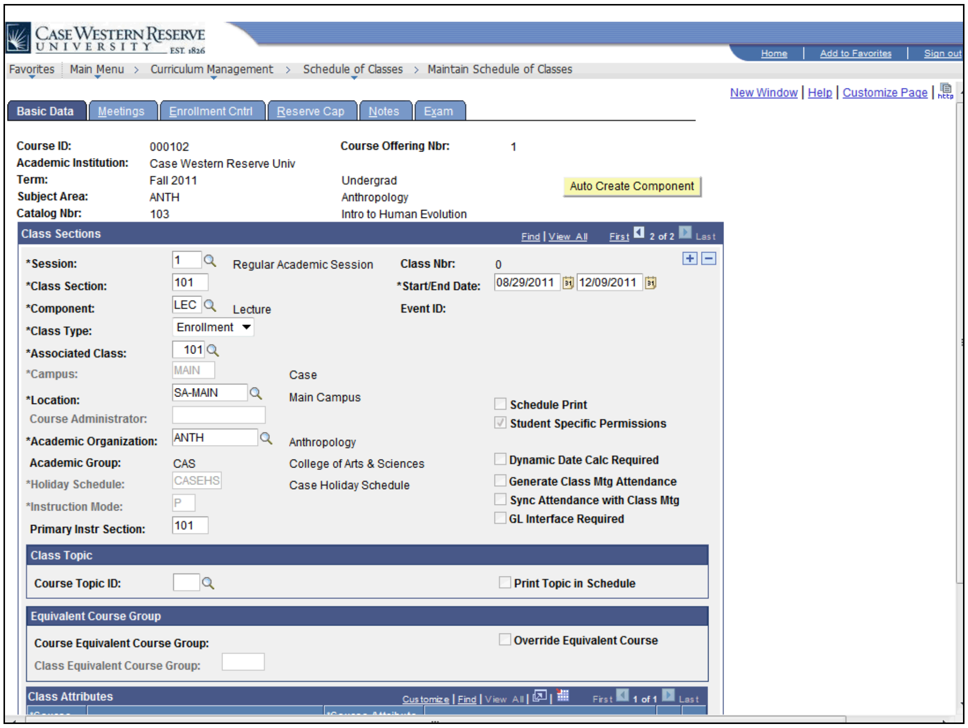
Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class that must be deleted from the schedule. Intro to Human Evolution

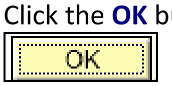
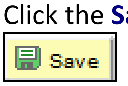


Step	Action
11.	The Basic Data tab appears. Note the **Schedule Print** checkbox. If there is a checkmark in the box, the course cannot be removed from the term. If there is no checkmark, the process may continue. 
12.	Click the **Enrollment Cntrl** tab. 



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 ***Canceling a Class Section*** 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. 
15.	Click the **Basic Data** tab. 



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. 
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. 
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.

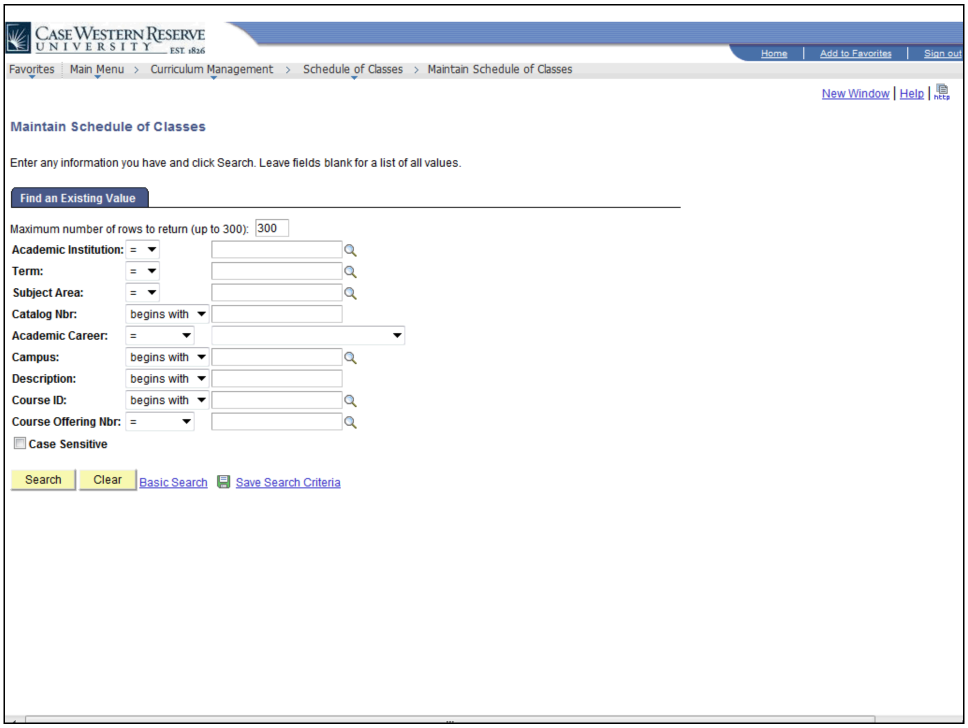
After Print =

Procedure

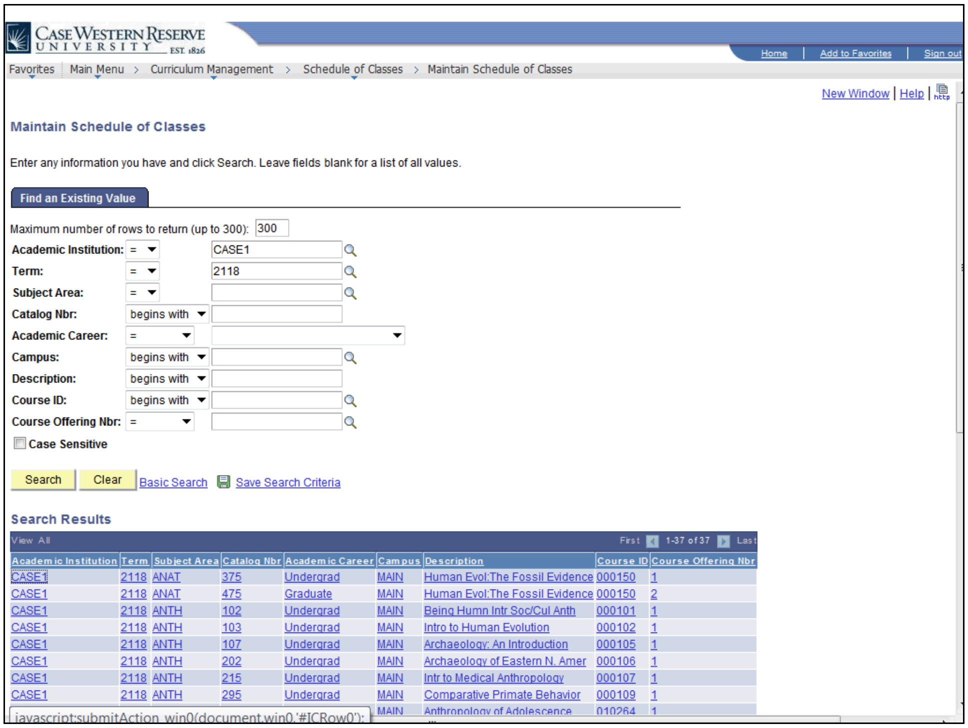
Use the directions in this topic to add a special topic to a class section.

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

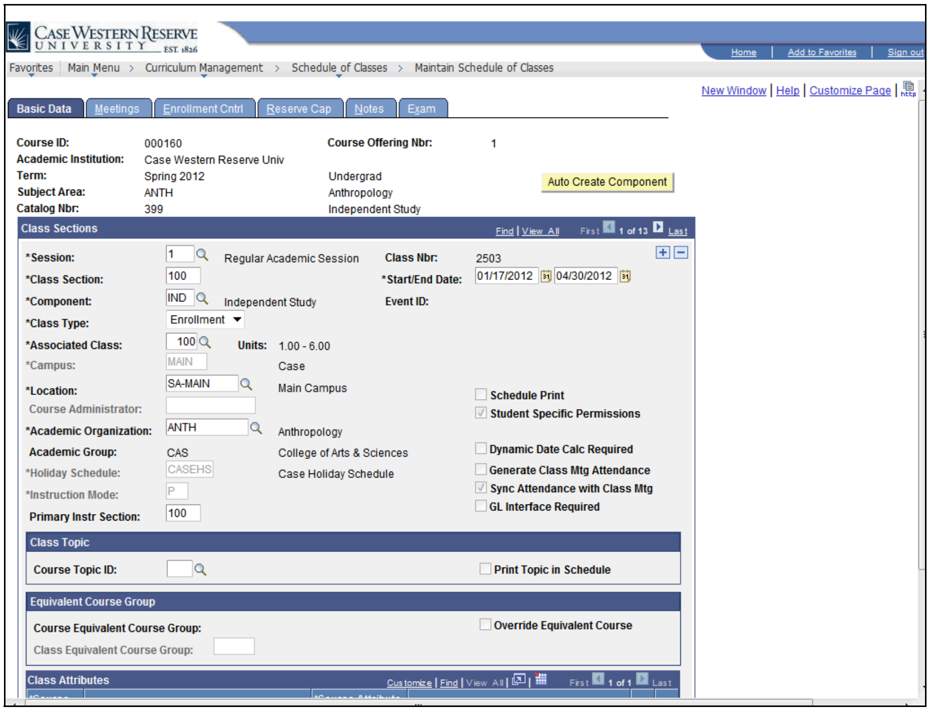
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button. 
6.	Click the **CASE1** list item. CASE1
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. Search



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



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. Save
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.

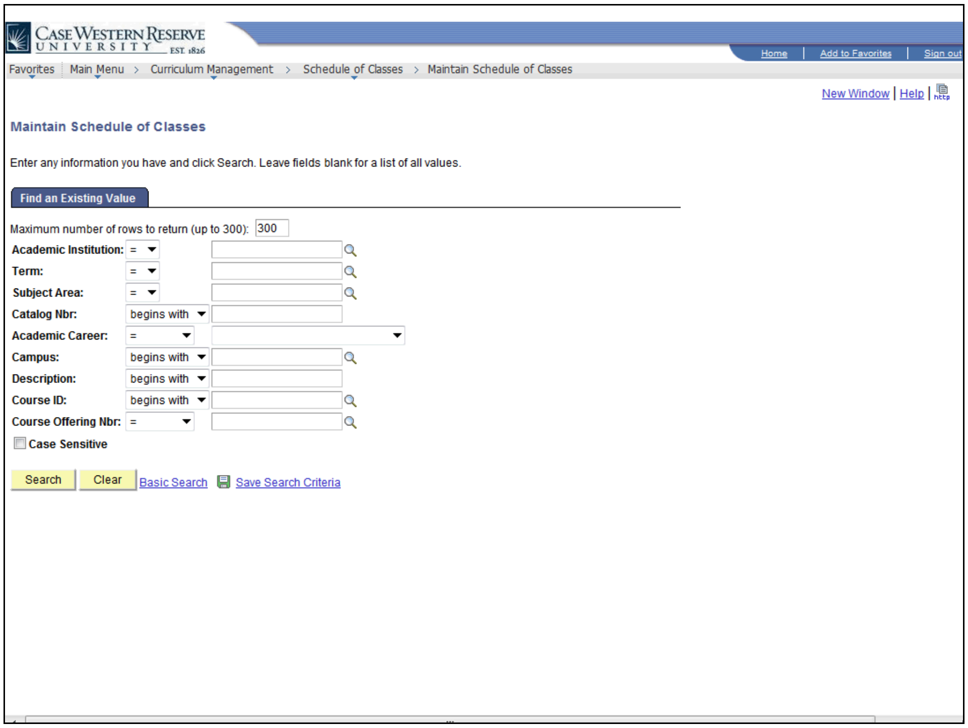
After Print =

Procedure

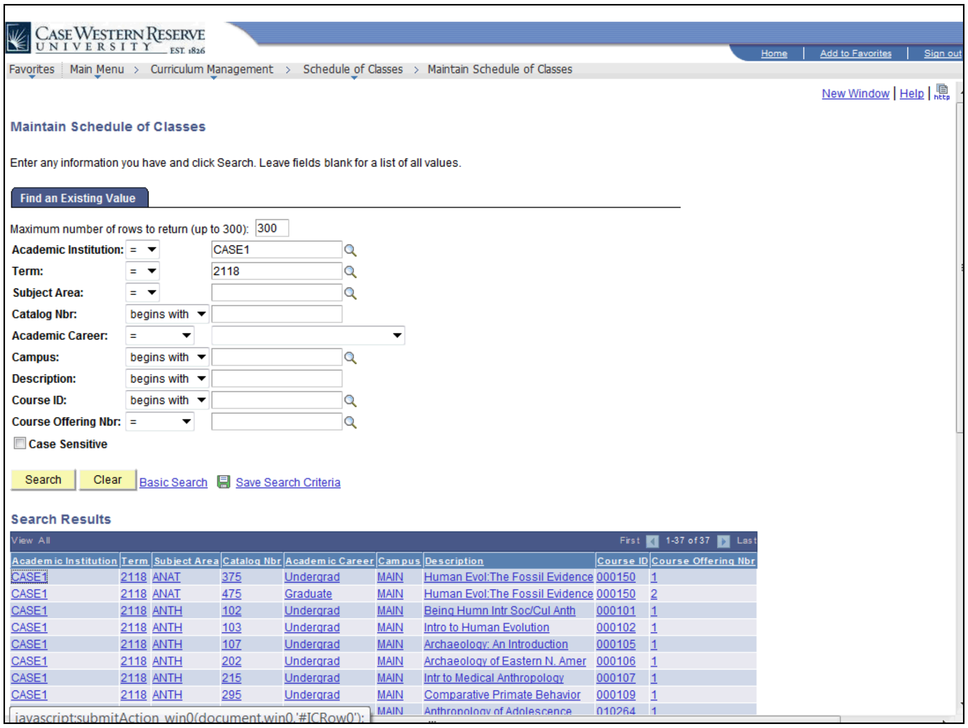
Use the directions in this topic to change the days and/or times that a class section meets.

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

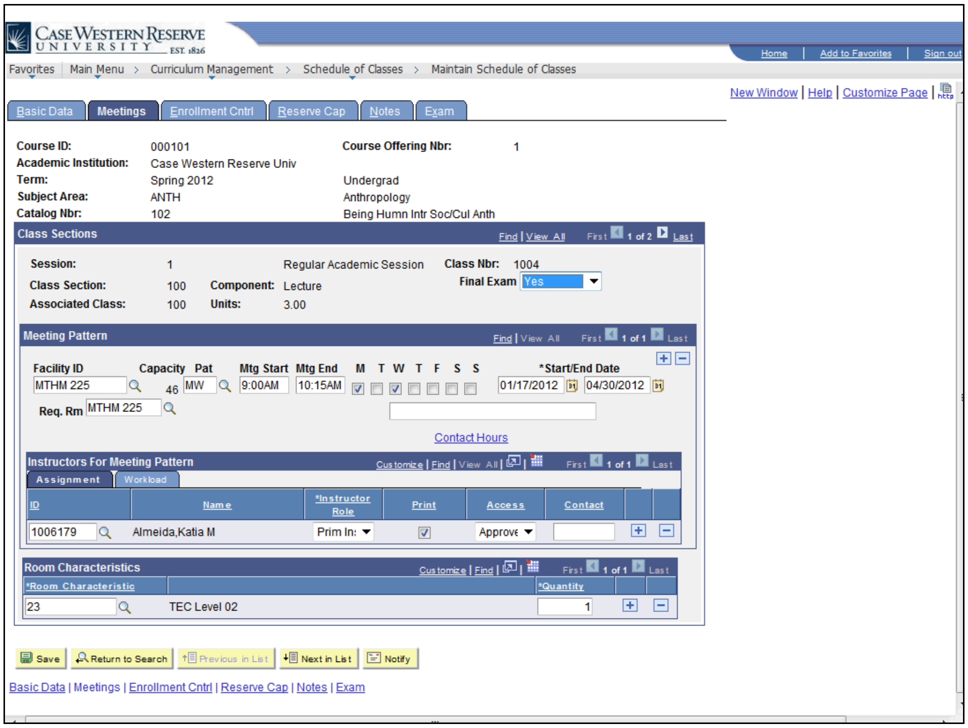
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
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. Search

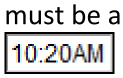
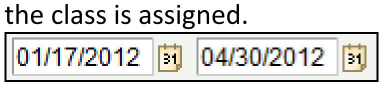
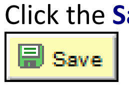


Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results. Intro to Human Evolution
11.	The Basic Data tab appears. Click the **Meetings** tab. Meetings



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. Mon/Fri
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.

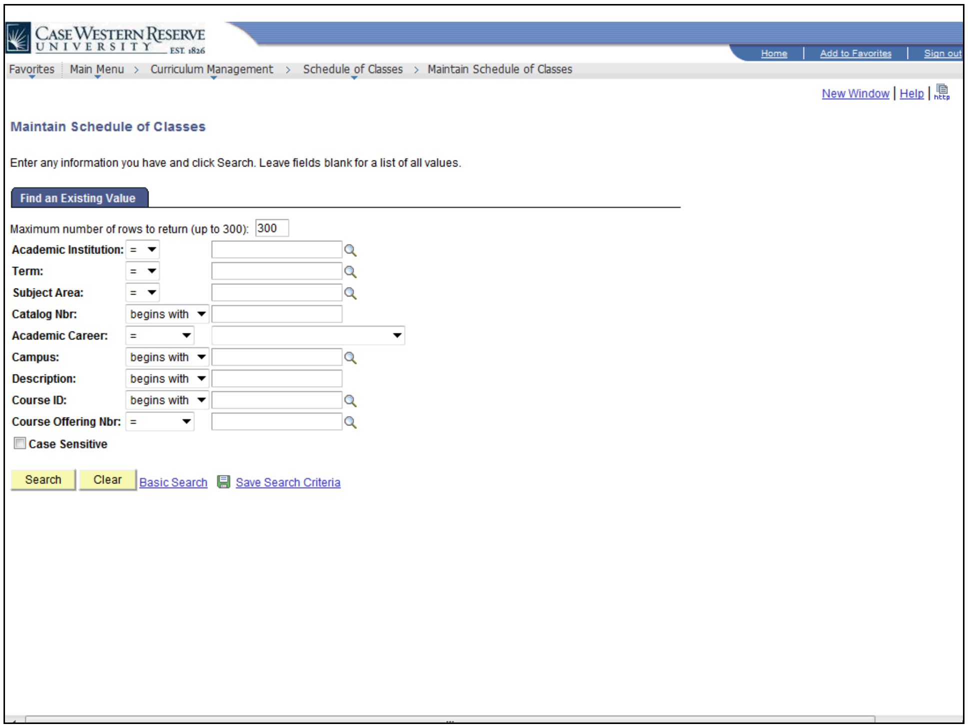
After Print =

Procedure

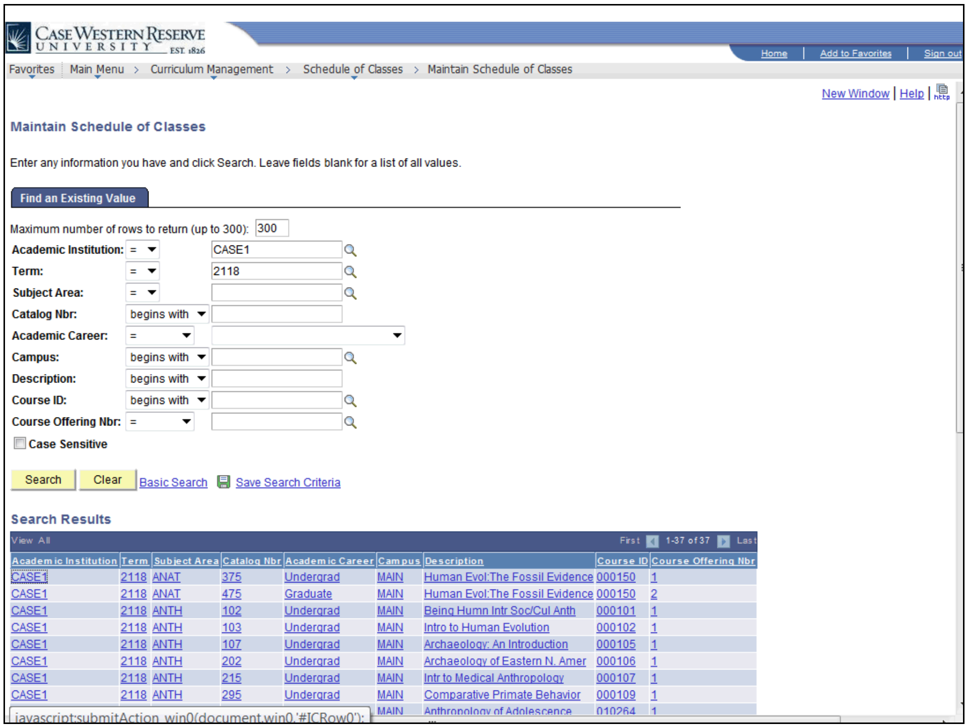
Use the directions in this topic to change the classroom assigned to a class section.

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

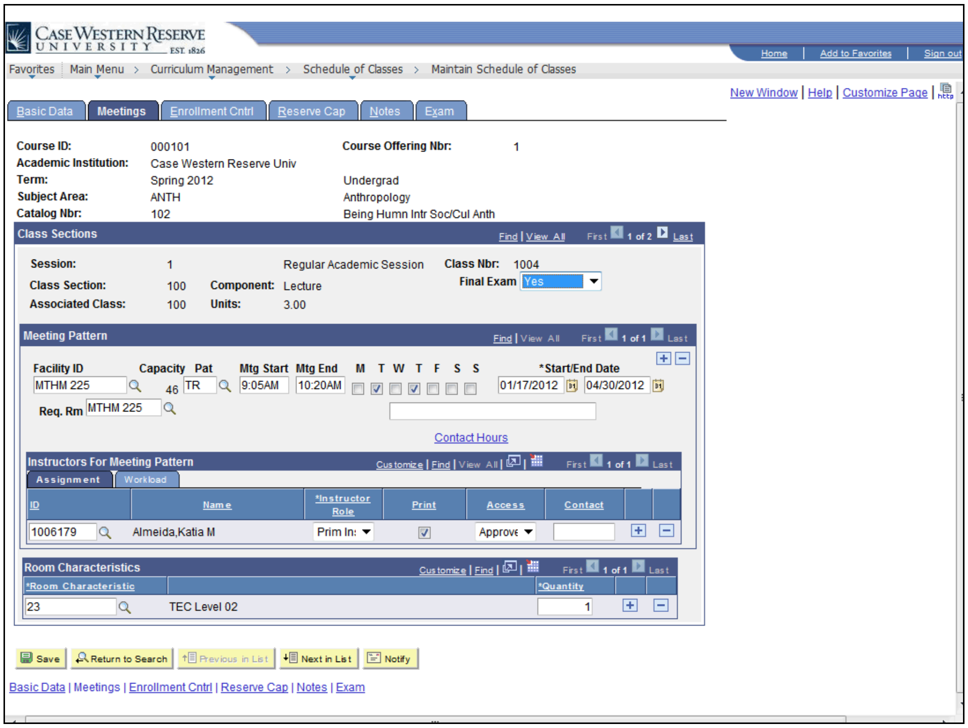
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



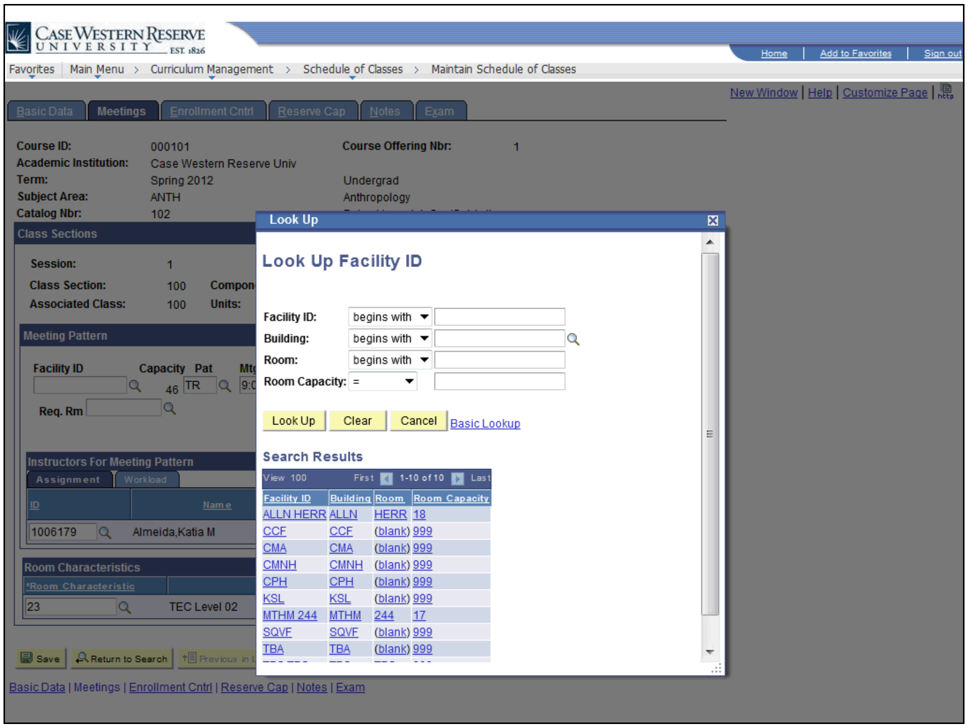
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



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** link. Meetings

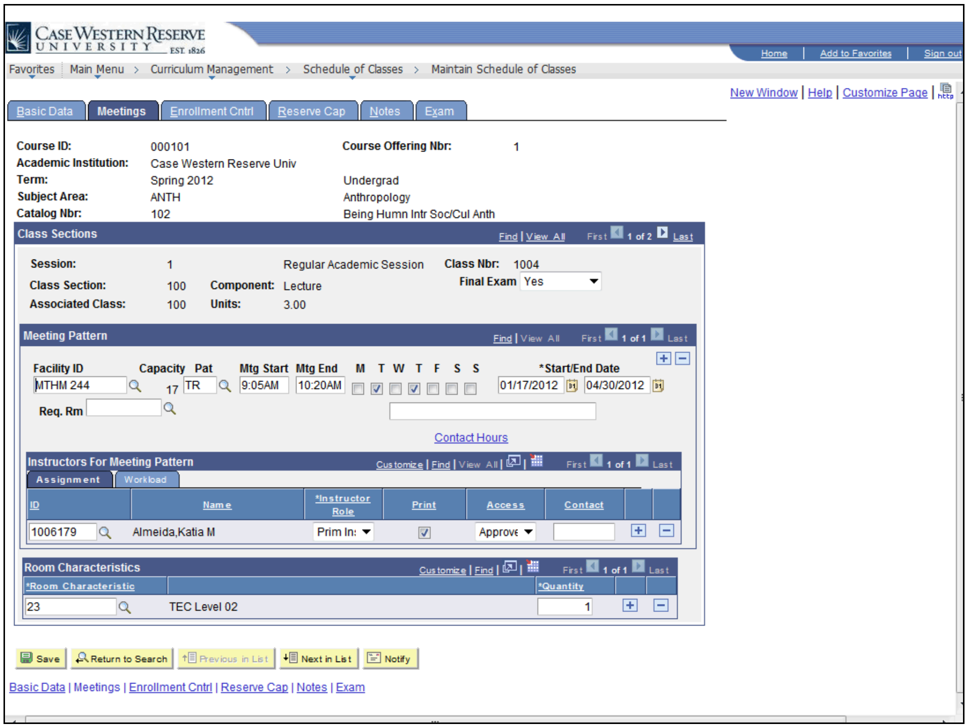


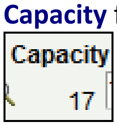
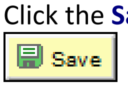
Step	Action
12.	Before making changes to the Meeting Pattern section, please make sure that you are on the right class section by looking at the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.
13.	First, decide what type classroom is to 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. 

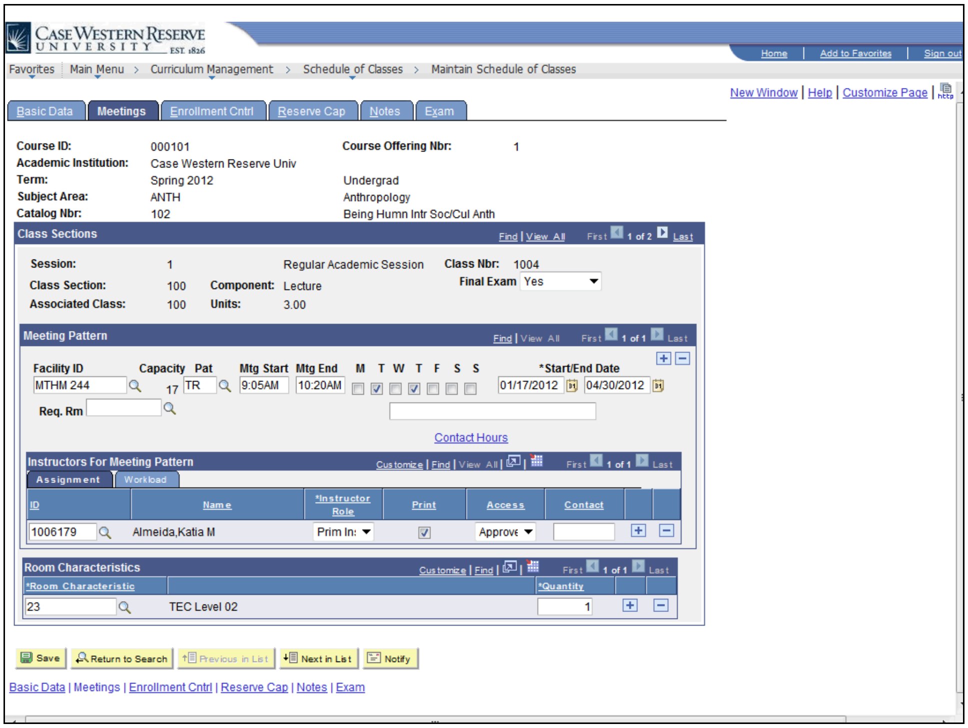


Step	Action
18.	A list of all classrooms assigned to your academic organization appears in the search results. Also on the list are General Assignment rooms. Select the appropriate room. MTHM

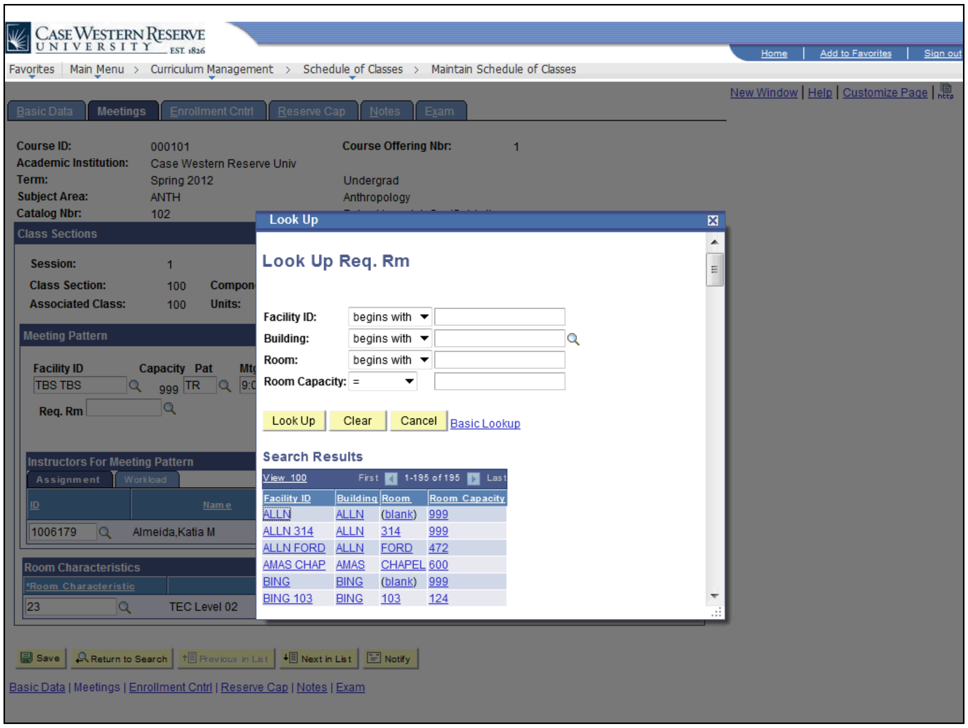
The following Facility IDs will be available in the Facility ID Look Up screen:
- Classrooms reserved for the department
- General Assignment rooms not scheduled by the University Registrar
- TBA (to be determined)
- TBS TBS (to be scheduled - use to signal that the Req. Rm. field is being used as well)

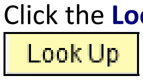
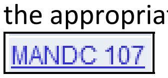
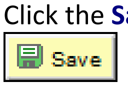


Step	Action
19.	The room's code appears in the Facility ID field. Its capacity appears into the **Capacity** field to the right. 
20.	Click the **Save** button. 
21.	This completes the process of changing a classroom. **End of Procedure.** Remaining steps apply to other paths.



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. TBS TBS
25.	Click the **Look up Req. Rm** button.



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

Change or Add Instructor

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

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

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

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

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

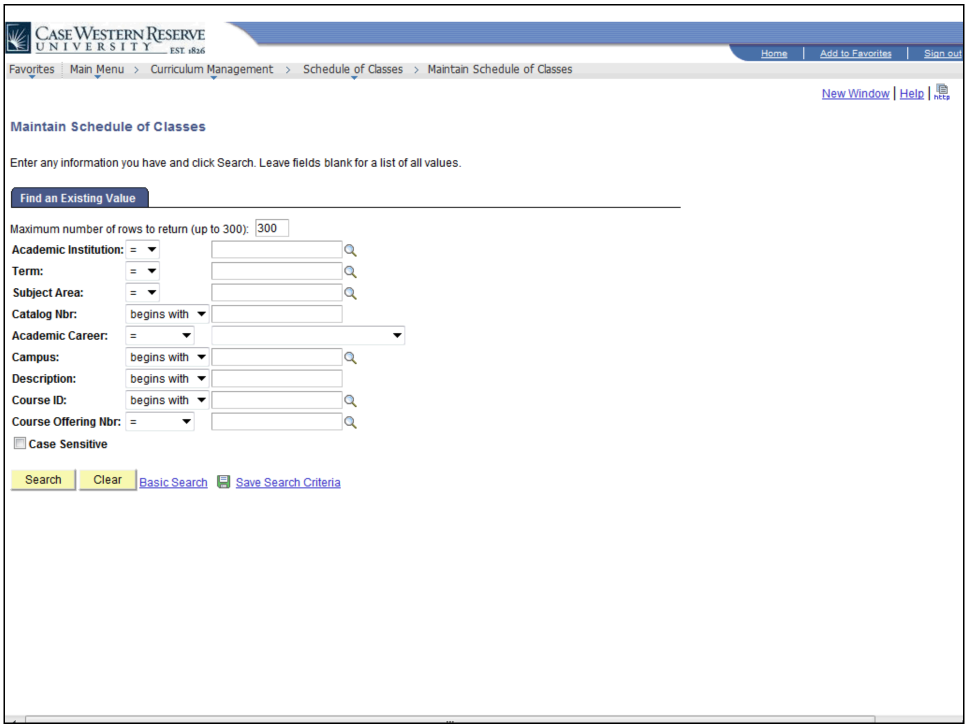
After Print =

Procedure

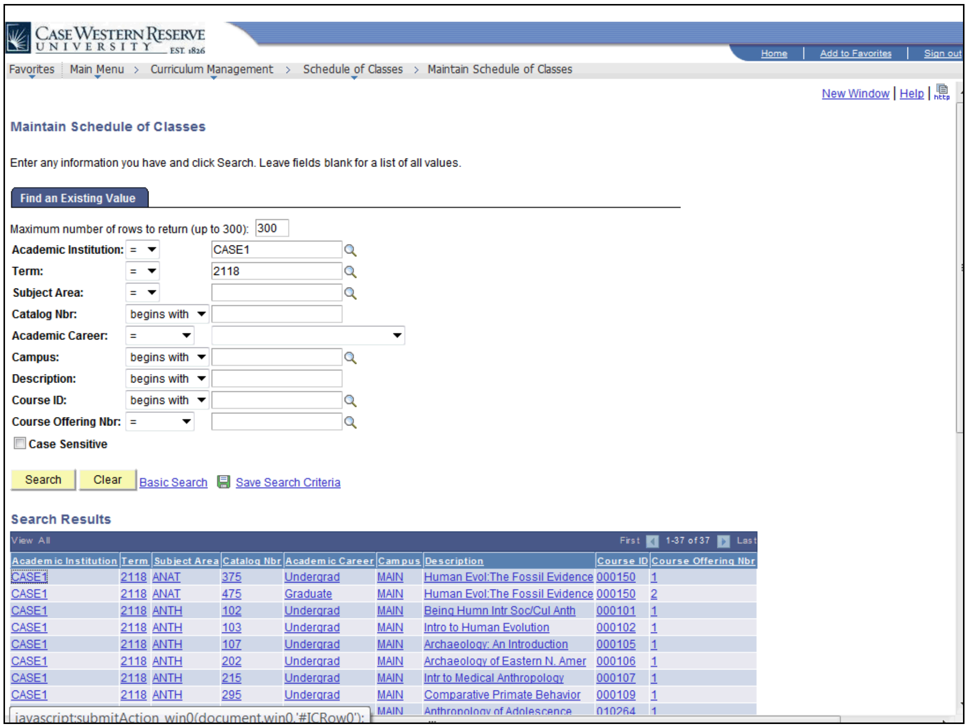
Use the directions in this topic to replace an instructor or add an additional instructor to a class section.

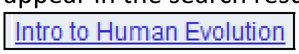
Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

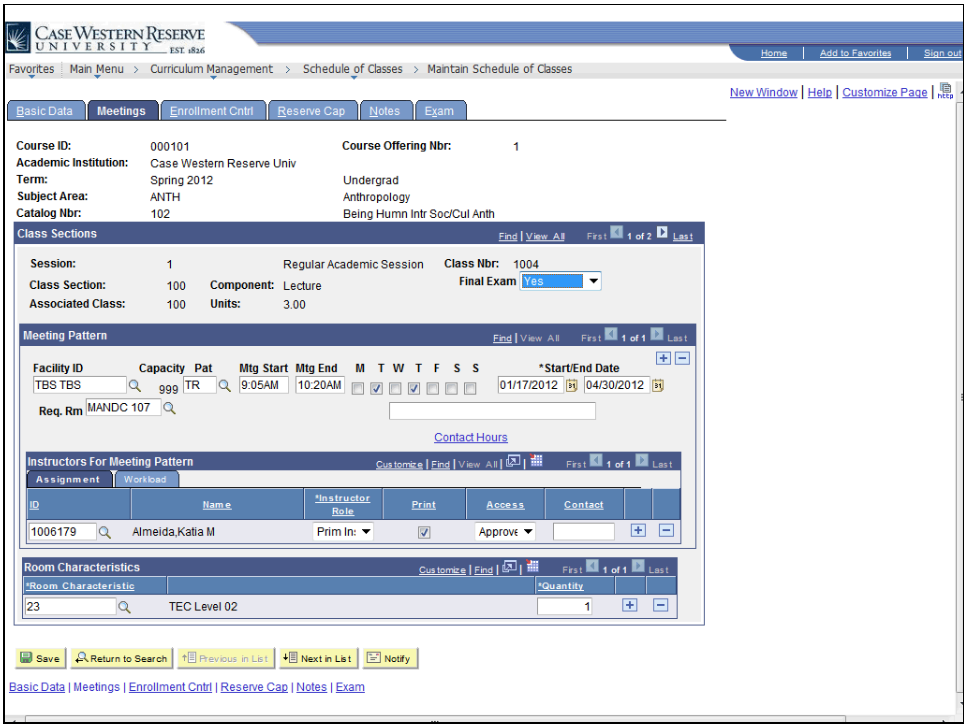
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes

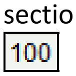
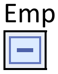
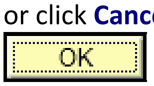


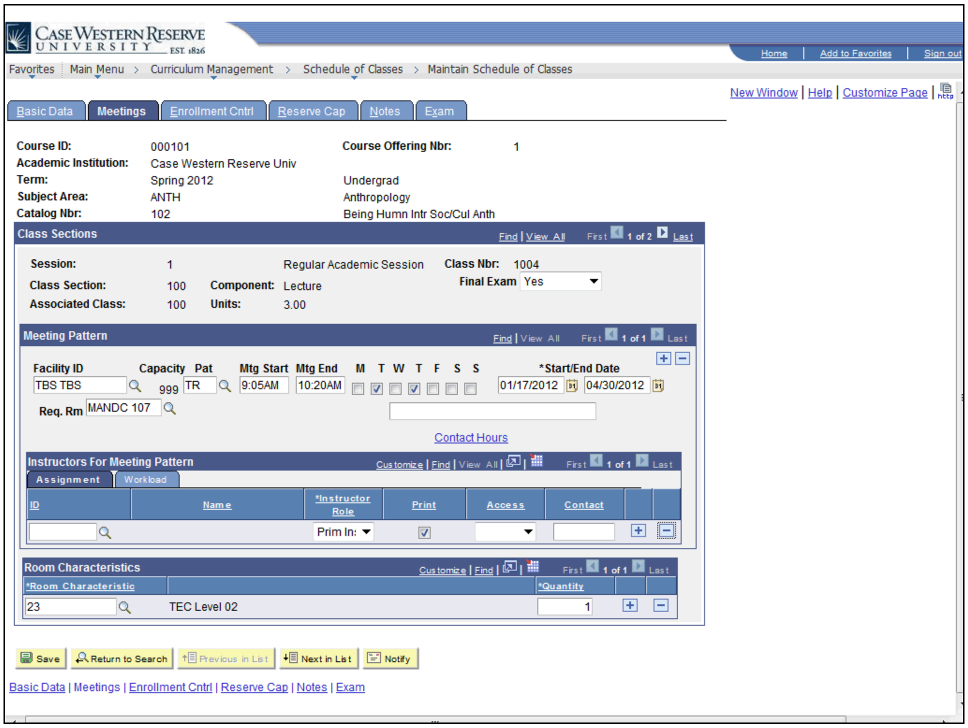
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button. 
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button. 
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



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. 



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. 
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 EmplID. 
14.	A confirmation message appears. Click the **OK** button to continue deleting the row, or click **Cancel** to cancel the deletion of the row. 

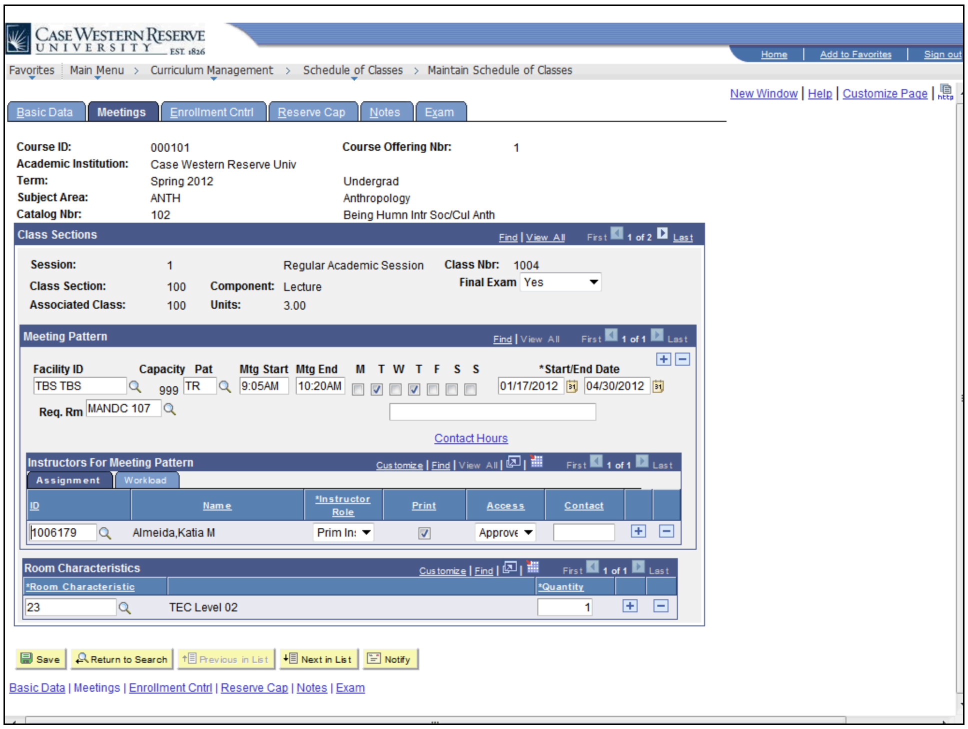


Step	Action
15.	Enter the instructor's EmplID into the **ID** field, or click the **Look Up ID** button. 
16.	The Look Up ID window appears. Search for the instructor by utilizing the search fields at the top of the page. For example, enter the instructor's last name into the **Last Name** field.
17.	Enter the instructor's first name into the **First Name** field.
18.	Click the **Look Up** button. Look Up
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). Almeida,Katia M

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 http://www.case.edu/registrar/forms.html .



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

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

- Instructor
- Secondary Instructor
- TA
- Grading Proxy

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

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

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

Step	Action
21.	To add another instructor (or Grading Proxy or TA), click the **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 EmplID into the ID field.
23.	Click the **Save** button. Save
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.

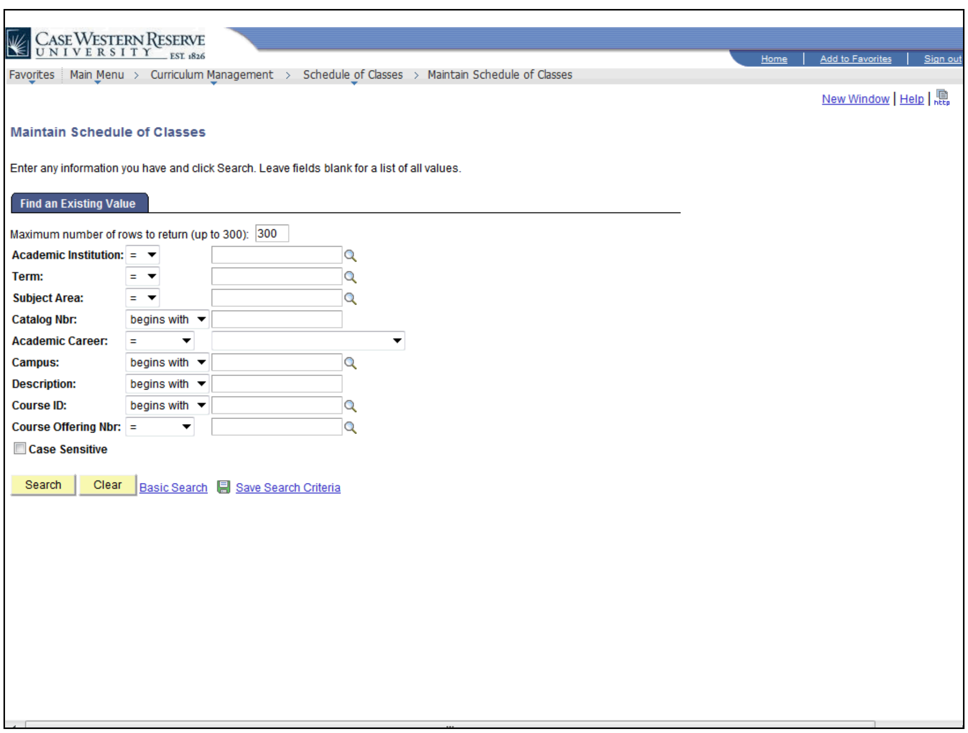
After Print = ✓

Procedure

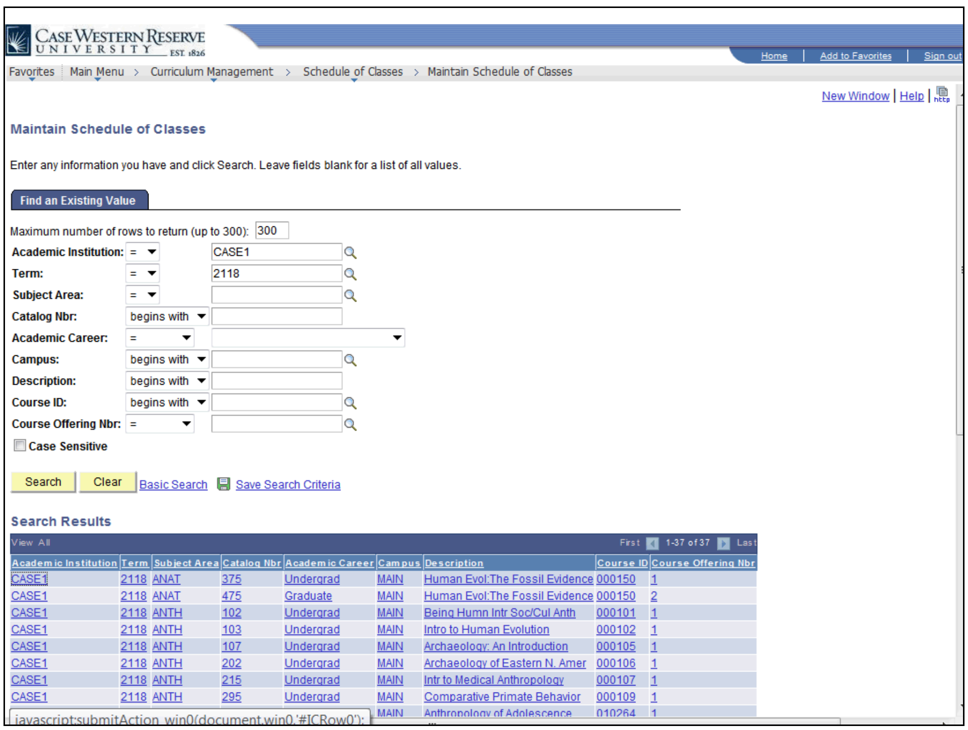
Use the directions in this topic to indicate that a class section is utilizing a standard final exam period.

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

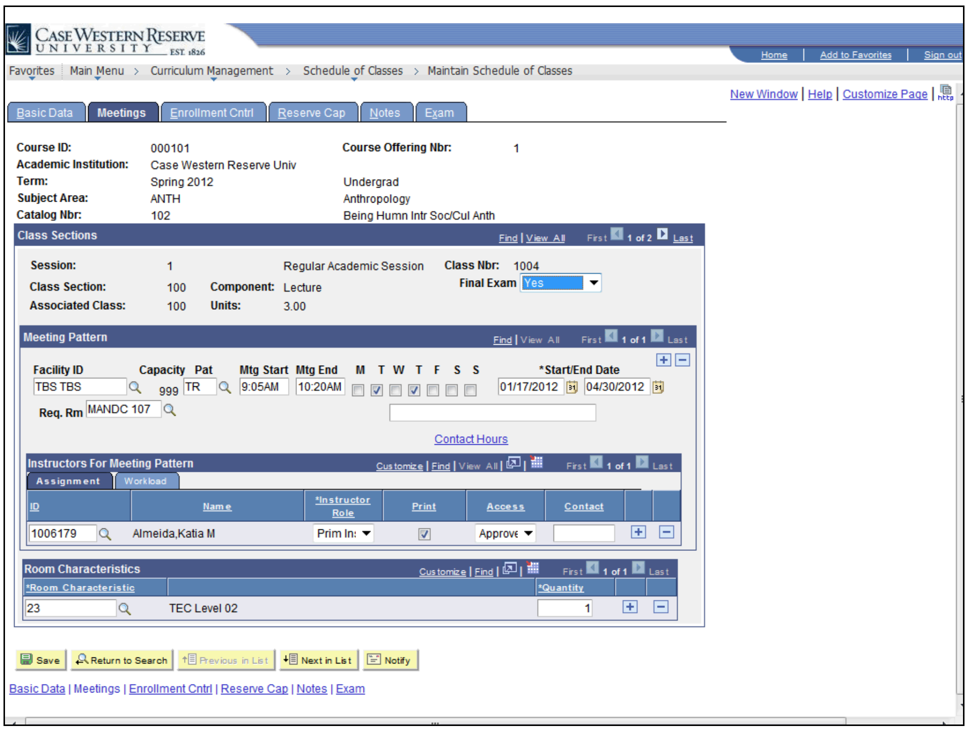
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
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. Search

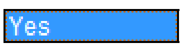
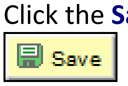


Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class that must be deleted from the schedule. Intro to Human Evolution
11.	The Basic Data tab appears. Click the **Meetings** tab. Meetings



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. 100
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. 
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.

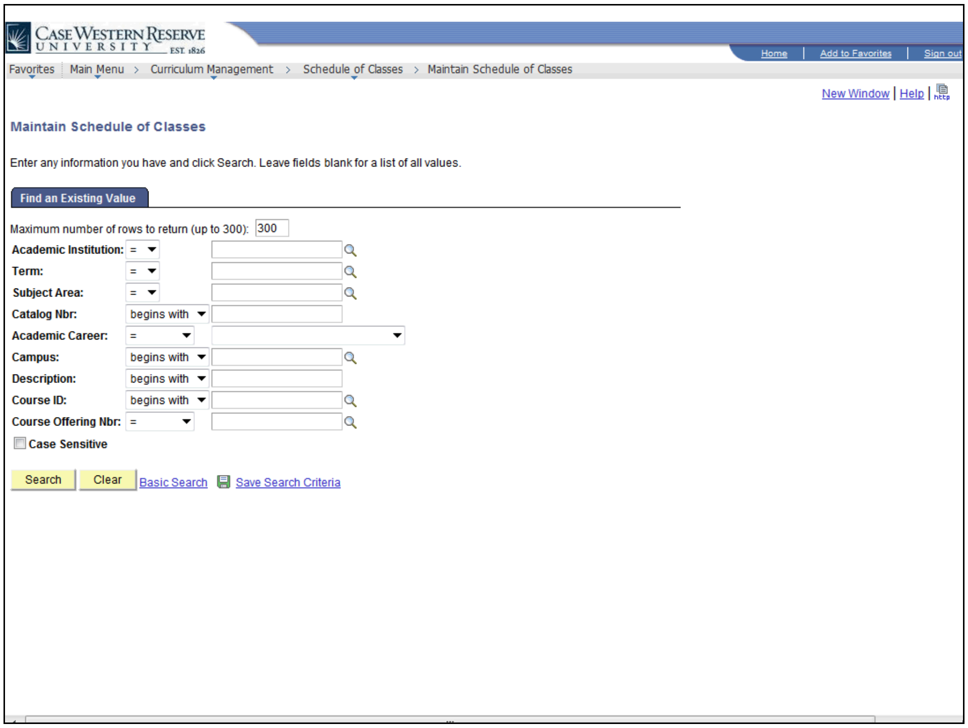
After Print =

Procedure

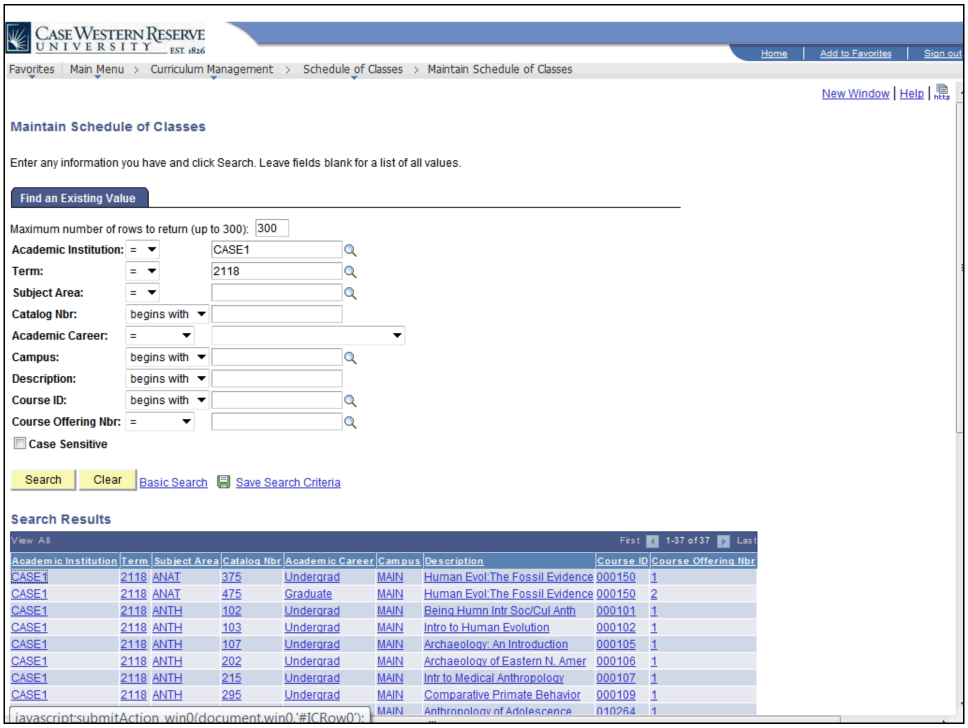
Use the directions in this topic to schedule an exam outside of a class section's regular meeting pattern.

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

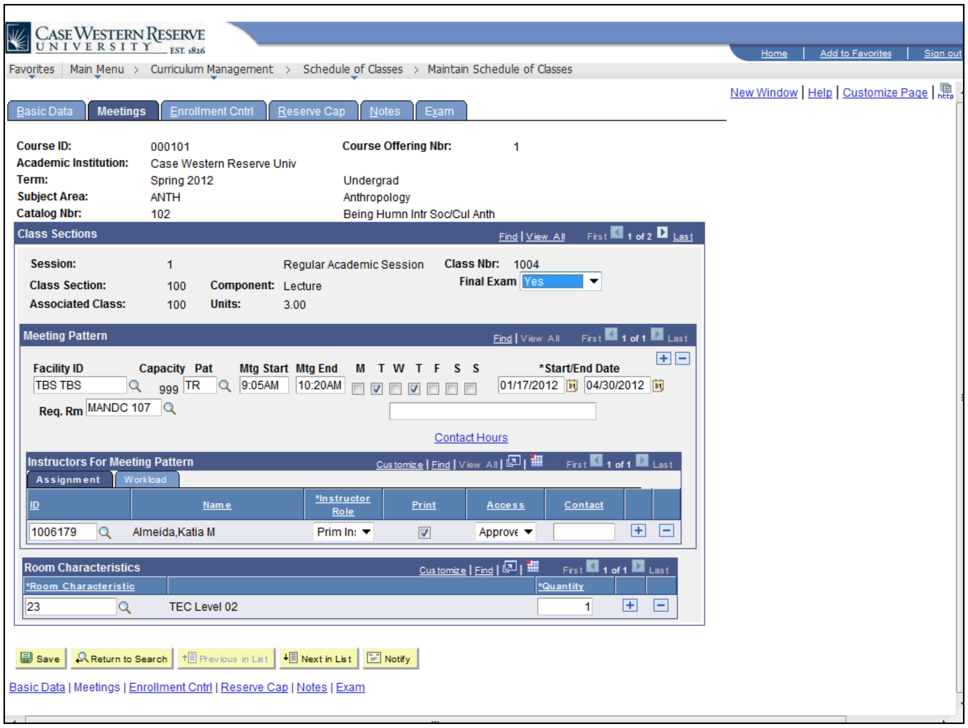
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



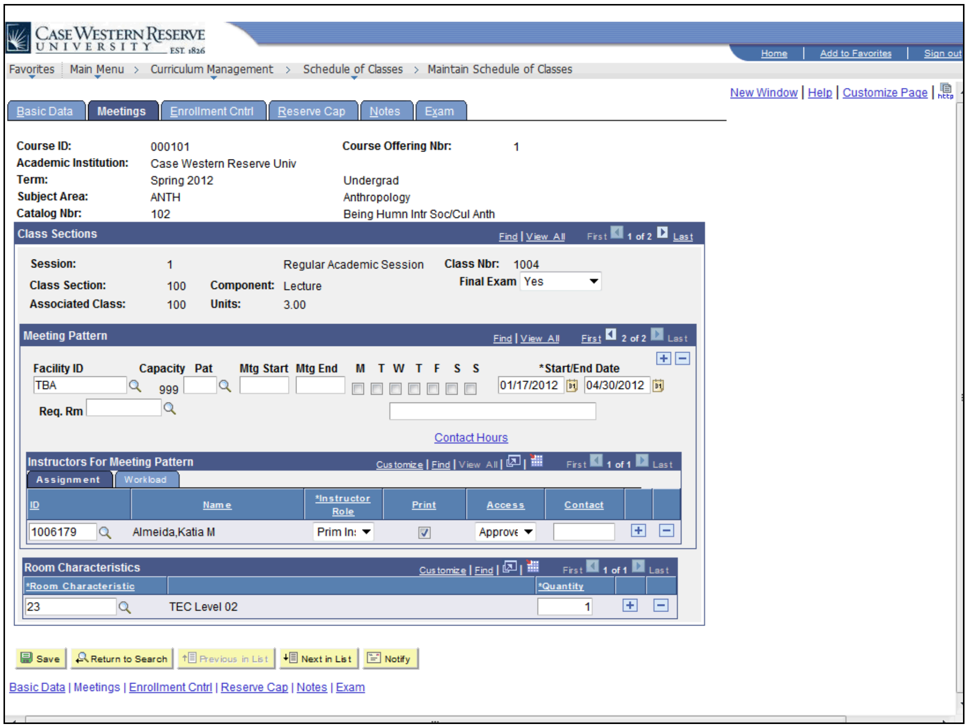
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



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. Meetings

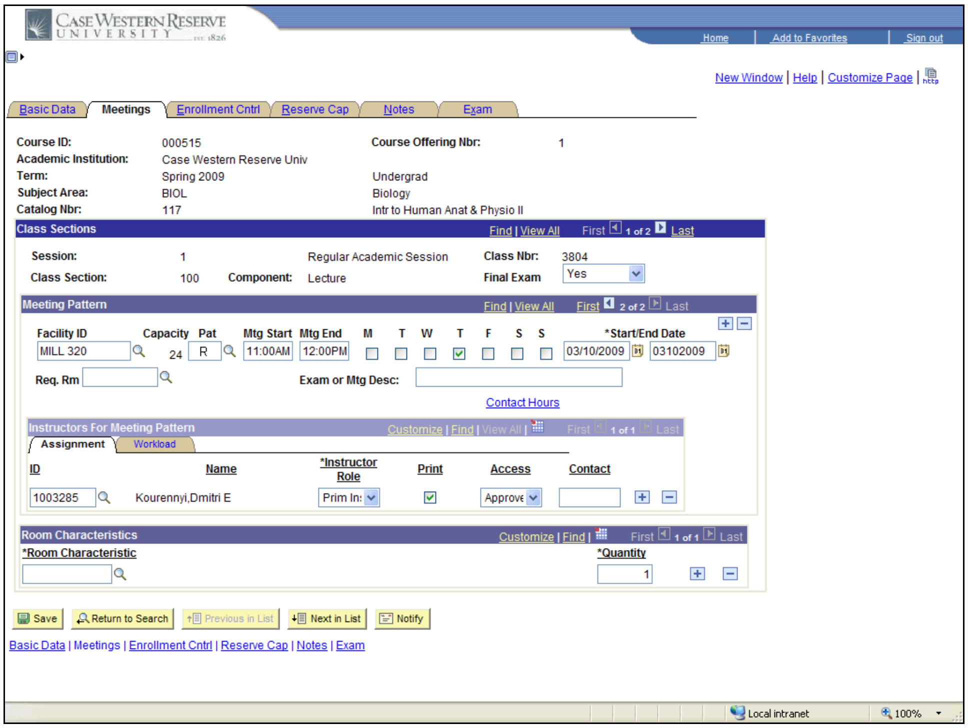


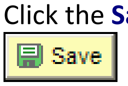
Step	Action
12.	Before making changes, please make sure that the right class section is displayed by looking for the number in the **Class Section** field. 100
13.	In the Meeting Pattern group box, click the **Add a new row** button. 



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. CMNH
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. Fri
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. 
23.	Enter the same date into the **End Date** field.



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.

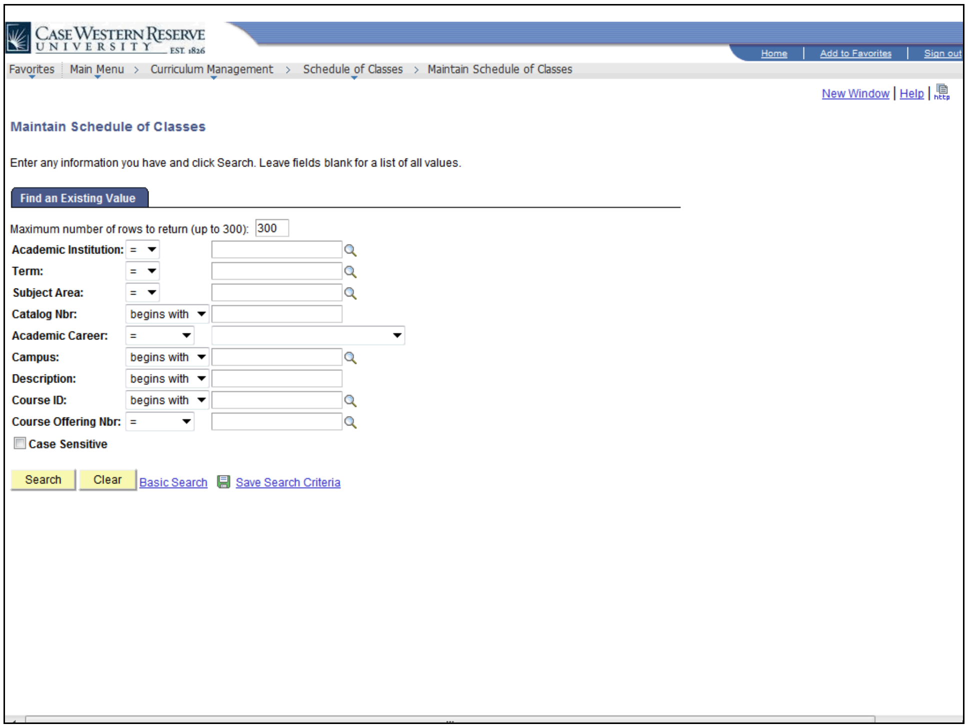
After Print = ✓

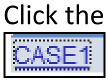
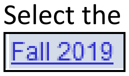
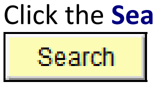
Procedure

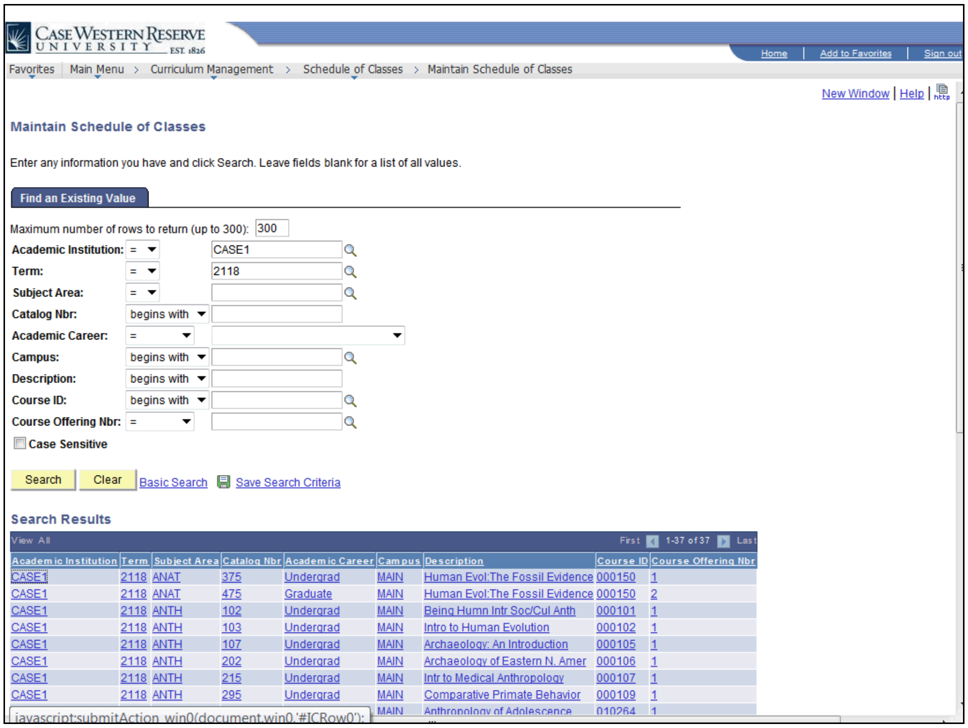
Use the directions in this topic to require that students get permission from the instructor of record (or department) in order to register for the class.

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

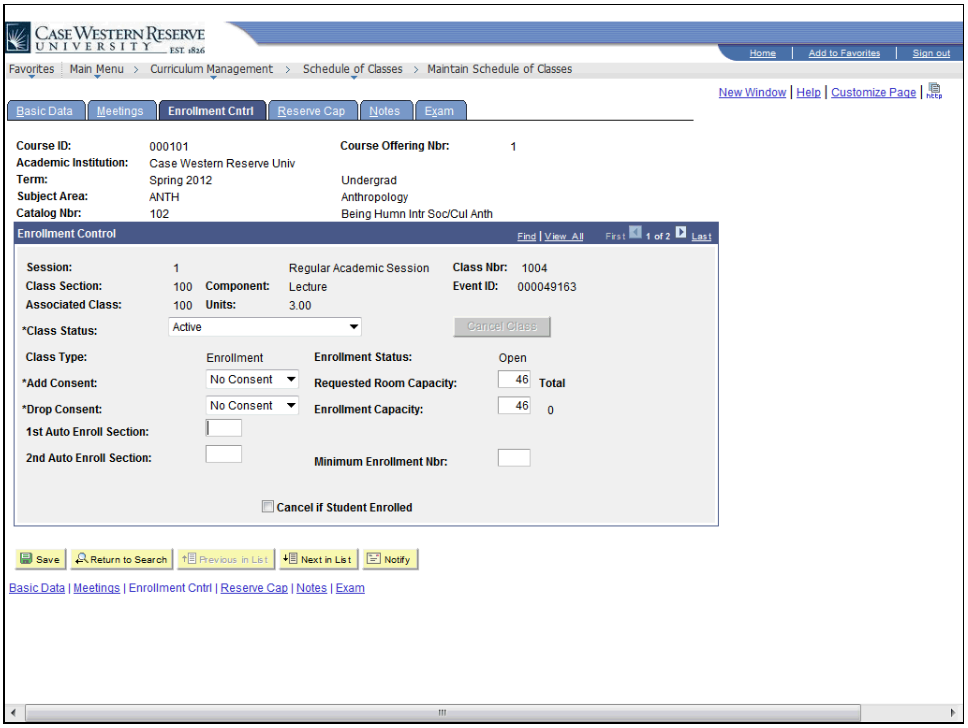
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



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



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 **Enrollment Cntrl** tab. Enrollment Cntrl



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. Save
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.

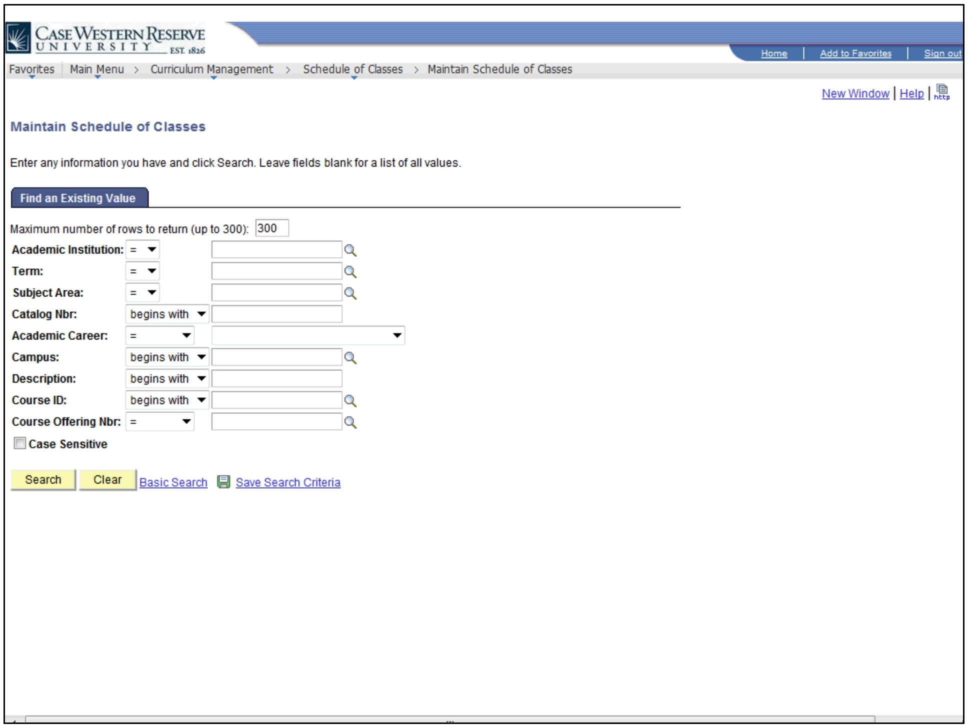
The Enrollment Capacity field resides on the Enrollment Control tab. The field is used to limit the number of students who can enroll in a class section as well as for assigning classrooms. Once the enrollment capacity is reached, the class section automatically closes to enrollment. If no enrollment 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 = ✓

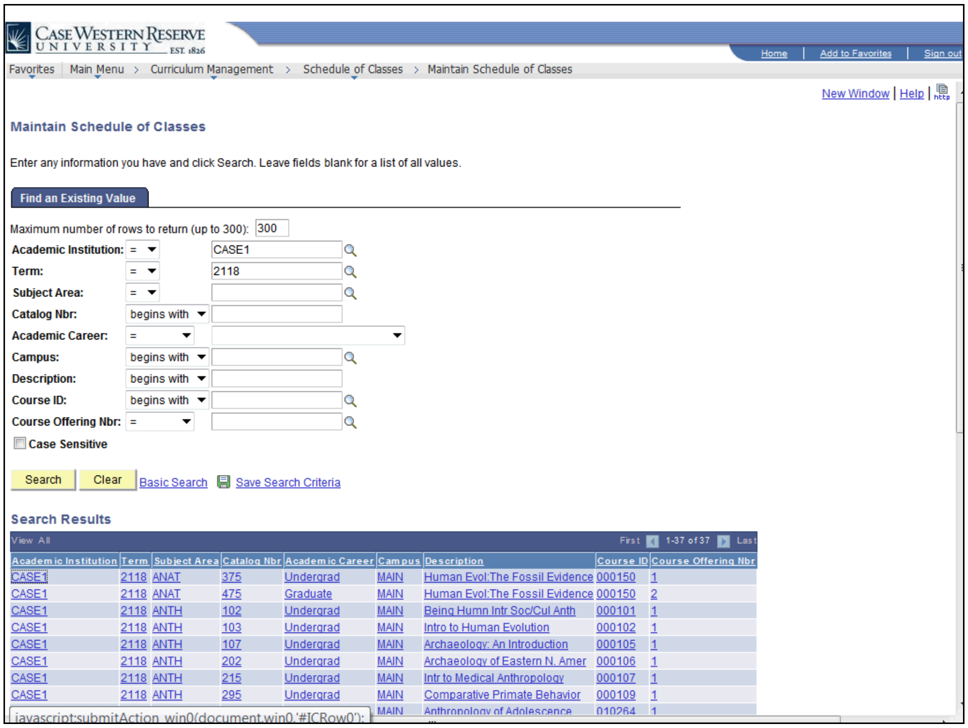
Procedure

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

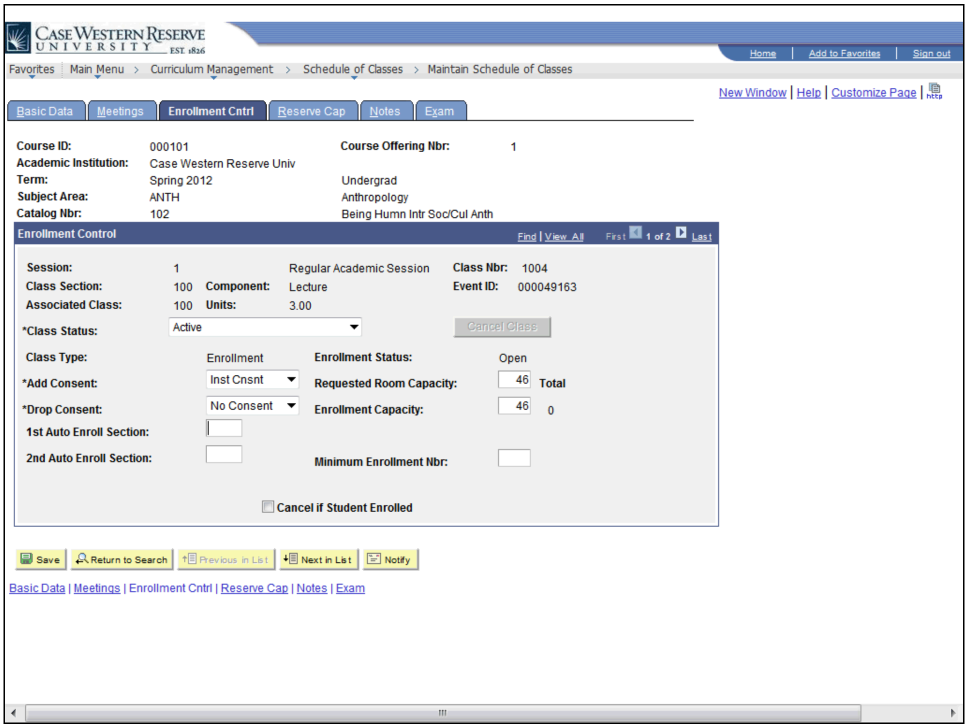
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
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. Search



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 **Enrollment Cntrl** link. Enrollment Cntrl



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. 100
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. OK
15.	Click the **Save** button. Save
16.	This completes the process of changing the enrollment capacity of a class section. **End of Procedure.**

Create a Note to Attach to a Class

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

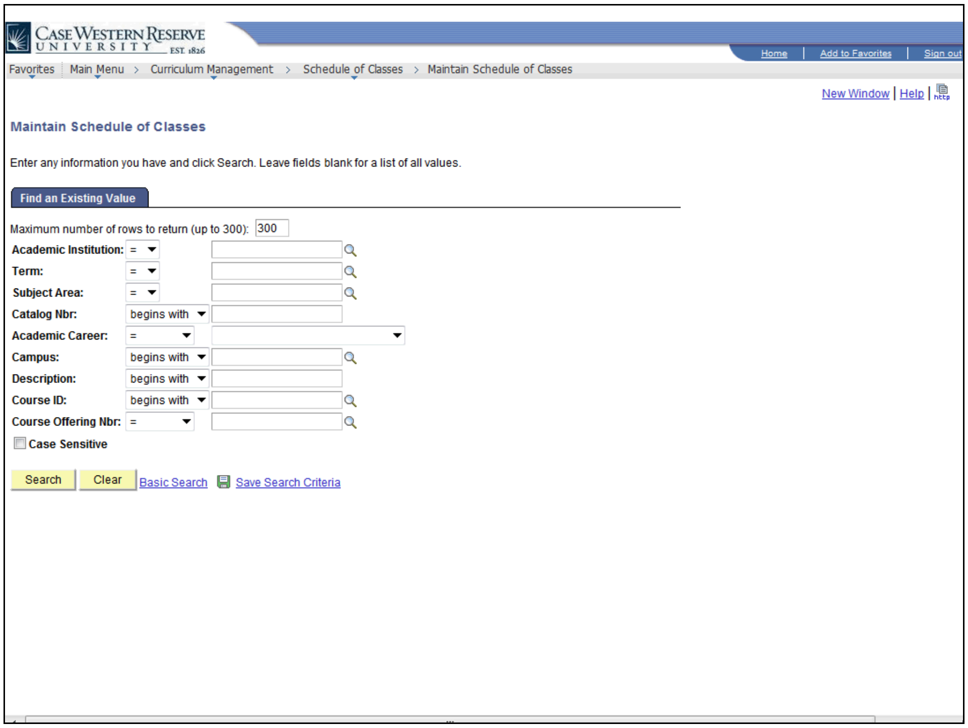
Class Notes are used to convey information to students that is not conveyed through the course description. For example, an instructor may want to include a note that an assignment is due on the first day of class, or that the class meets off-campus after its first meeting.

After Print = 

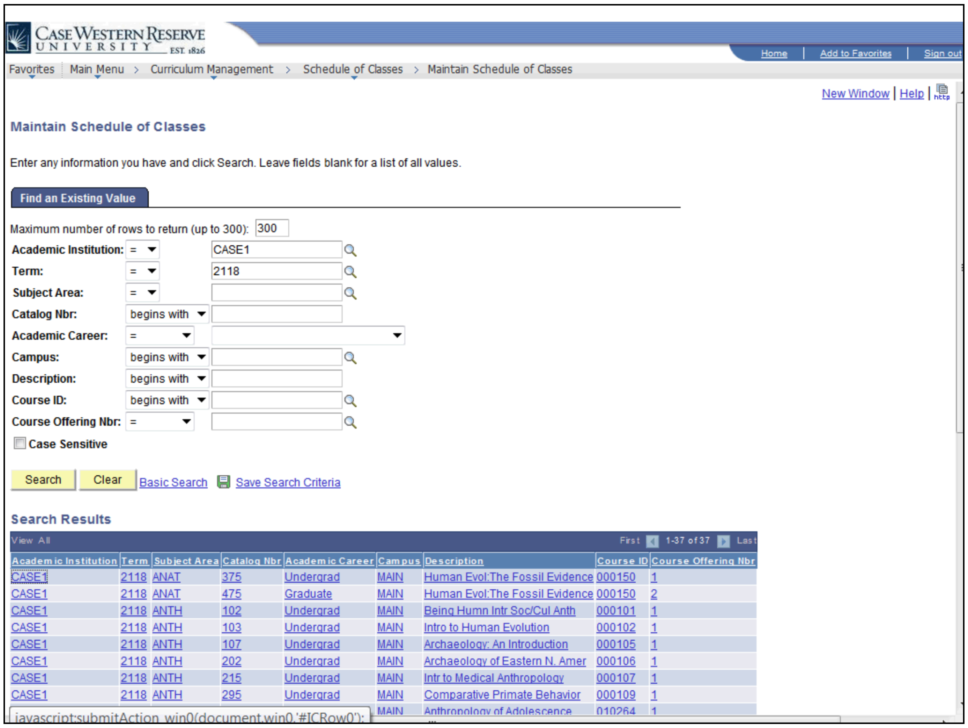
Procedure

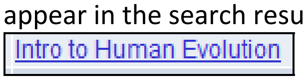
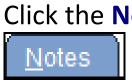
Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

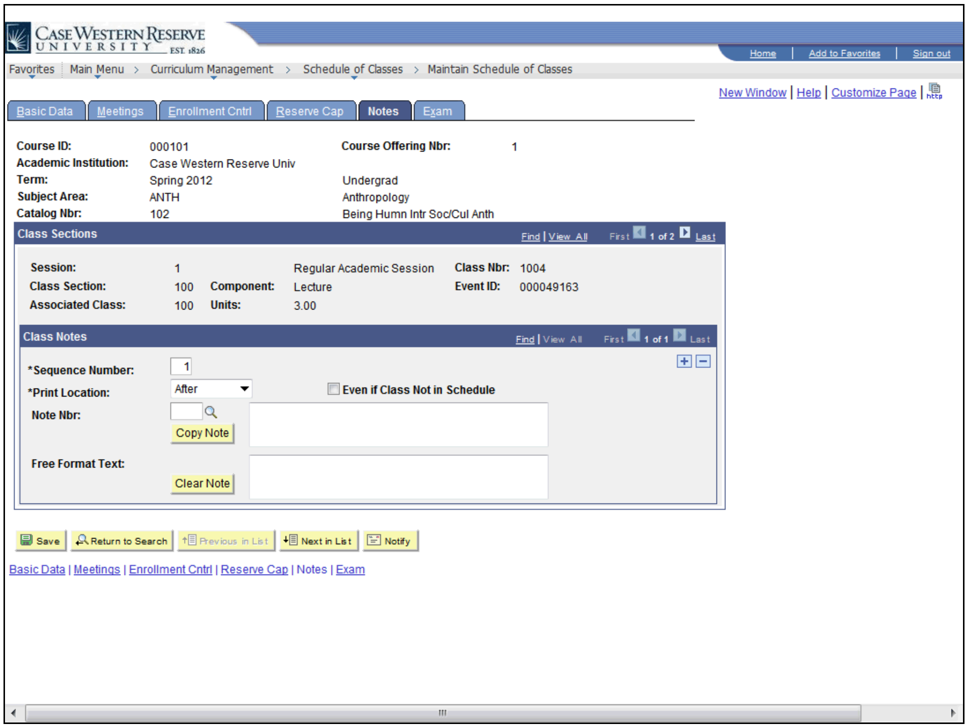
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



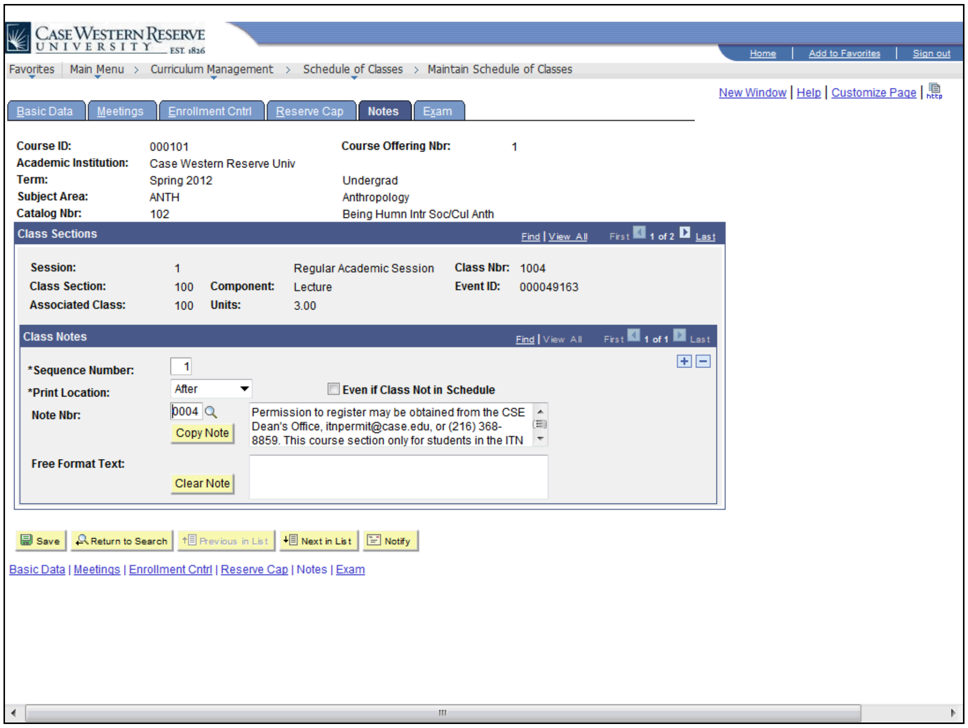
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



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. 

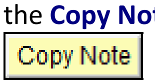


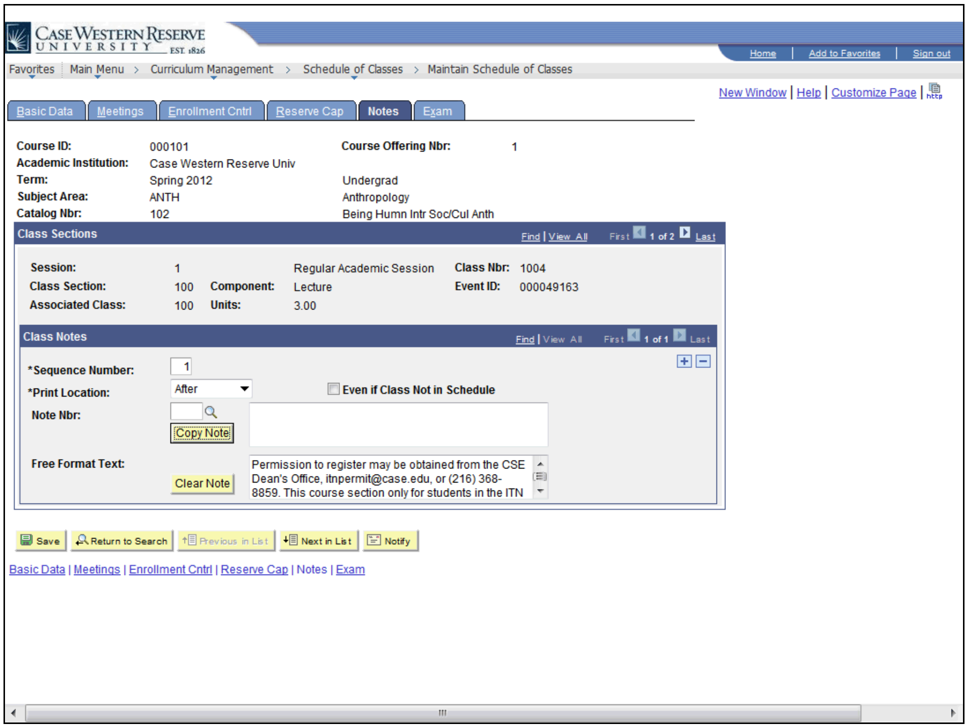
Step	Action
12.	Before making changes, please make sure that you are viewing the correct class section by looking at the **Class Section** field. If necessary, use the arrow buttons in the box header to locate the correct section. 100
13.	The **Free Format Text** field can be used to type a note about 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

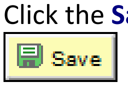


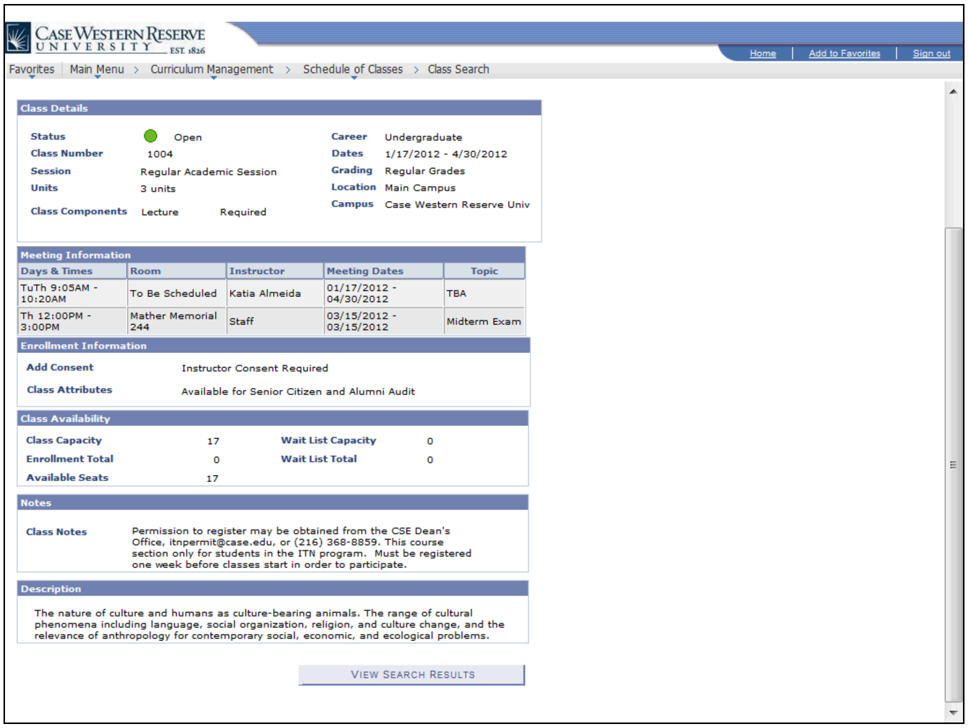
Step	Action
16.	The note appears in the **Note Nbr** text box.

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. 



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. 

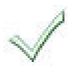


Step	Action
20.	The note will appear in the searchable schedule of classes on the Class Details screen.
21.	This completes the process of creating a class note. **End of Procedure.**

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.

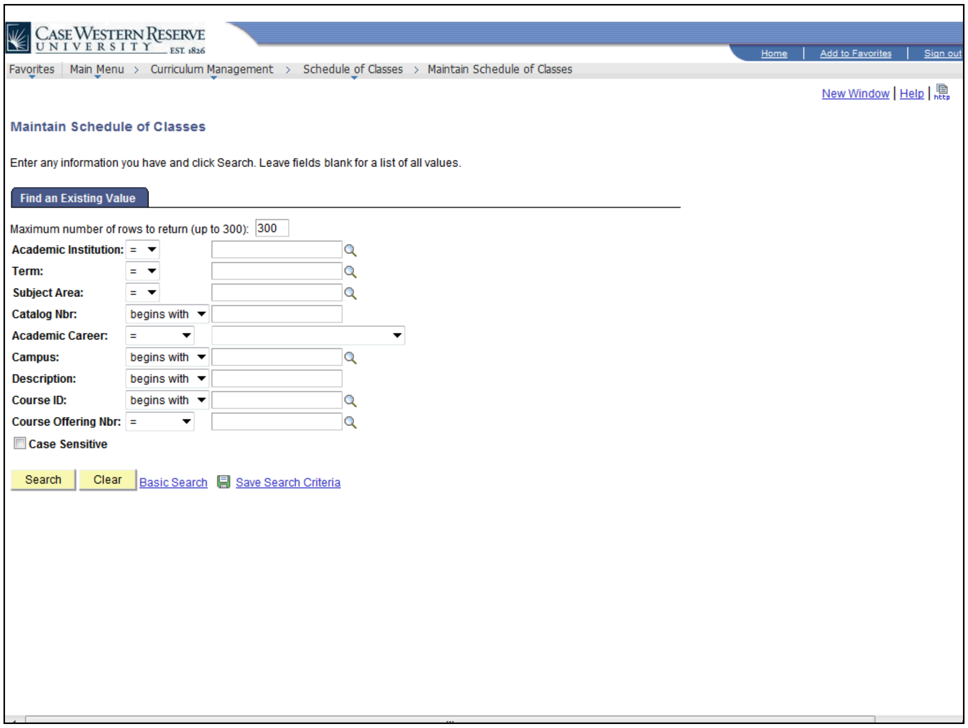
After Print = 

Procedure

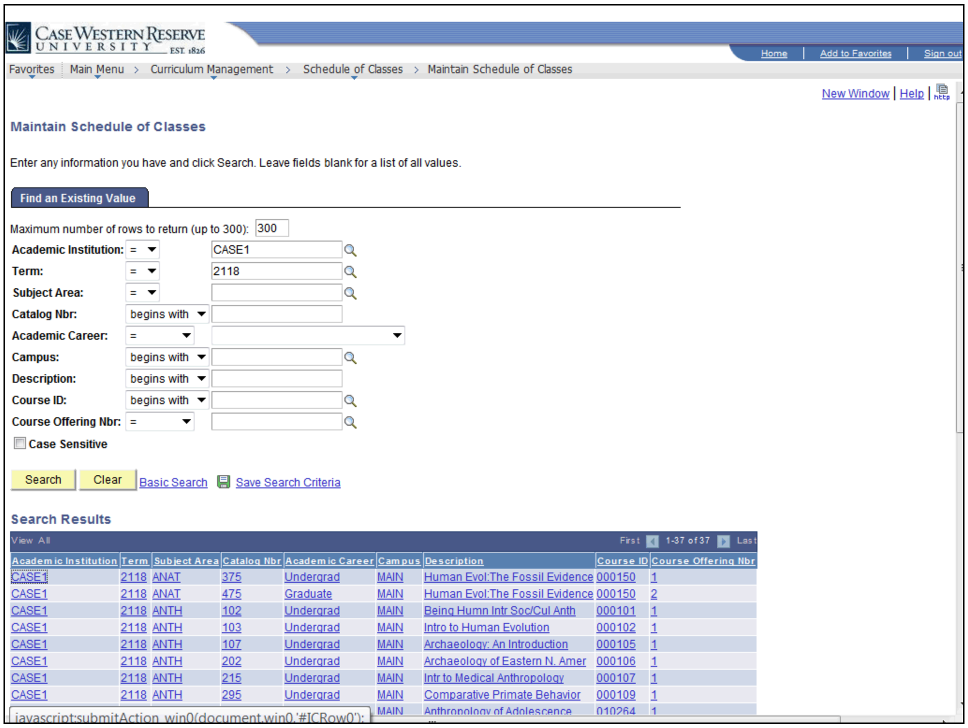
Use the directions in this topic to cancel a class section.

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

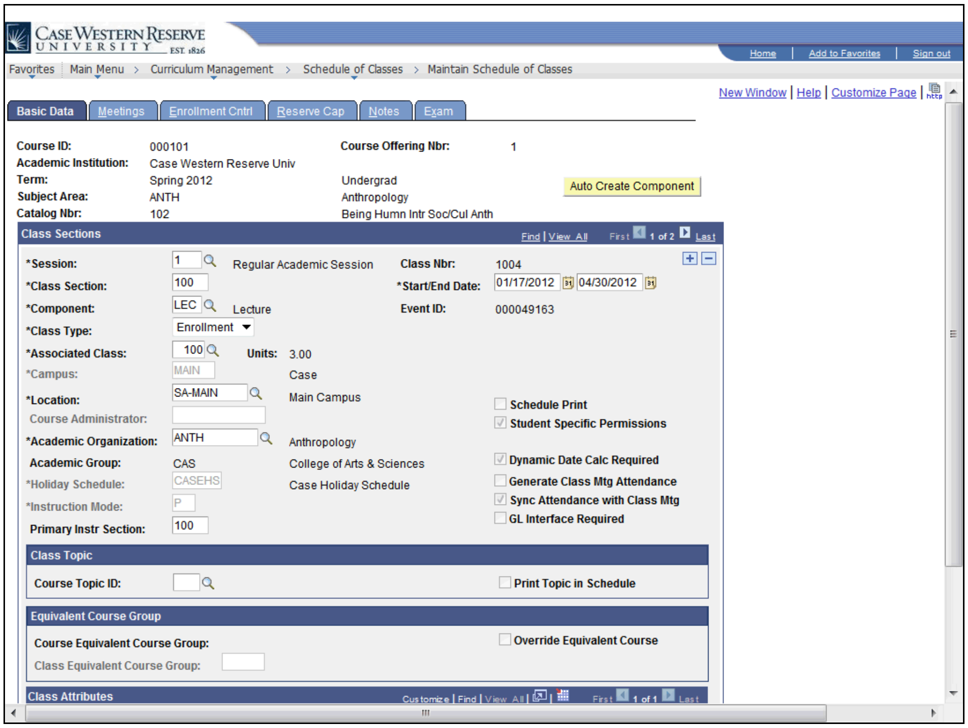
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



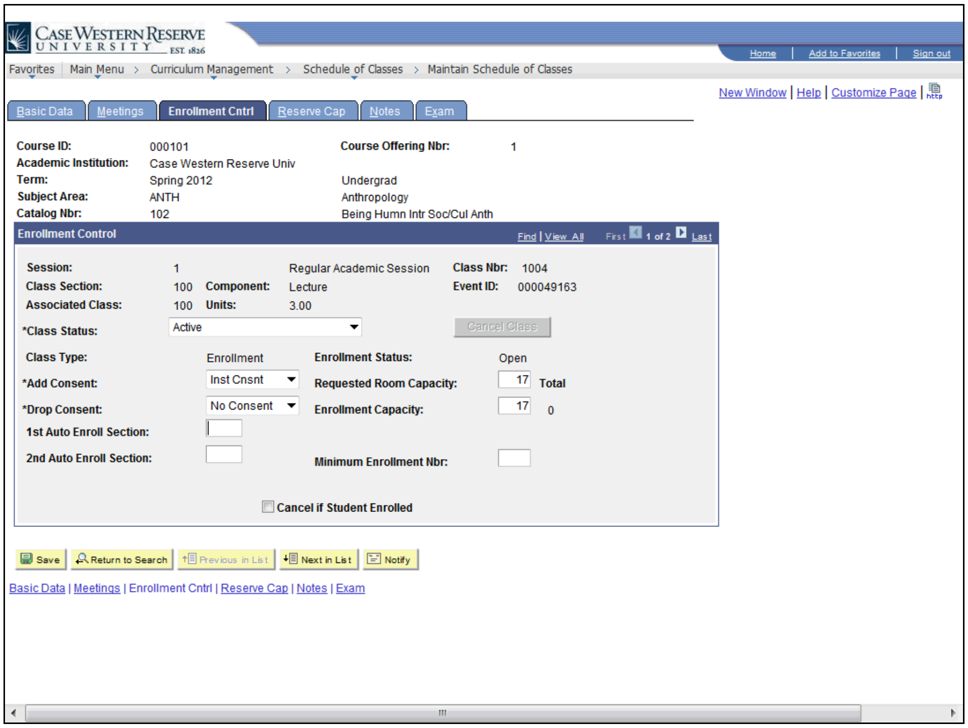
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search

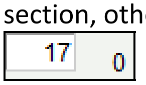


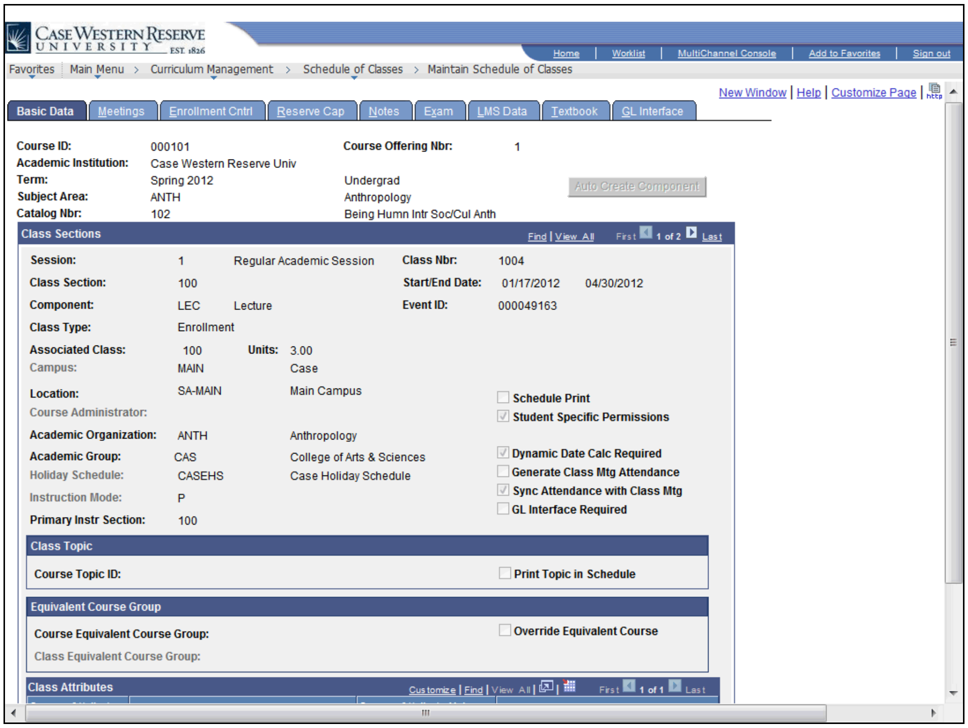
Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class. Intro to Human Evolution



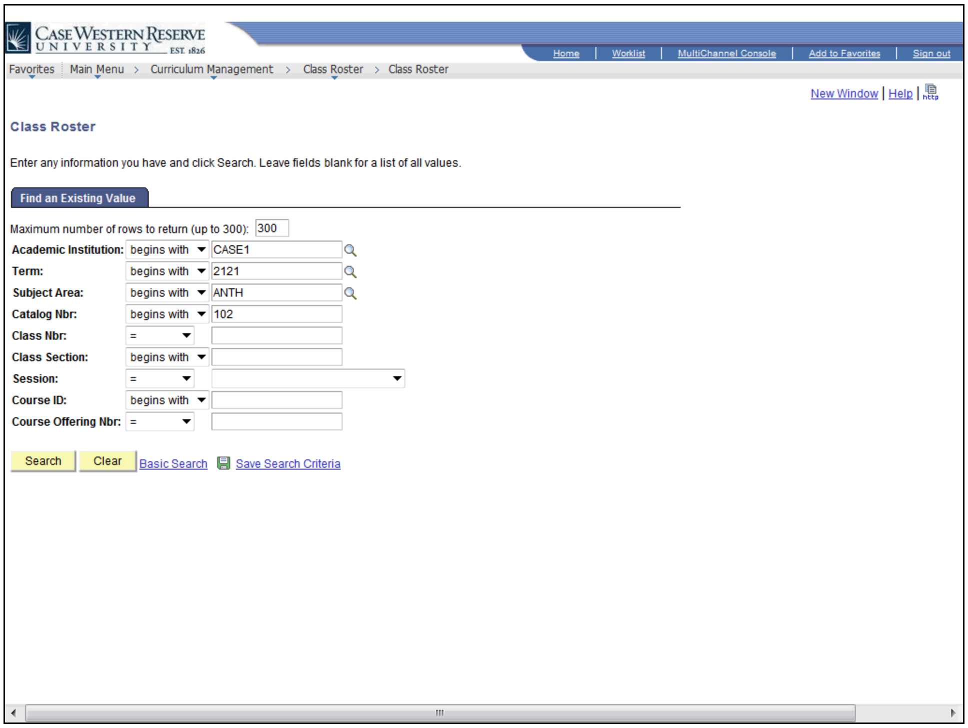
Step	Action
11.	The Basic Data tab appears. Find the section that needs to be cancelled by clicking the **Show next row** button on the Class Sections group box header until it appears. 1 of 2
12.	Confirm the class section selected by viewing the number the **Class Section** field. 100
13.	Locate the **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 *Remove a Single Class Section* for directions. Schedule Print
14.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl



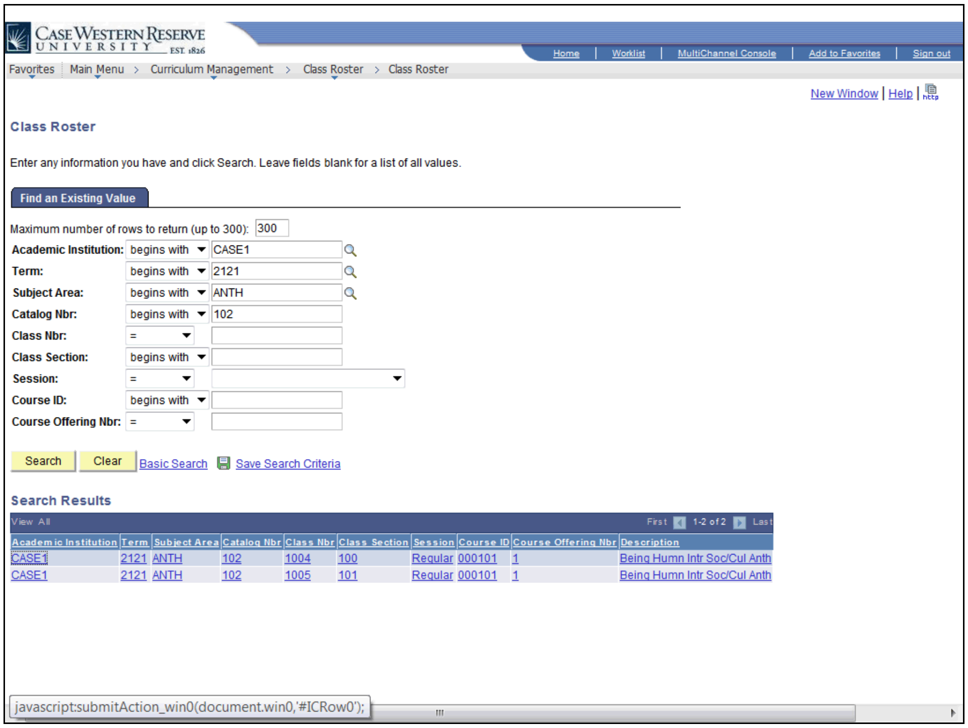
Step	Action
15.	The Enrollment Control tab appears. Locate the **Enrollment Capacity** field. The number in the Total column displays how many students are enrolled in the section. **IMPORTANT:** All students must be notified that the class is being cancelled. In order to do this, obtain a current copy 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.



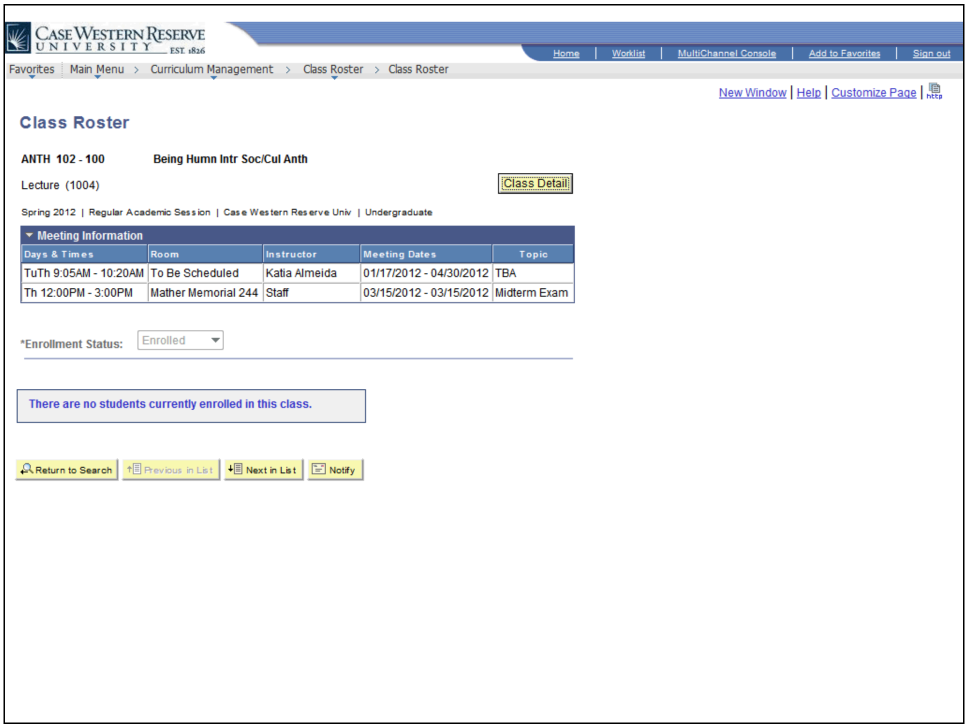
Step	Action
17.	Click the **Curriculum Management** menu. Curriculum Management
18.	Click the **Class Roster** menu.
19.	Click the **Class Roster** link. Class Roster



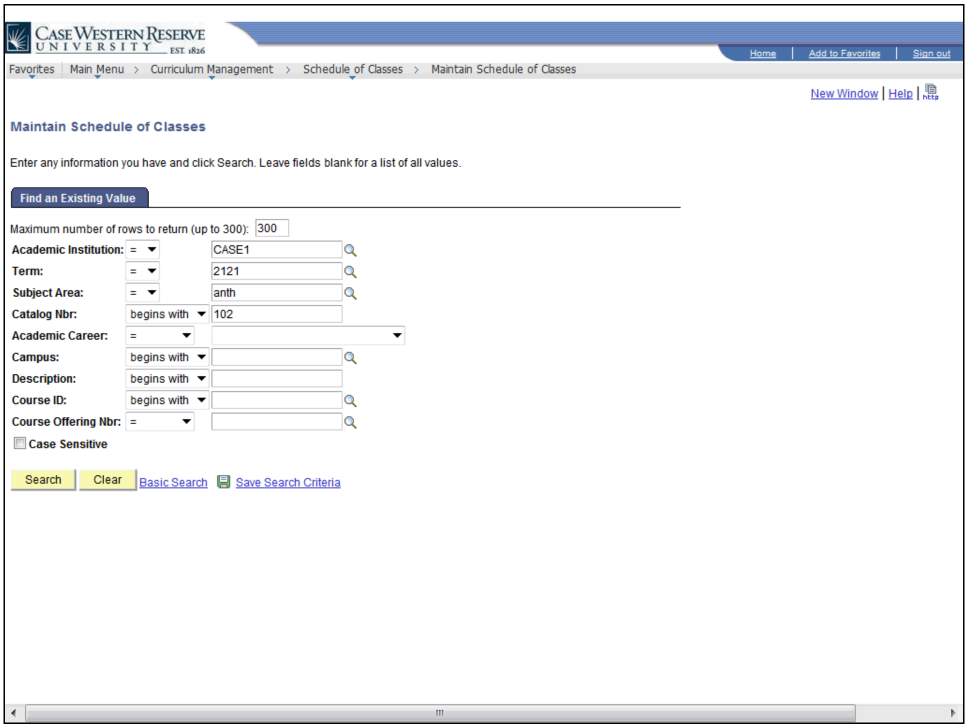
Step	Action
20.	The Class Roster search screen appears. Enter the **Academic Institution** as **CASE1**. Click the **Look up Term** button. 
21.	Select the appropriate term from the list. Summer 2019
22.	Enter the subject of the course into the **Subject Area** field.
23.	Enter the course's catalog number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

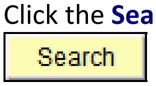
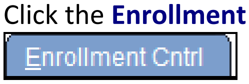


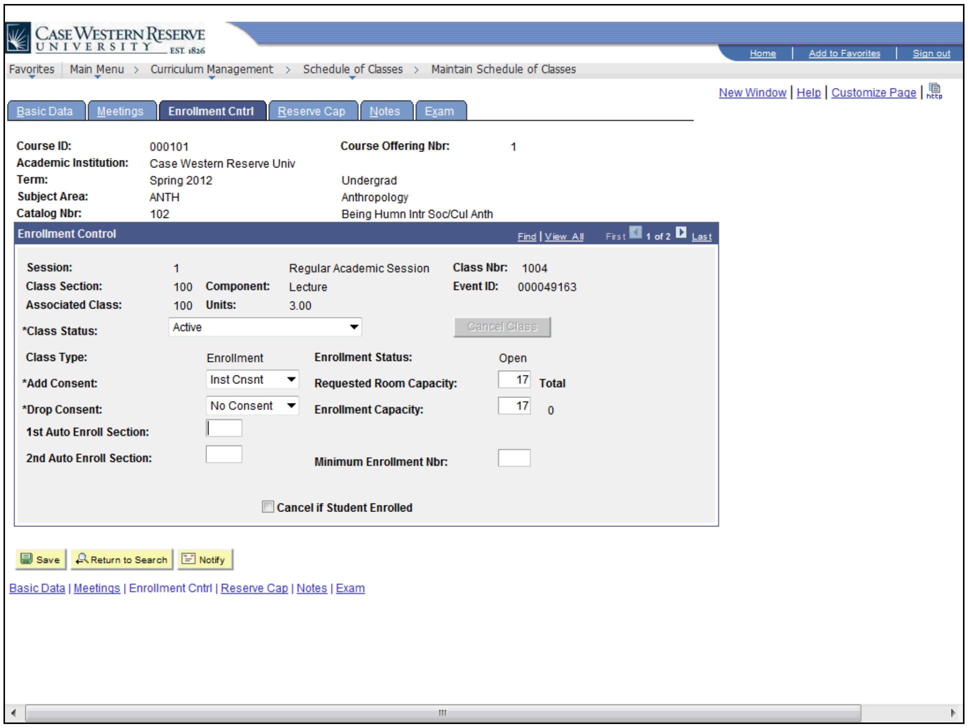
Step	Action
25.	If search results appear, select the appropriate section from the list. 1004



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. Curriculum Management
28.	Click the **Schedule of Classes** menu. Schedule of Classes
29.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



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. 



Step	Action
33.	Click the **Cancel if Student Enrolled** option to drop all students from the class. Cancel if Student Enrolled
34.	Click the **Class Status** list. Active
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. 0
38.	Click the **Save** button. Save
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.

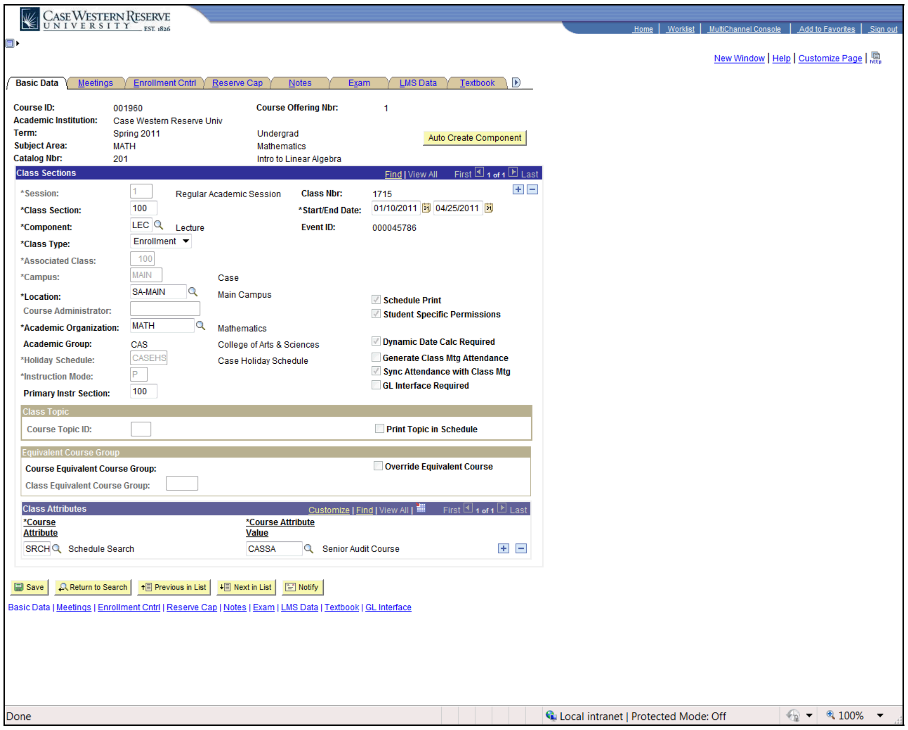
Use the directions in this topic to label a class taken by students engaging in international study. It requires the user to enter the SIS and work with a the Schedule of Classes module, where a Class Attribute will be used to label the class as one taken during international study.

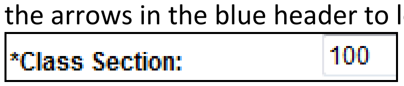
After Print =

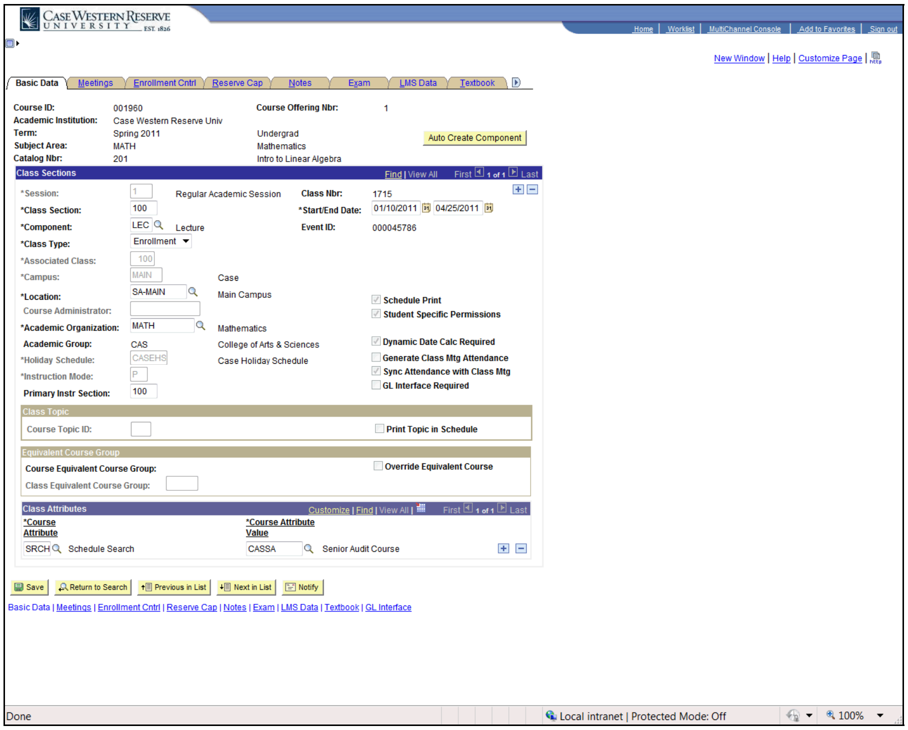
Procedure

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

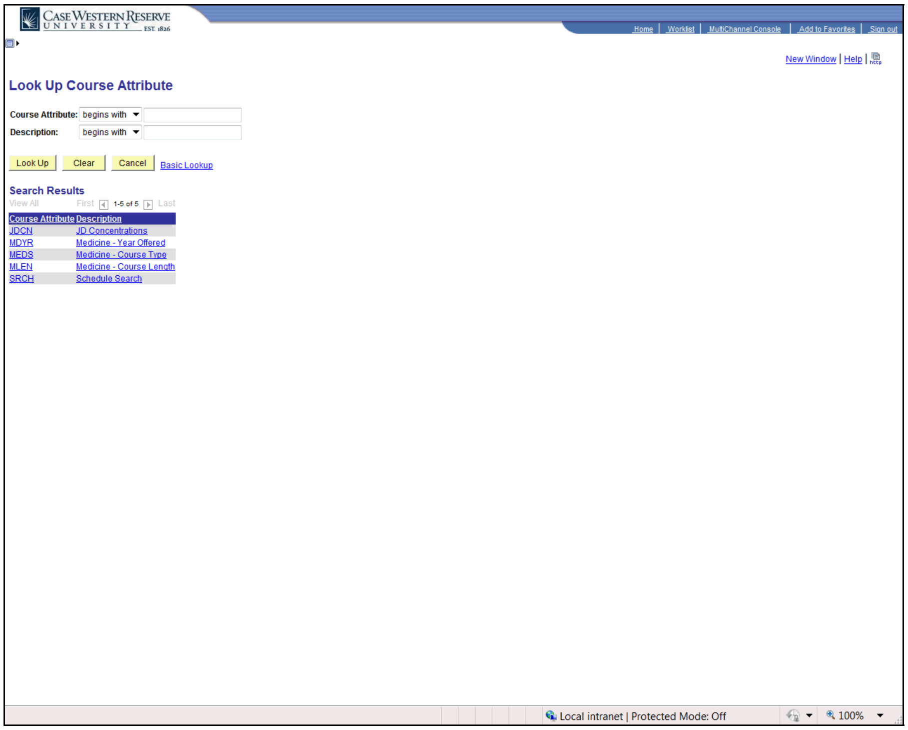
Step	Action
1.	From the main menu, click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Schedule of Classes** link. ▷ Schedule of Classes
3.	Click the **Maintain Schedule of Classes** link.
4.	The **Maintain Schedule of Classes** search screen appears. Enter the appropriate term into the **Term** field.
5.	Click the **Search** button. Search
6.	Select the appropriate course from the search result list. Intro to Linear Algebra



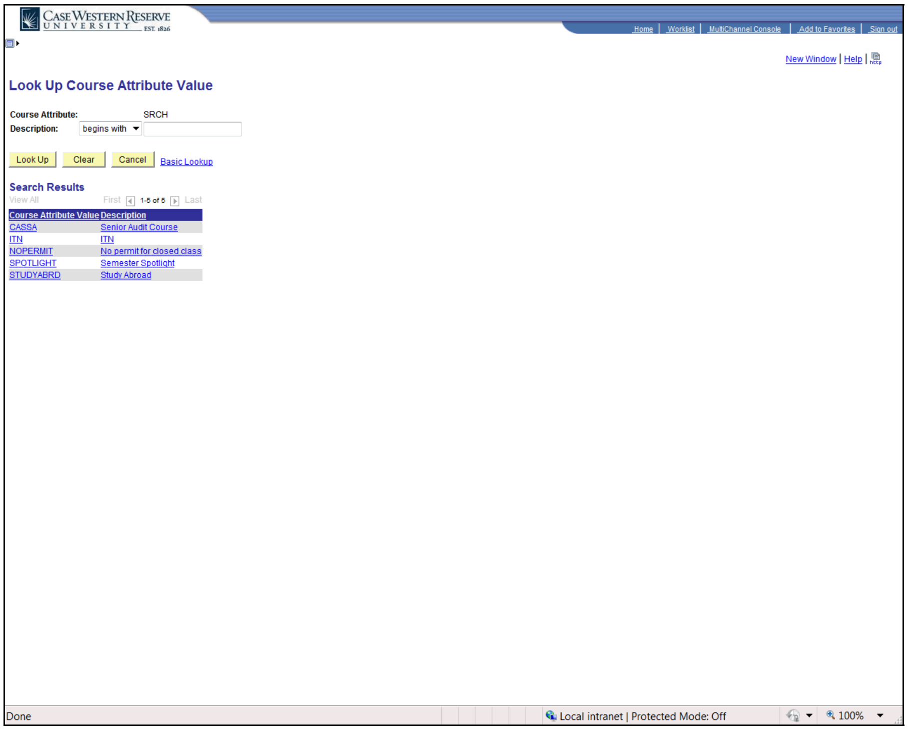
Step	Action
7.	The **Basic Data** tab appears. If the class is offered more than once in a term, please confirm that the appropriate section is visible before continuing. If necessary, use the arrows in the blue header to locate the study abroad class section. 
8.	The **Class Attributes** group box may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



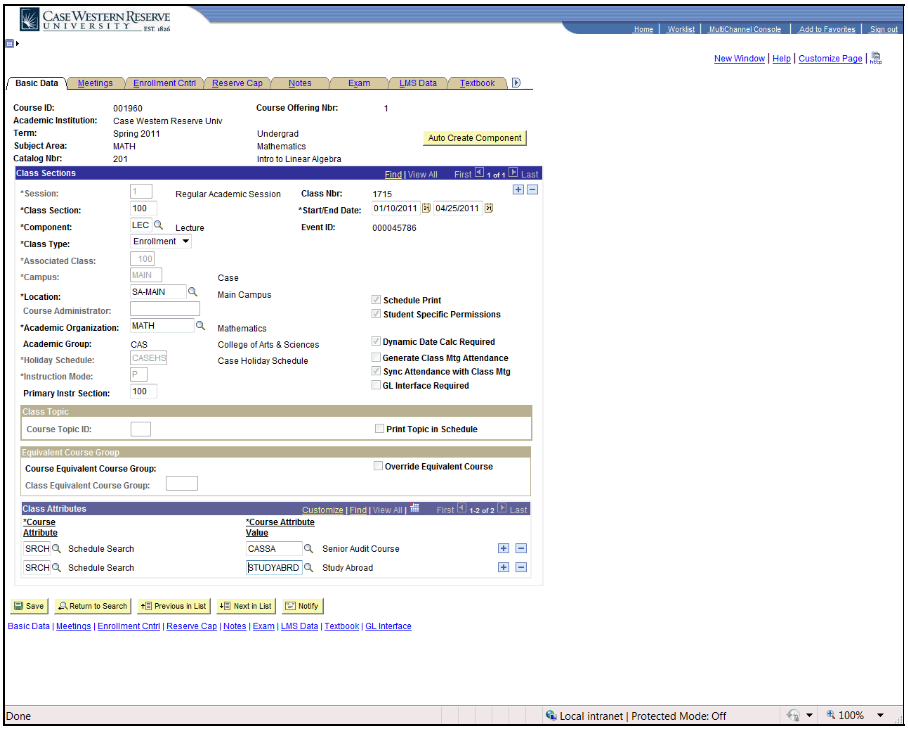
Step	Action
9.	Click the **Add a new row** button in the **Class Attributes** group box. If no class attributes exist, skip to the next step. 
10.	Click the **Look up Course Attribute** button. 

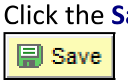


Step	Action
11.	Select **Schedule Search**. Schedule Search
12.	Click the **Look up Course Attribute Value** button.



Step	Action
13.	Select **Study Abroad**. Study Abroad



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

Advanced Scheduling

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

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

Combine Sections of Cross-Listed Courses

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

All users of the Schedule of Classes can determine if their department offers cross-listed courses. Go to the Schedule New Course screen and search for all courses in the current term. The list of courses that is returned contains all courses that can be offered by your academic organization. Click on the **Description** column header to alphabetize the course titles in ascending order. Review the courses to determine if any have the same title. Courses that have the same title but are listed under two course numbers (such as BIOL 358 and BIOL 458, both titled Animal Behavior) are cross-listed across careers (e.g., Undergraduate and Graduate). Also, courses that have the same title but have different subject codes, such as PHIL 271 and BETH 271, are cross-listed across academic organizations. When courses such as these appear in your search results, it means that your academic organization is in charge of scheduling and combining the cross-listed sections. If a course that your academic organization once offered is not returned in your search results, it is possible that another academic organization has been put in charge of scheduling it. Contact courses@case.edu for further information.

Class sections can be combined permanently or for a single class occurrence. Only permanently combined sections will remain combined when the schedule is copied to a future term. The enrollment and wait list capacities are controlled both at the section level and at the sections' combined level.

To create combined sections:

1. Create or update each course offering of the combined courses with like section numbers (i.e. two 100 sections, two 101 sections). See *Add a Course Offering to the Schedule orAdd a Section to a Course Offering* for directions on creating class sections.
2. Define a Combined Sections ID on the **Combined Sections Table screen**.
3. Link classes to the Combined Sections ID and choose a combination type on the **Combined Sections page**.
4. Confirm the enrollment limits for the combined sections.

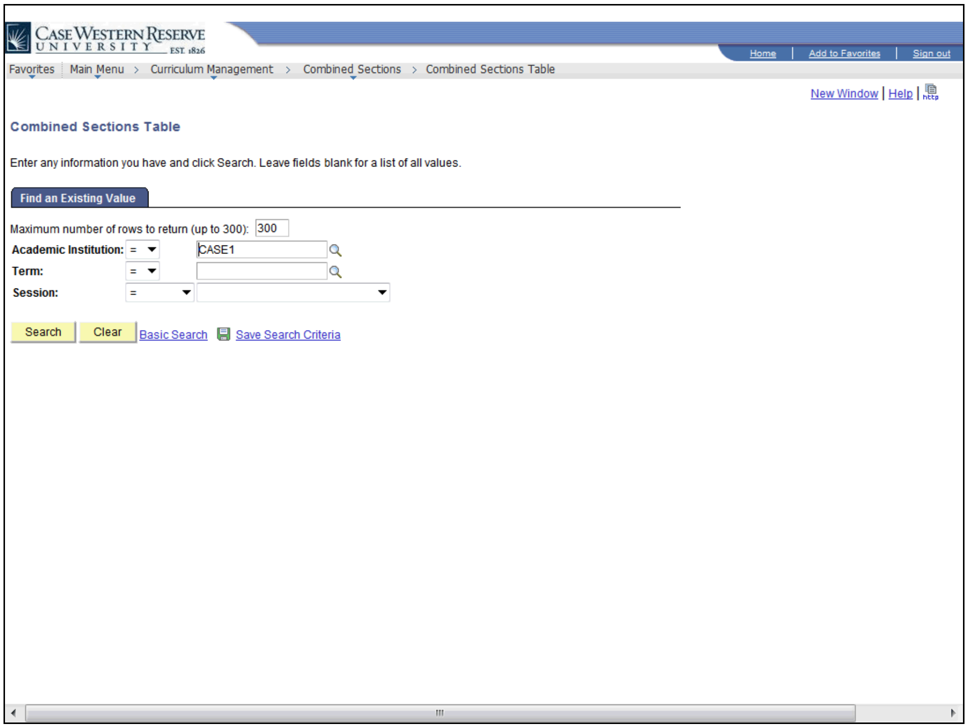
Please note: Combined sections are set up on specific ***sessions*** of terms. Should a cross-listed course have to be changed to a different session, the following procedure must be followed:

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

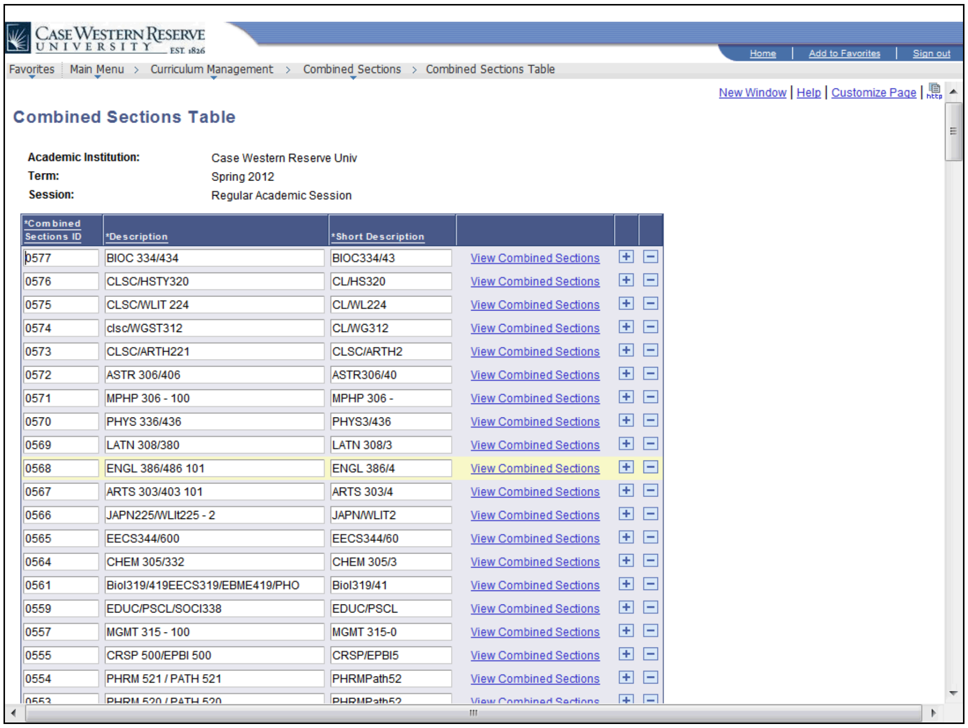
Procedure

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

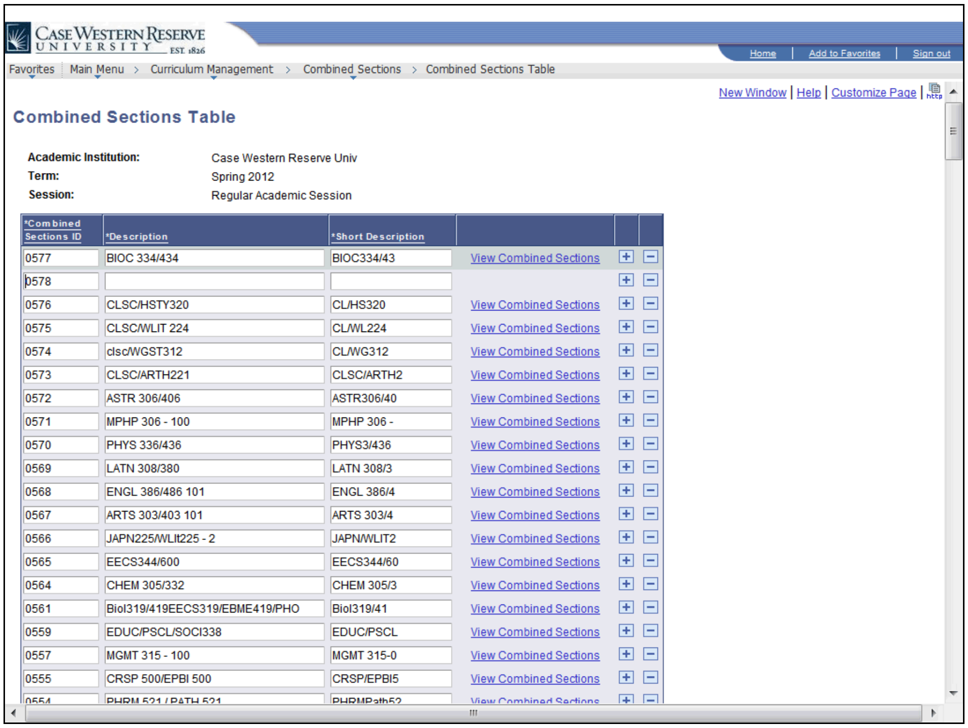
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Combined Sections** menu.
4.	Click the **Combined Sections Table** link. Combined Sections Table



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. Search



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.



Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

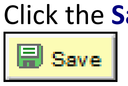
Home | Add to Favorites | Sign out

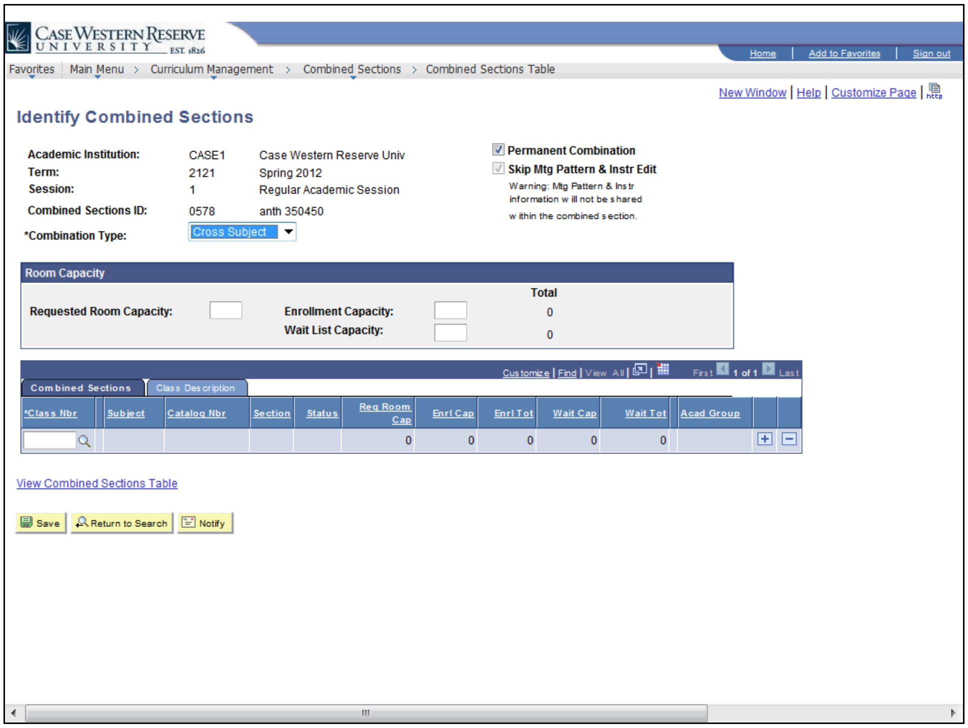
New Window | Help | Customize Page

Combined Sections Table

Academic Institution:	Case Western Reserve Univ
Term:	Spring 2012
Session:	Regular Academic Session

*Combined Sections ID	*Description	*Short Description			
0577	BIOC 334/434	BIOC334/43	View Combined Sections	+	−
0578				+	−
0576	CLSC/HSTY320	CL/HS320	View Combined Sections	+	−
0575	CLSC/WLIT 224	CL/WL224	View Combined Sections	+	−
0574	clsc/WGST312	CL/WG312	View Combined Sections	+	−
0573	CLSC/ARTH221	CLSC/ARTH2	View Combined Sections	+	−
0572	ASTR 306/406	ASTR306/40	View Combined Sections	+	−
0571	MPHP 306 - 100	MPHP 306 -	View Combined Sections	+	−
0570	PHYS 336/436	PHYS3/436	View Combined Sections	+	−
0569	LATN 308/380	LATN 308/3	View Combined Sections	+	−
0568	ENGL 386/486 101	ENGL 386/4	View Combined Sections	+	−
0567	ARTS 303/403 101	ARTS 303/4	View Combined Sections	+	−
0566	JAPN225/WLIt225 - 2	JAPN/WLIT2	View Combined Sections	+	−
0565	EECS344/600	EECS344/60	View Combined Sections	+	−
0564	CHEM 305/332	CHEM 305/3	View Combined Sections	+	−
0561	Biol319/419EECS319/EBME419/PHO	Biol319/41	View Combined Sections	+	−
0559	EDUC/PSCL/SOCI338	EDUC/PSCL	View Combined Sections	+	−
0557	MGMT 315 - 100	MGMT 315-0	View Combined Sections	+	−
0555	CRSP 500/EPBI 500	CRSP/EPBI5	View Combined Sections	+	−
0554	PHRM 521 / PATH 521	PHRMPath52	View Combined Sections	+	−

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



Step	Action
16.	The **Identify Combined Sections** screen appears. Here, select the class sections that are being combined.
17.	Click the **Combination Type** list. Cross Subject
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.

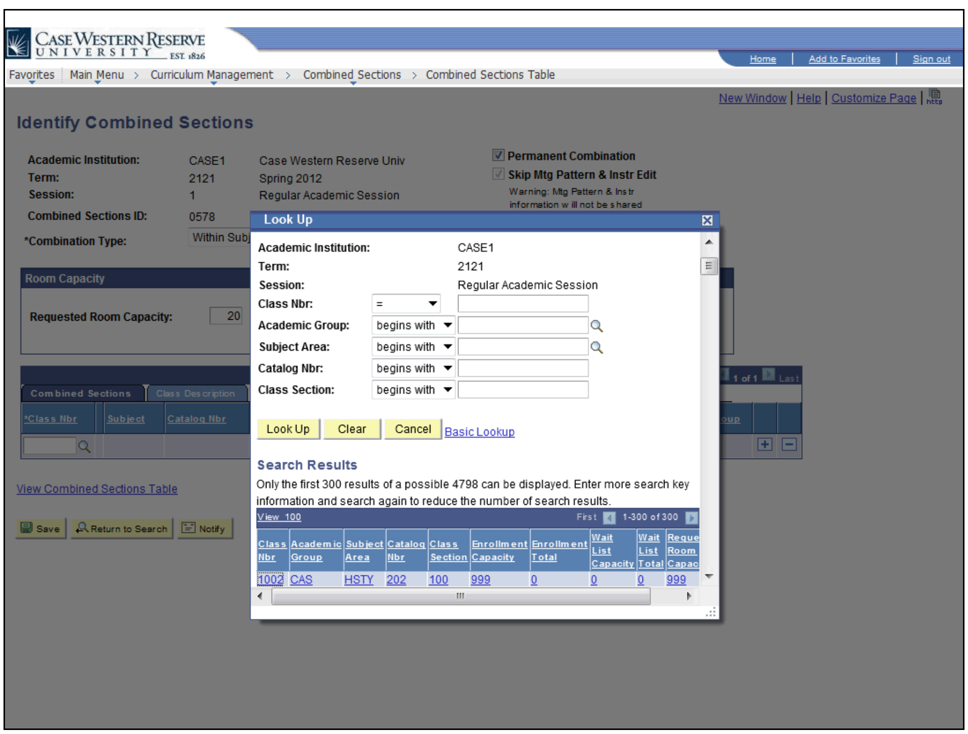
Within Subject - class sections from within a single subject area will be combined. For example: FRCH 338 and FRCH 438.

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. 



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. Look Up
25.	All classes and sections scheduled within the chosen term will appear in the search results. Select the class section that is being combined. BAFI 341 100
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. Look Up
31.	Select the next class section that is to be combined from the search results. ECON 341 100
32.	Repeat the process of adding class sections to the combined section if applicable.
33.	Click the **Save** button. Save
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.

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.

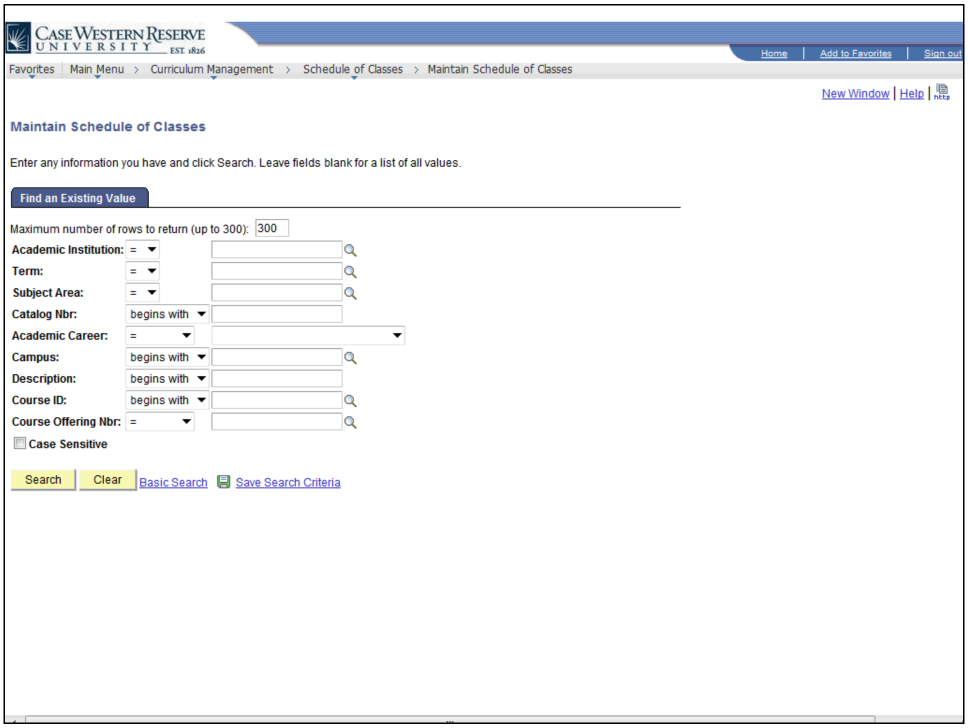
Component	Section	Class Type	Associated Class
LEC	100	Enroll	100 (itself)
LEC	101	Enroll	101 (itself)
LAB	110	Non-Enroll	9999 (either Enroll section)
LAB	111	Non-Enroll	9999 (either Enroll section)
LAB	112	Non-Enroll	9999 (either Enroll section)
LAB	113	Non-Enroll	9999 (either Enroll section)

Procedure

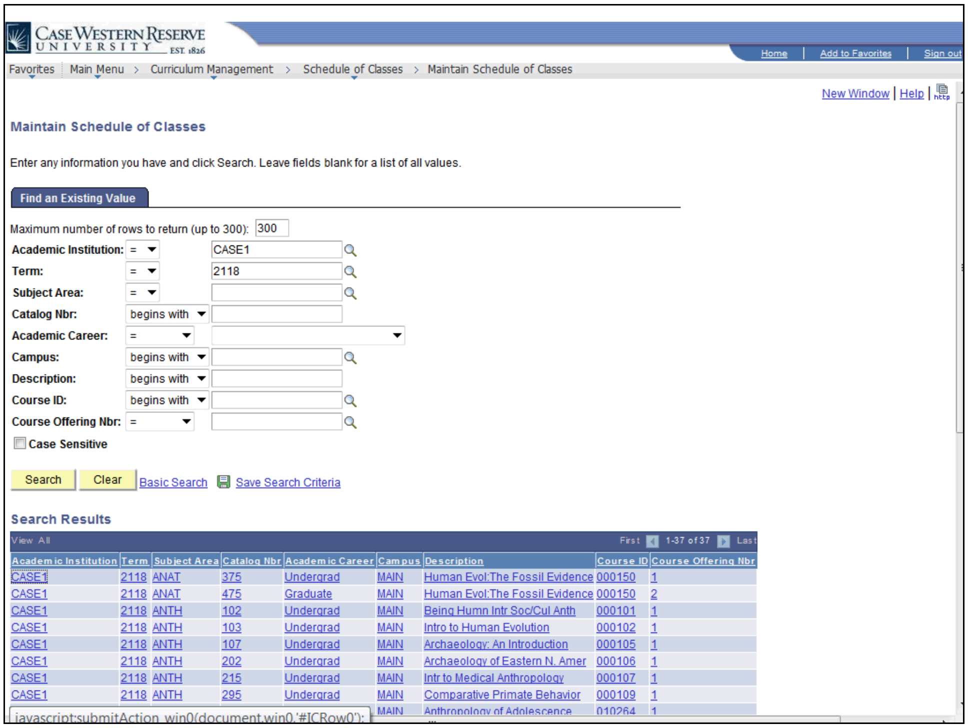
Use the directions in this topic to schedule all component sections of a multi-component course.

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

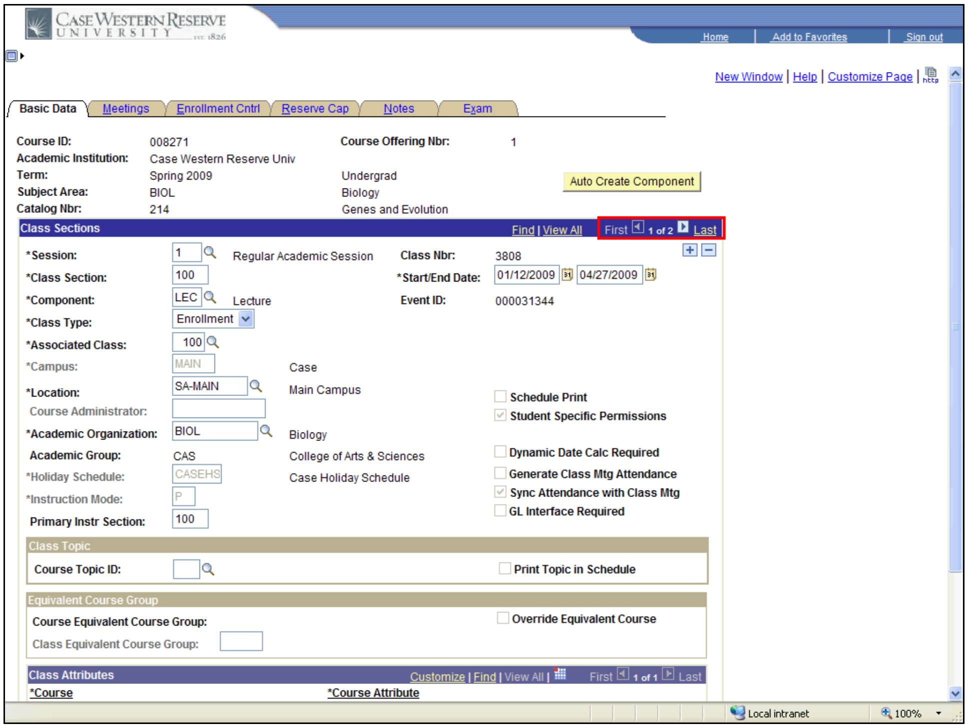
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes



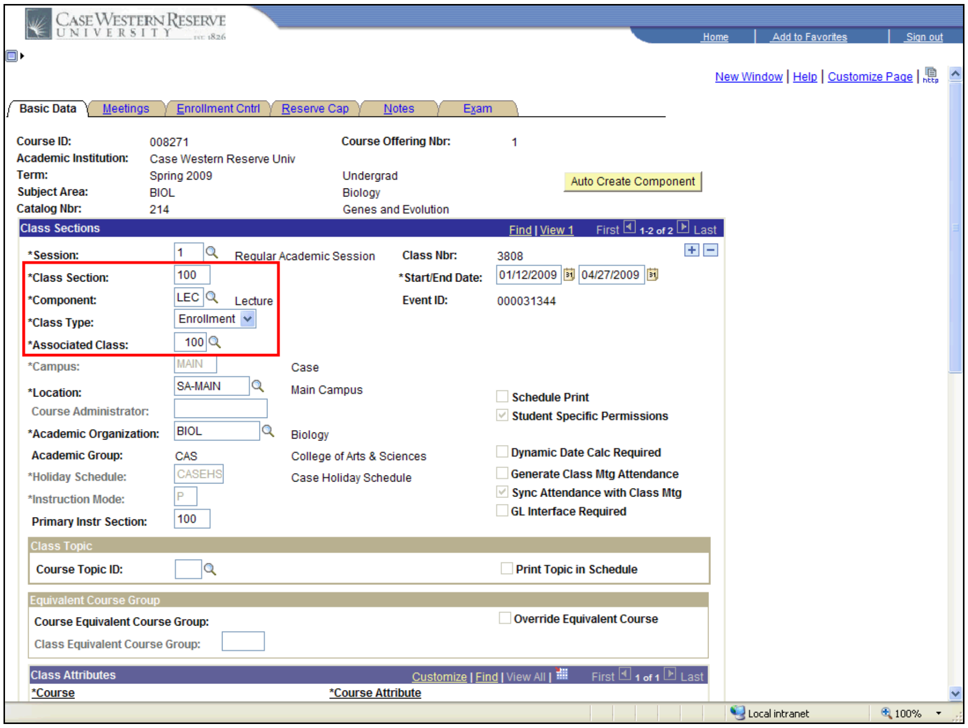
Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search



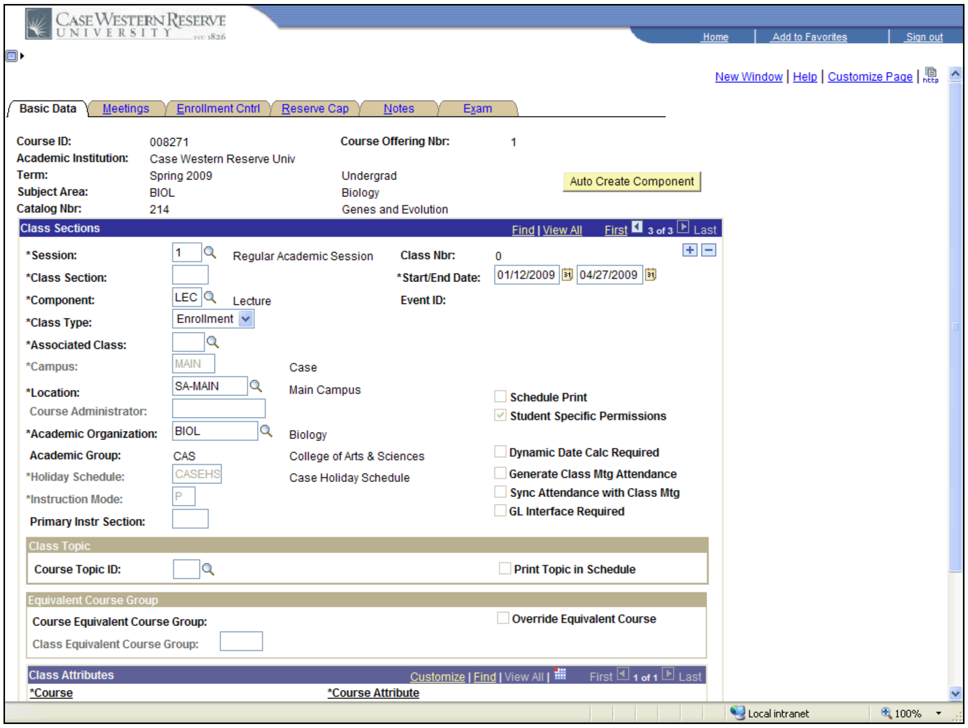
Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class. Intro to Human Evolution



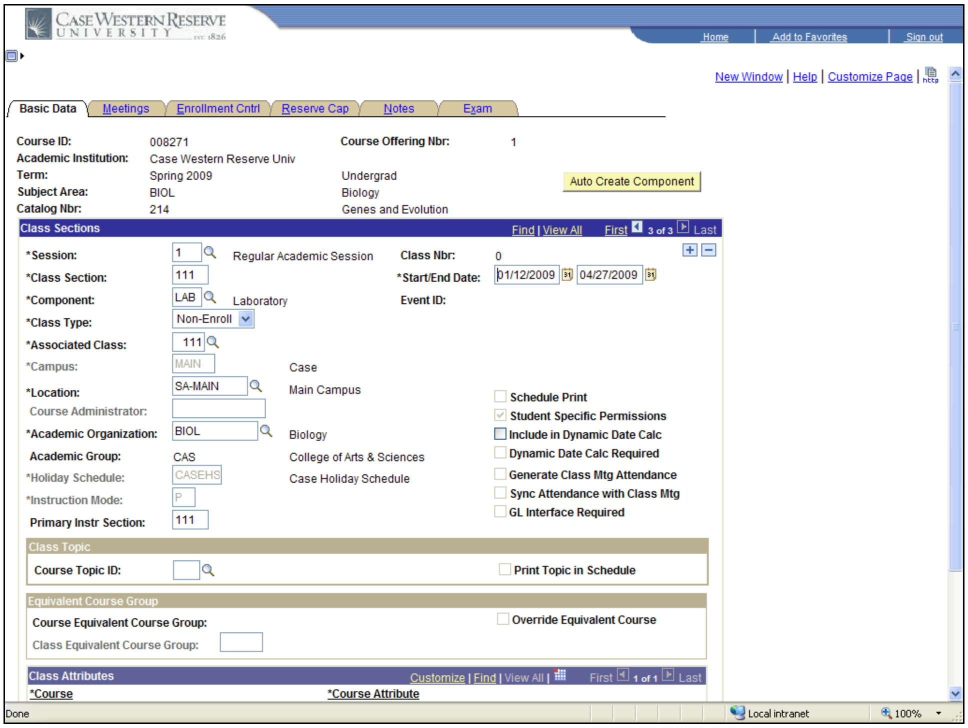
Step	Action
11.	The Basic Data tab appears. The total number of class sections that exist on the record in its current state is displayed on the Class Sections box header. Each number is a row on the course offering, and each row is one section. First 1 of 2 Last
12.	Click the **Show next row** button 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



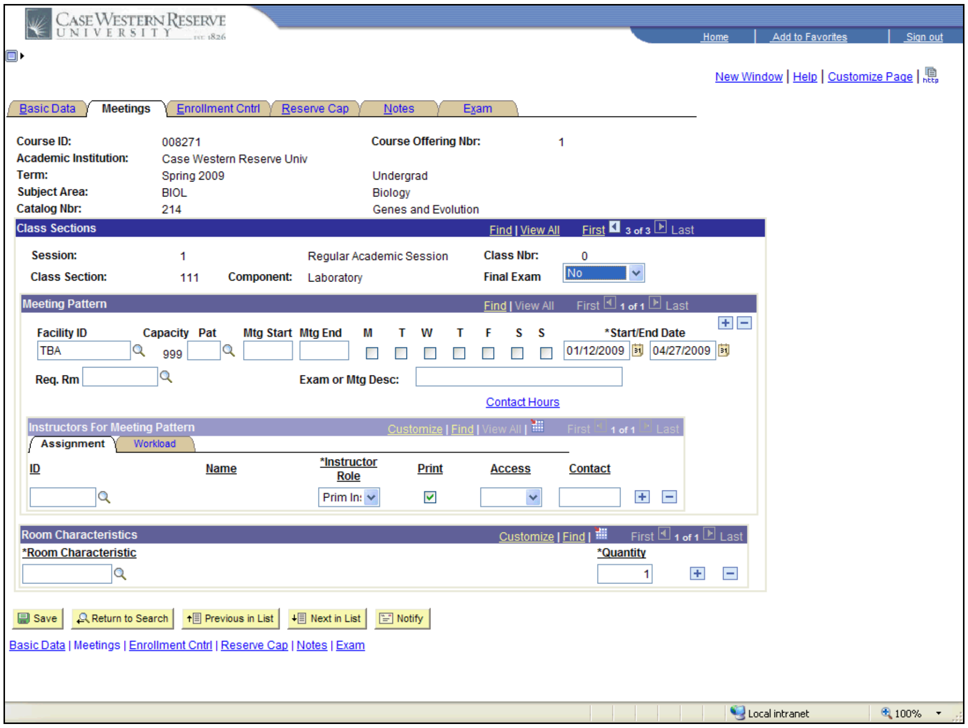
Step	Action
14.	Confirm that the first section of the course is displayed on the screen. Look at the following fields: **Class Section** **Component** **Class Type** **Associated Class** The first section of a class should always be "**100**". The **Lecture** Component is typically the **Enrollment** 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. 

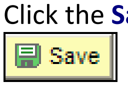


Step	Action
18.	A blank Class Section row appears. The **Component** field will default to the graded component (usually Lecture) so this may need to be changed. If necessary, click the **Look Up Component** button.
19.	Select the appropriate component from the search results. Laboratory
20.	Click the **Class Type** list. Enrollment
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.



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. Meetings



Step	Action
27.	Set up the Meeting Pattern and Instructor for Meeting Pattern group boxes for each class section that is created.
28.	Click the **Save** button. 
29.	This completes the process of scheduling a class with multiple components. **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	1st 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.

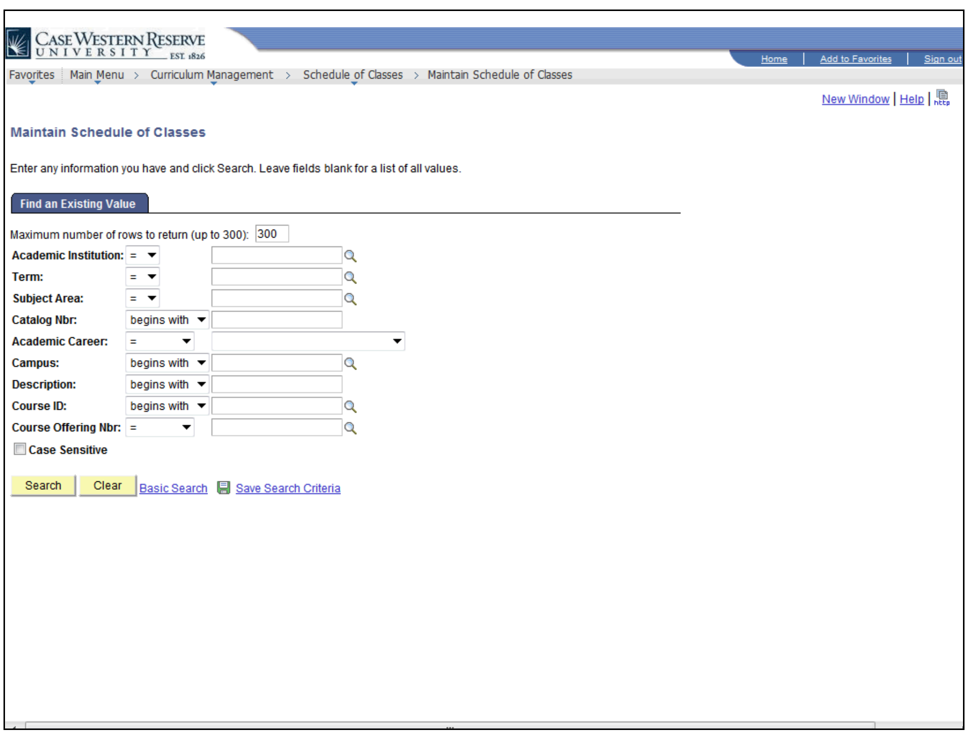
Component	Section	Class Type	Associated class	1st Auto Enroll Section	2nd Auto Enroll Section
LEC	100	Enroll	100	110	111
LAB	110	Non-Enroll	100	n/a	n/a
REC	111	Non-Enroll	100	n/a	n/a

Procedure

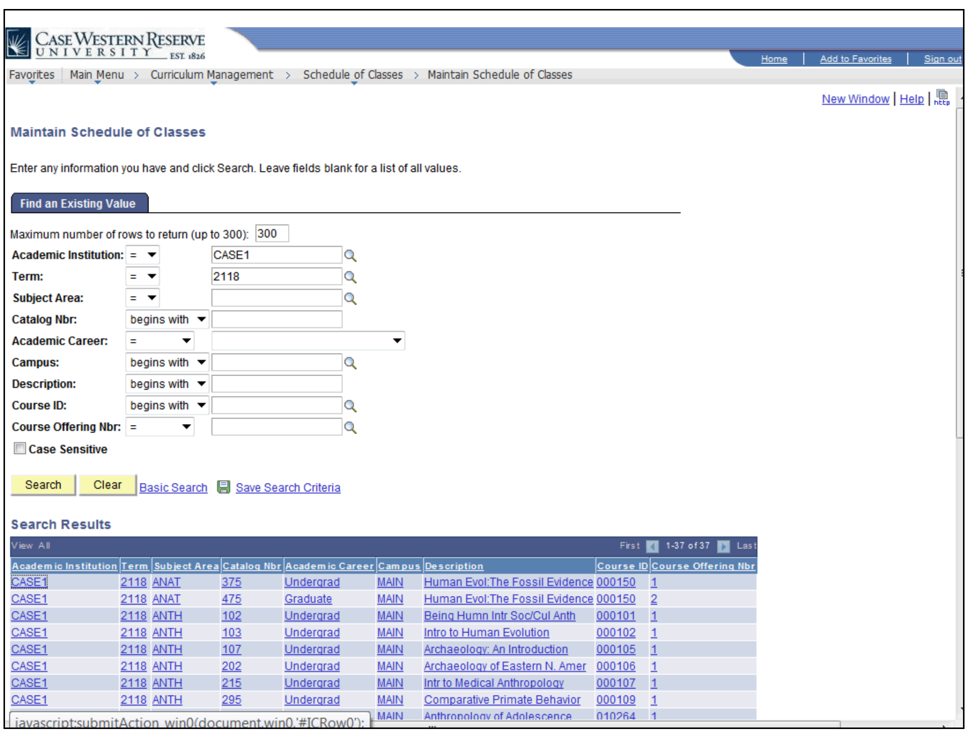
Use the directions in this topic to schedule a multi-component course offering that utilizes the auto-enroll feature.

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

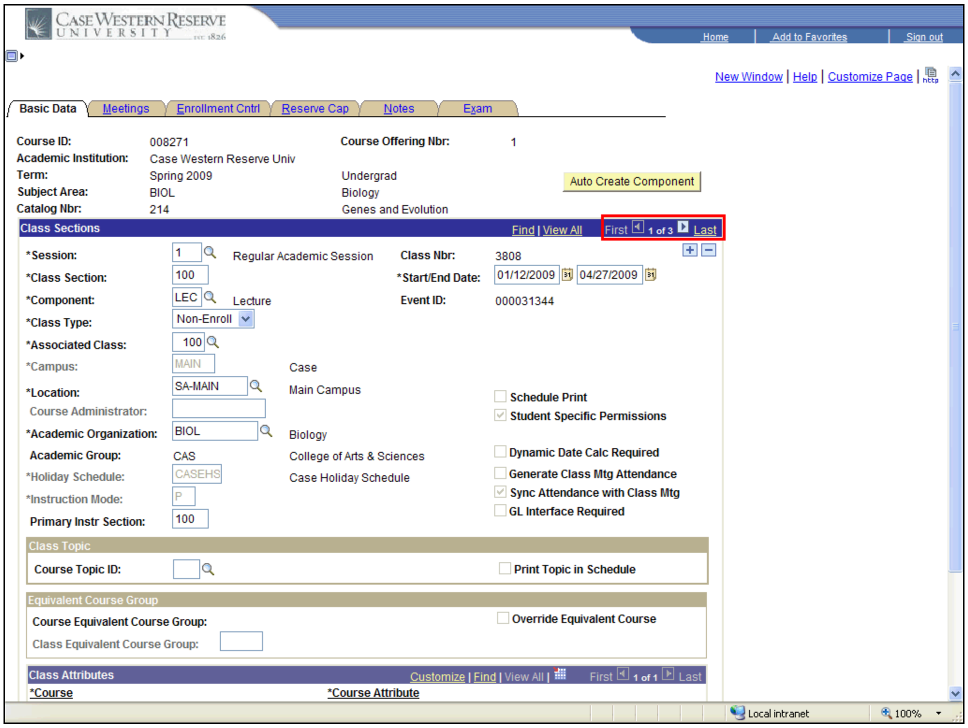
Step	Action
1.	Click the **Main Menu**.
2.	Click the **Curriculum Management** menu.
3.	Click the **Schedule of Classes** menu.
4.	Click the **Maintain Schedule of Classes** link.

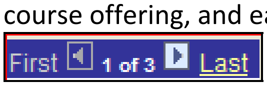
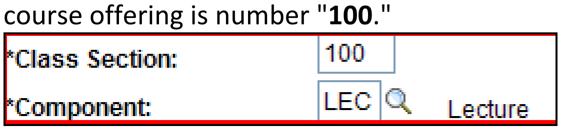
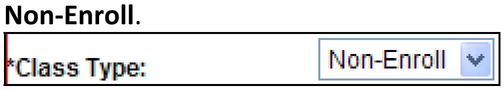
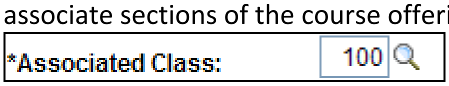


Step	Action
5.	The **Maintain Schedule of Classes** search screen appears. Click the **Look up Academic Institution** button.
6.	Click the **CASE1** list item. CASE1
7.	Click the **Look up Term** button.
8.	The Look Up Term window appears. Select the appropriate term from the list. Fall 2019
9.	Click the **Search** button. Search

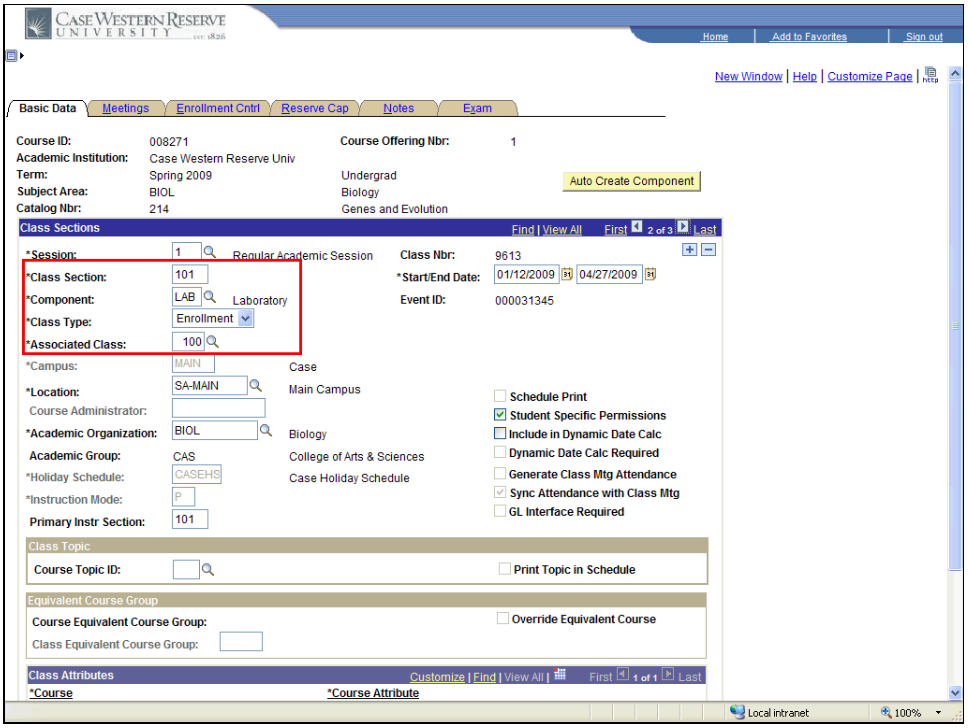


Step	Action
10.	All courses owned by your department and scheduled during the chosen term appear in the search results. Click on the appropriate class. Intro to Human Evolution

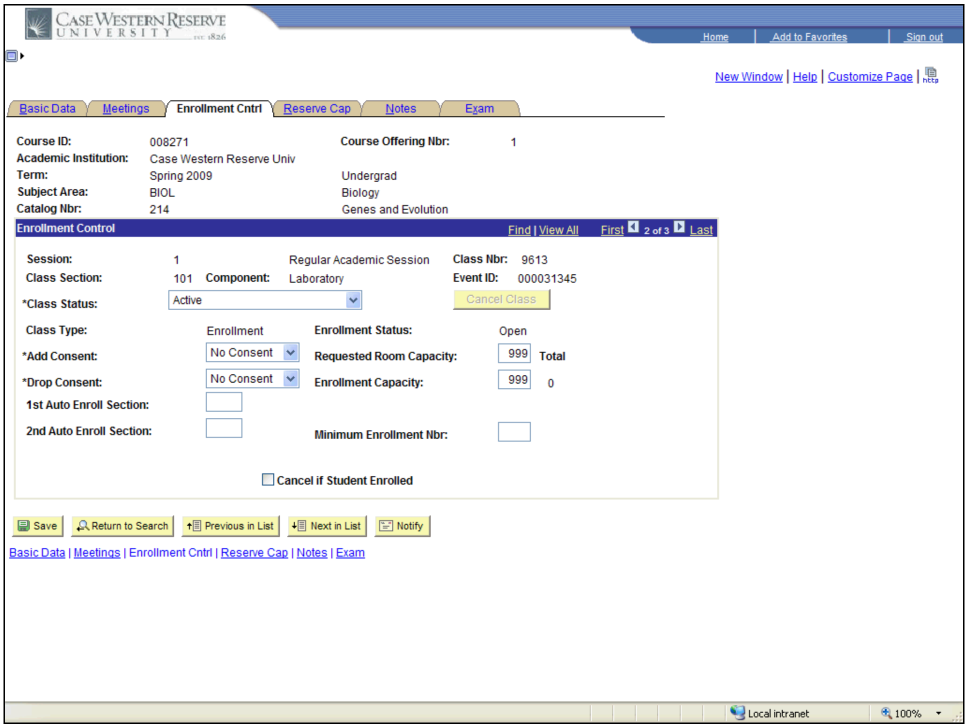


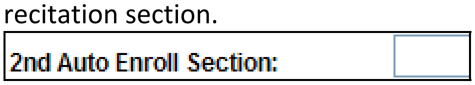
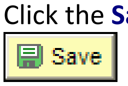
Step	Action
11.	The Basic Data tab appears. The total number of class sections that exist for the course in its current state is displayed on the Class Sections group box header. Each number is a row on the course offering, and each row is one section. 
12.	Locate the **Class Section** and **Component** 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**." 
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. 

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



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



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. 
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

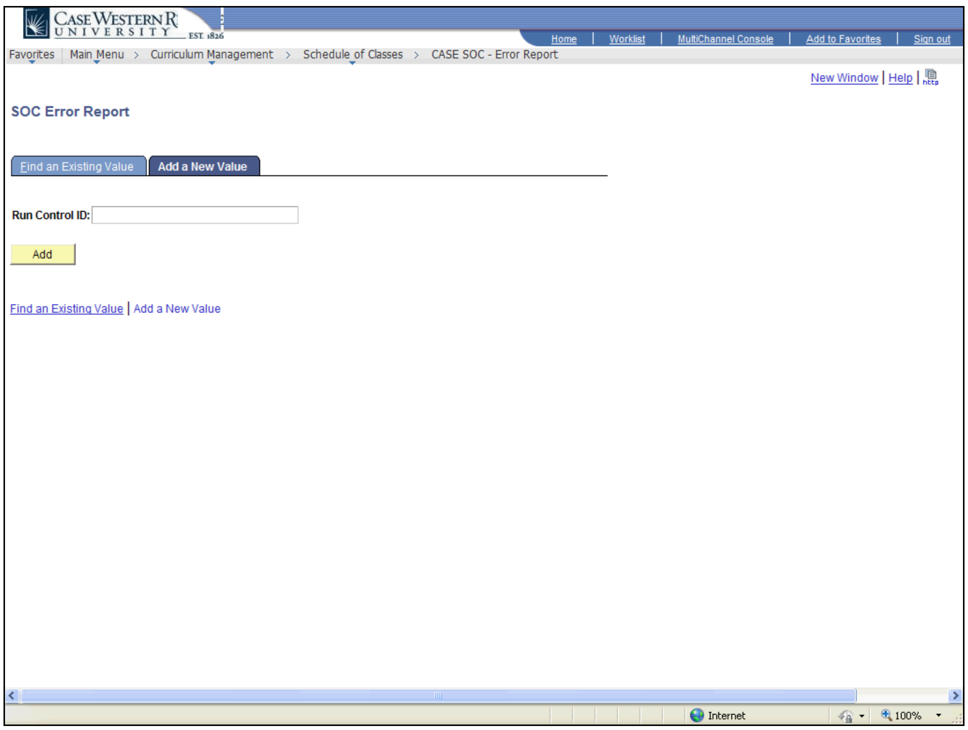
Procedure

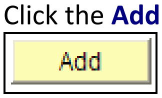
Use the directions in this topic to run an Error Report.

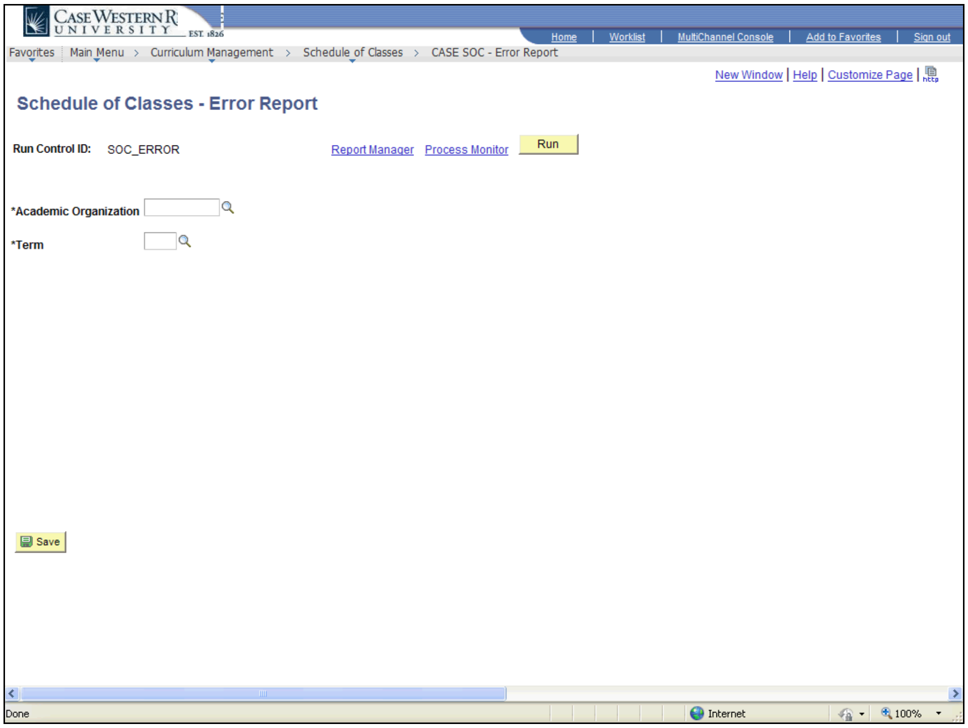
Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

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

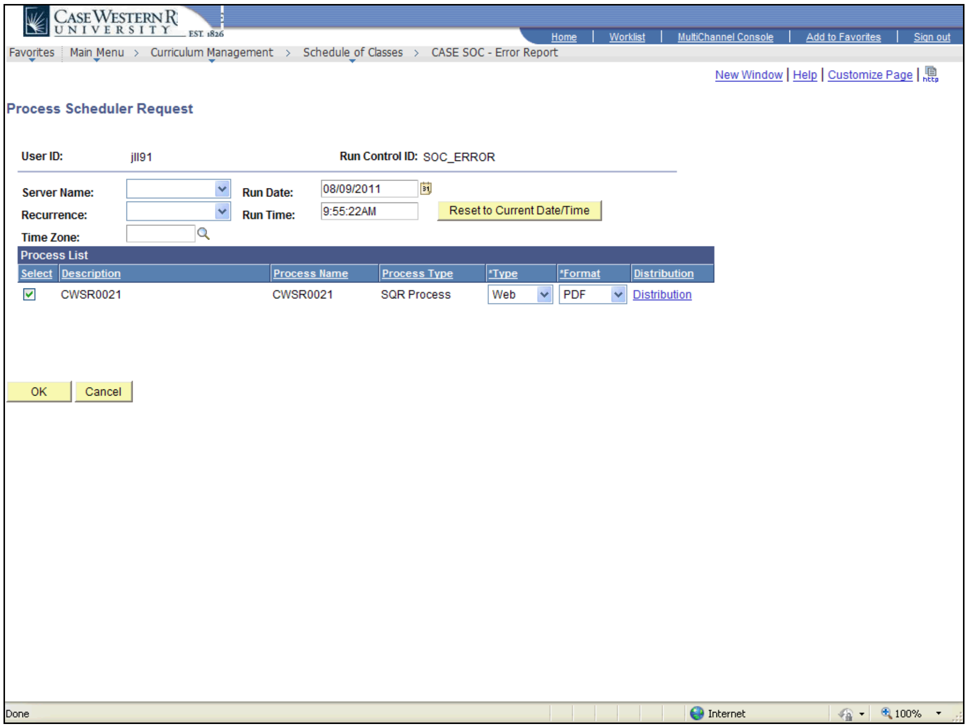
Step	Action
5.	The **SOC Error Report** run control search screen appears. If you have run this report before, click the **Search** button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for this SOC report. It is not necessary to have 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. 

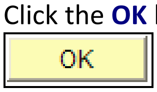
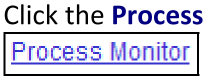


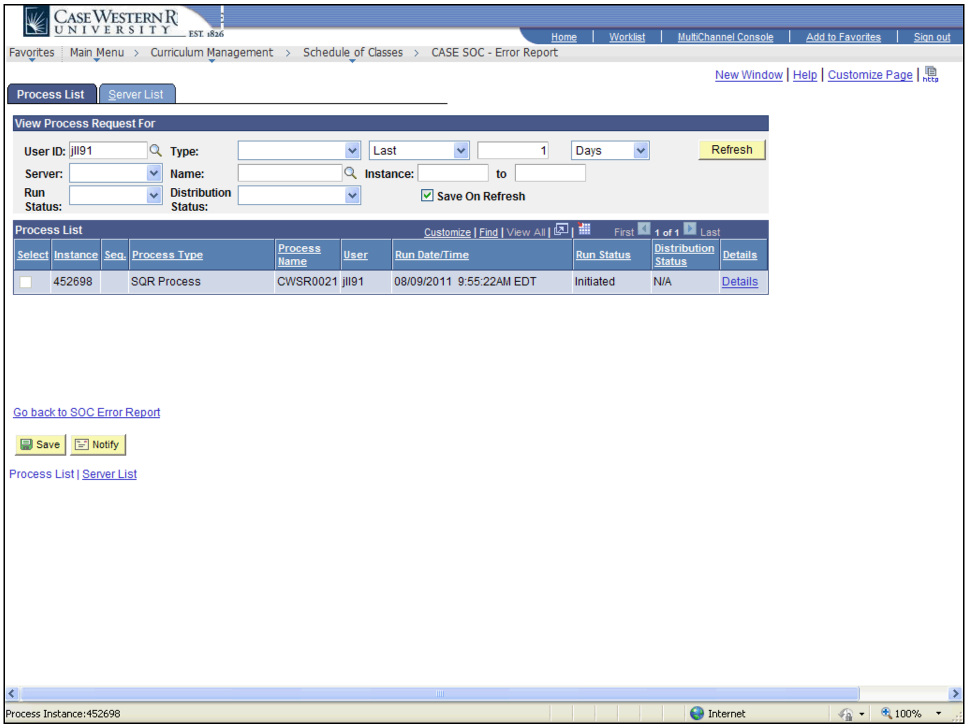
Step	Action
6.	Enter an appropriate name for this reporting process into the **Run Control ID** field. For example, enter your CWRU Network ID followed by "**SOC_ERROR**".
7.	Click the **Add** button. 



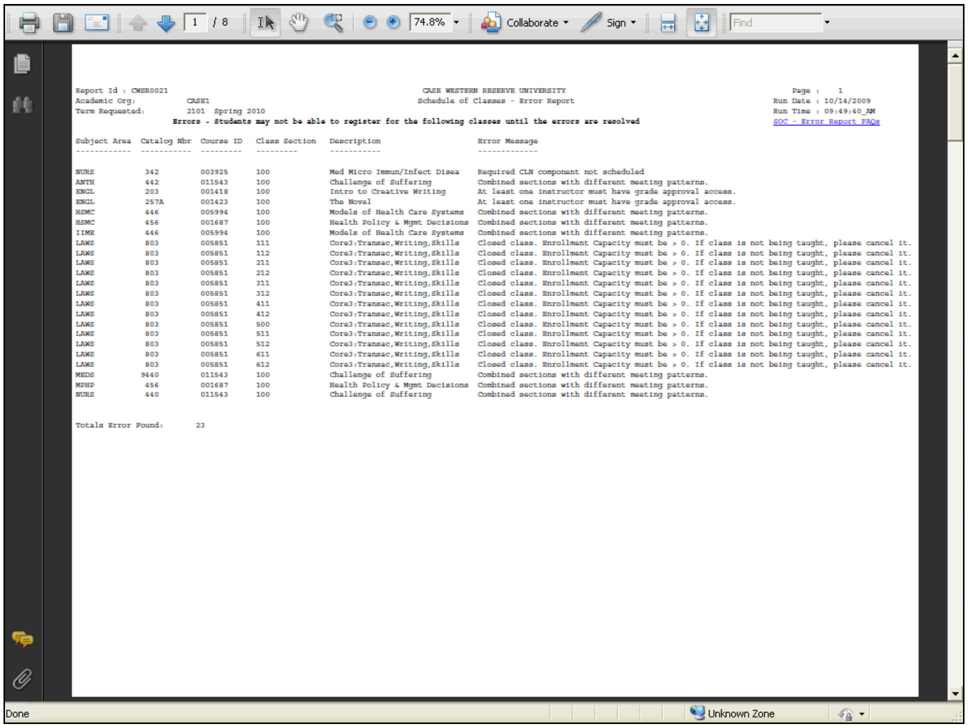
Step	Action
8.	The **Schedule of Classes - Error Report** screen appears. Enter your department's academic organization code into the **Academic Organization** field.
9.	Enter the term code of the term being reviewed into the **Term** field, or click the **Look Up Term** button for a list of term codes.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



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



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 ***Success*** and the **Distribution Status** column displays ***Posted***. Refresh
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 **.PDF**. cwsr0021_452698.PDF



Report Id : CWSR0021
Academic Org: CASE1
Term Requested: 2101 Spring 2010

CASE WESTERN RESERVE UNIVERSITY
Schedule of Classes - Error Report

Page : 1
Run Date : 10/14/2009
Run Time : 09:49:40_AM
SOC - Error Report FAQs

Errors - Students may not be able to register for the following classes until the errors are resolved

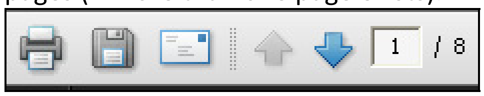
Subject Area	Catalog Nbr	Course ID	Class Section	Description	Error Message
NURS	342	003925	100	Med Micro Immun/Infect Disea	Required CLN component not scheduled
ANTH	442	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.
ENGL	203	001418	100	Intro to Creative Writing	At least one instructor must have grade approval access.
ENGL	257A	001423	100	The Novel	At least one instructor must have grade approval access.
HSMC	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.
HSMC	456	001687	100	Health Policy & Mgmt Decisions	Combined sections with different meeting patterns.
IIME	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.
LAWS	803	005851	111	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	112	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	211	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	212	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	311	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	312	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	411	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	412	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	500	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	511	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	512	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	611	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
LAWS	803	005851	612	Core3:Transac,Writing,Skills	Closed class. Enrollment Capacity must be > 0. If class is not being taught, please cancel it.
MEDS	9440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.
MPHP	456	001687	100	Health Policy & Mgmt Decisions	Combined sections with different meeting patterns.
NURS	440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.

Totals Error Found: 23

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

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

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

Step	Action
18.	For a list of possible errors and warnings, along with explanations of each, click the **SOC - Error Report FAQs** link. SOC - Error Report FAQs
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.

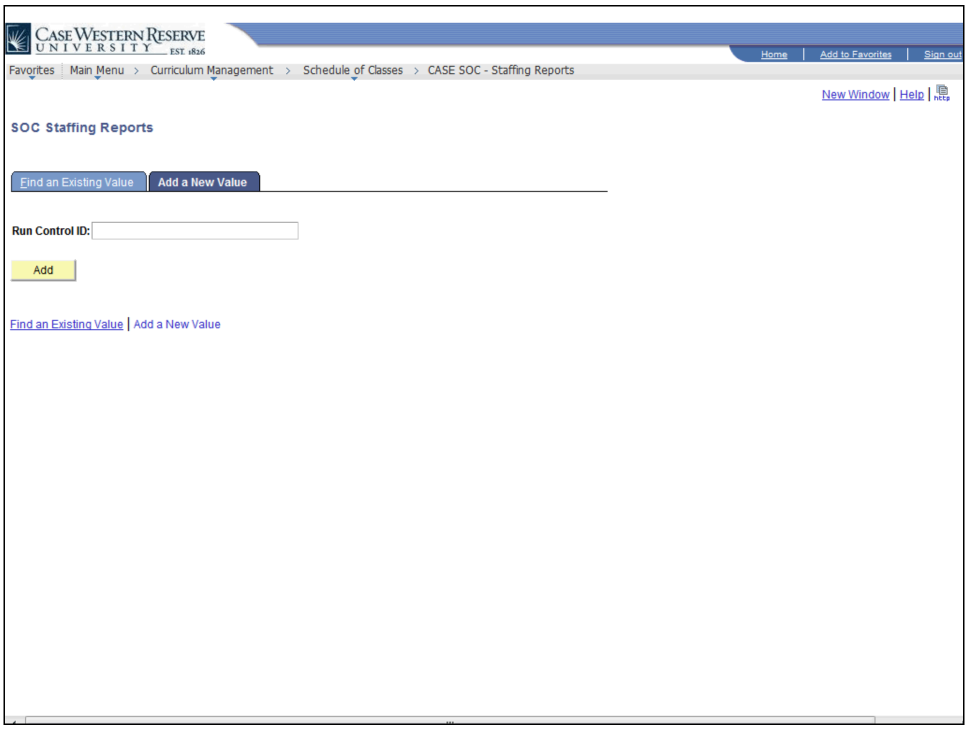
Procedure

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

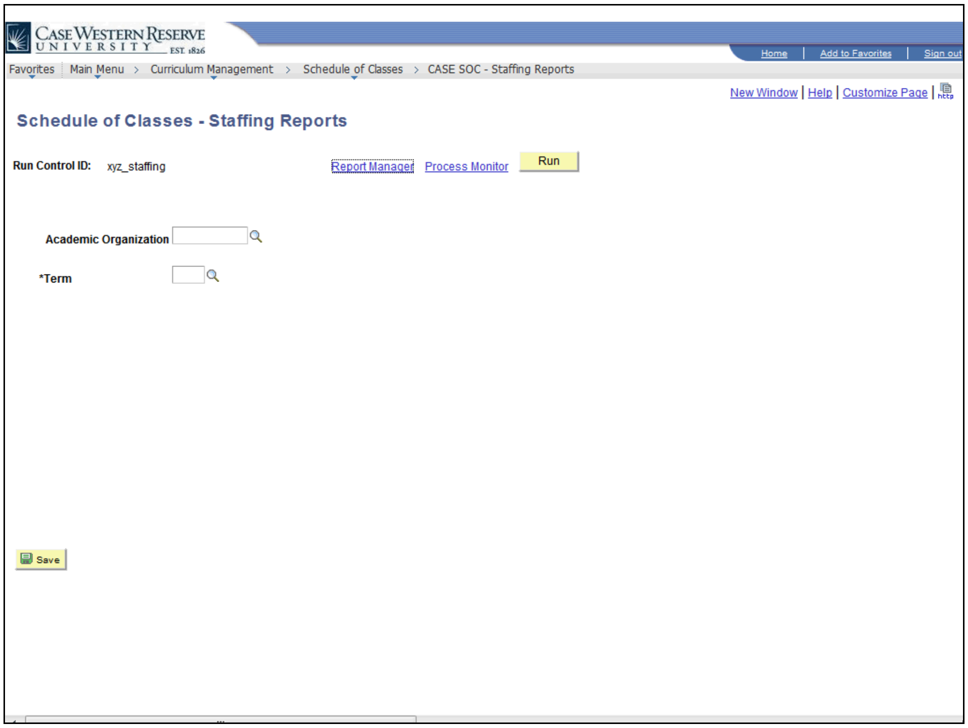
Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes

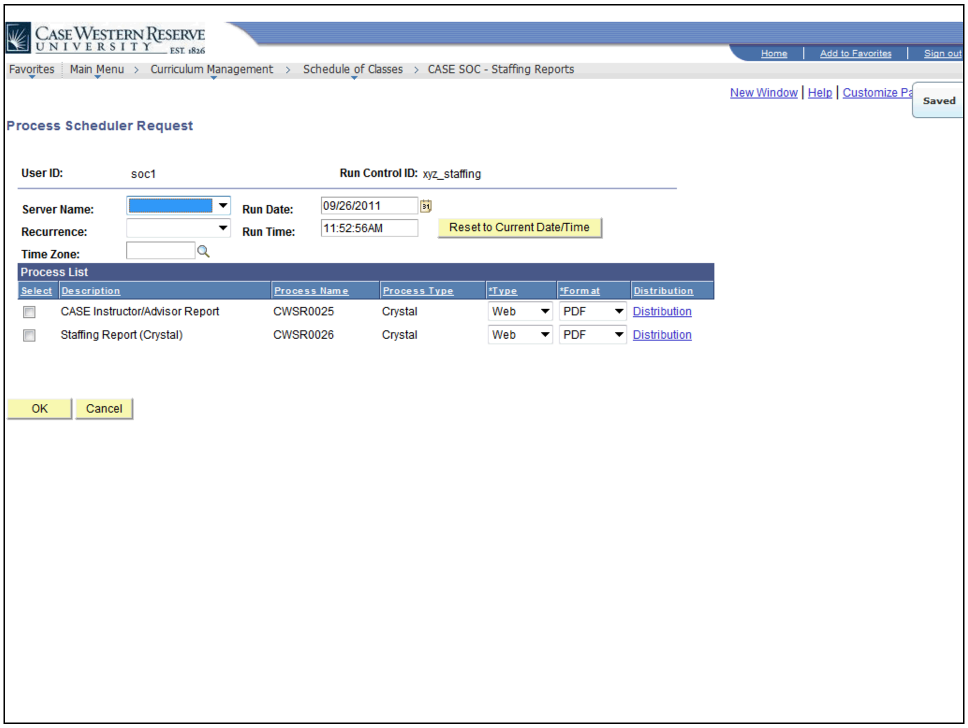
Step	Action
4.	Click the **CASE SOC - Staffing Reports** link. CASE SOC - Staffing Reports
5.	The SOC Staffing Report run control search screen appears. If you have run this report before, click the **Search** button to see a list of all Run Control ID's attached to your user ID. Select the Run Control 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

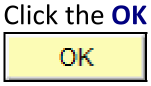
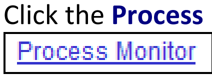


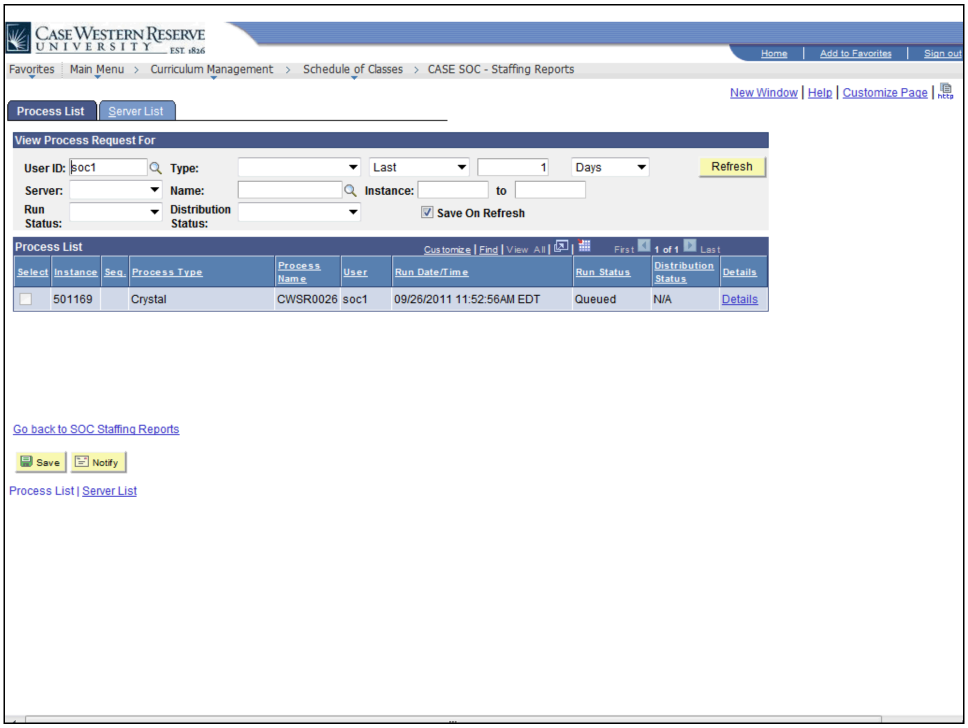
Step	Action
6.	Enter an appropriate name for this reporting process into the **Run Control ID** field. For example, enter your CWRU Network ID followed by "staffing".
7.	Click the **Add** button. Add



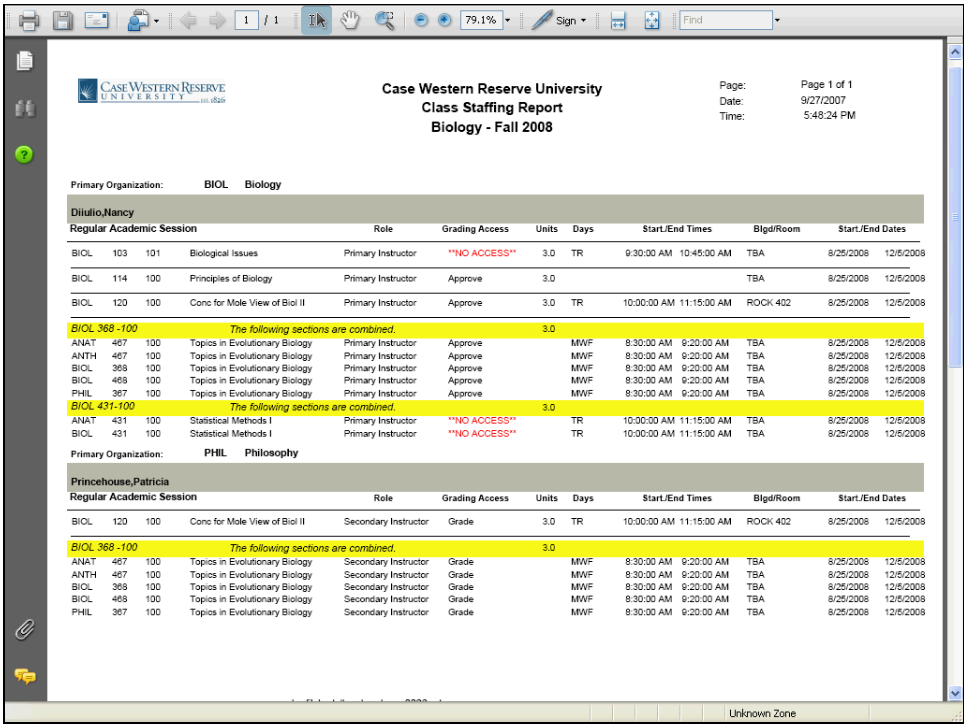
Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears. Click the **Look up Academic Organization** button.
9.	Select the appropriate academic organization from the list. ANTH
10.	Click the **Look up Term** button.
11.	Select the appropriate term from the list. Sum 2019
12.	Click the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



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. 



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 ***Success*** and the **Distribution Status** column displays ***Posted***. Refresh
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
19.	The View Log/Trace screen appears. Click the link ending in **.PDF**. CWSR0026_501169.PDF



Case Western Reserve University
Class Staffing Report
Biology - Fall 2008

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

Primary Organization: BIOL Biology

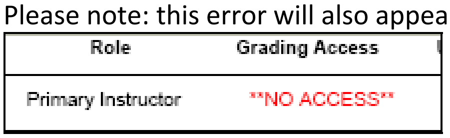
Diiulio,Nancy

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

Primary Organization: PHIL Philosophy

Princehouse,Patricia

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

Step	Action
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

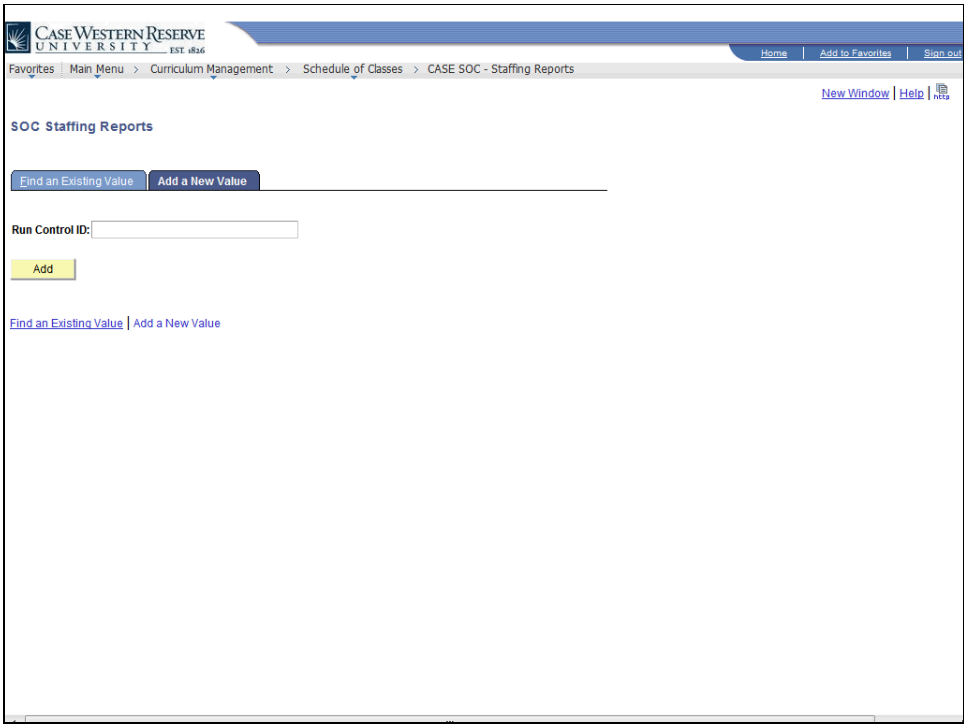
This topic demonstrates how to run the Instructor/Advisor Report.

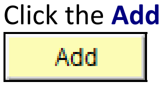
The Instructor/Advisor Report lists the instructors and advisors available to a department.

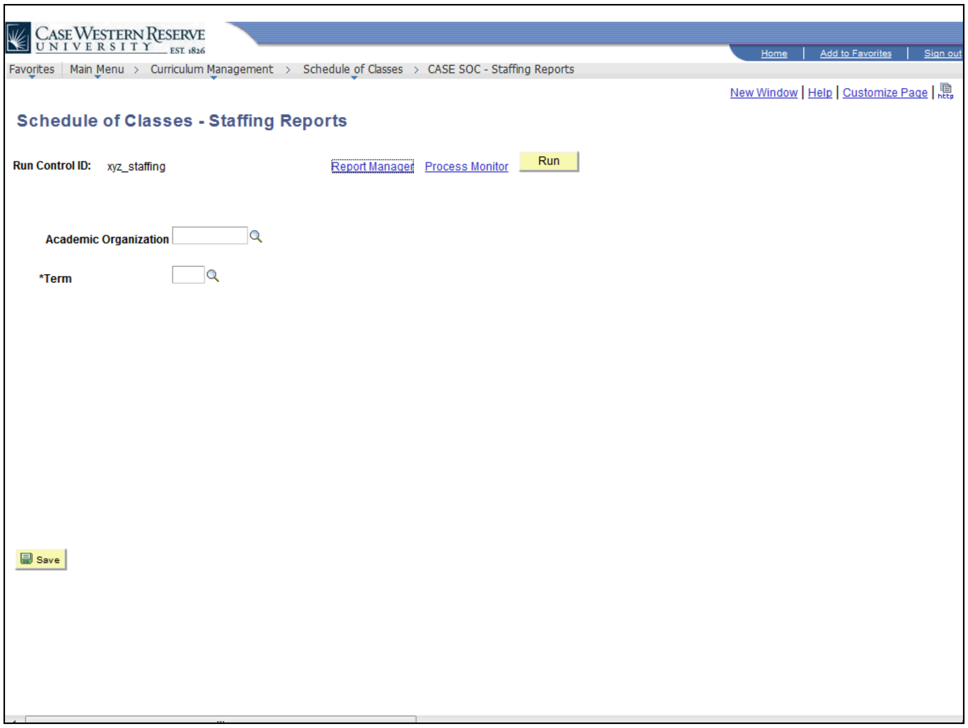
Procedure

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

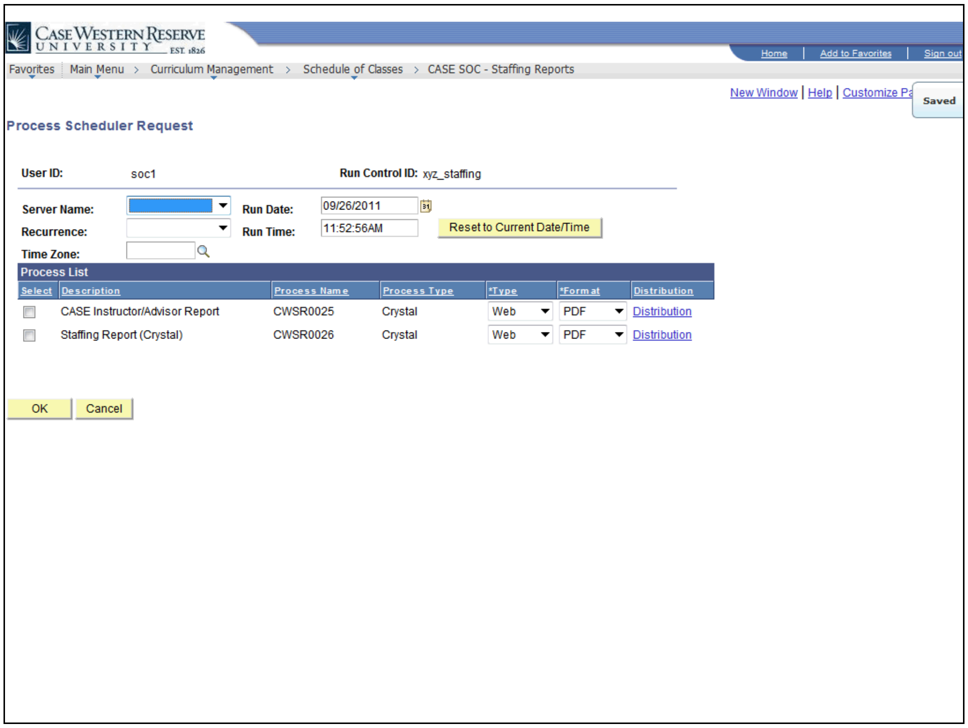
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **CASE SOC - Staffing Reports** link. CASE SOC - Staffing Reports
5.	The SOC Staffing Report run control search screen appears. If you have run this report before, click the **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

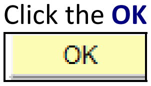
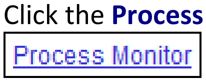


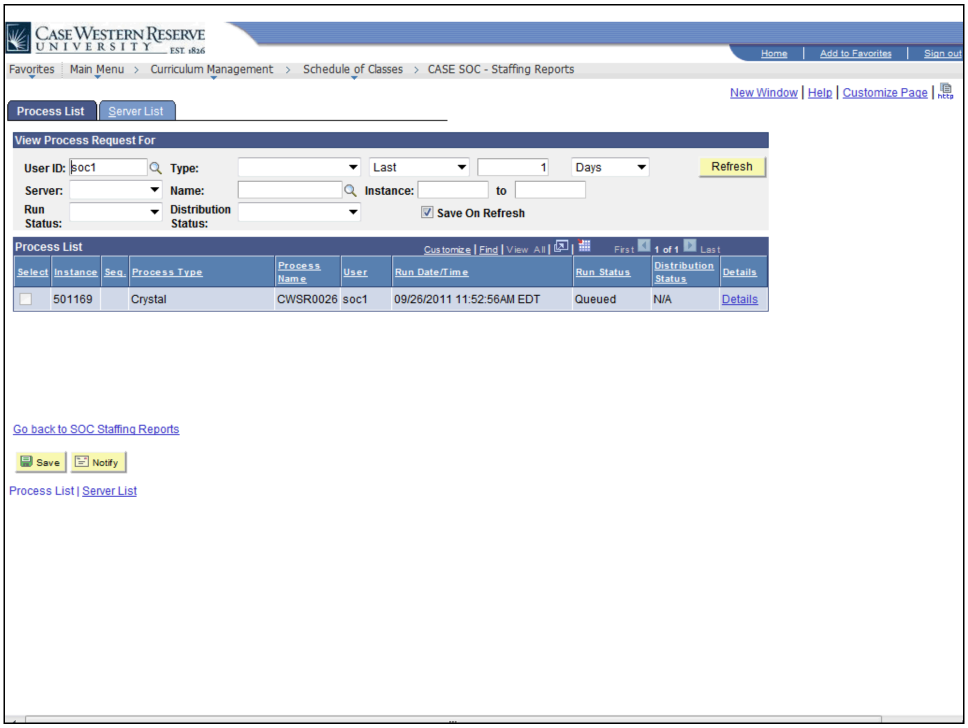
Step	Action
6.	Enter an appropriate name for this reporting process into the **Run Control ID** field. For example, enter your CWRU Network ID followed by "staffing".
7.	Click the **Add** button. 



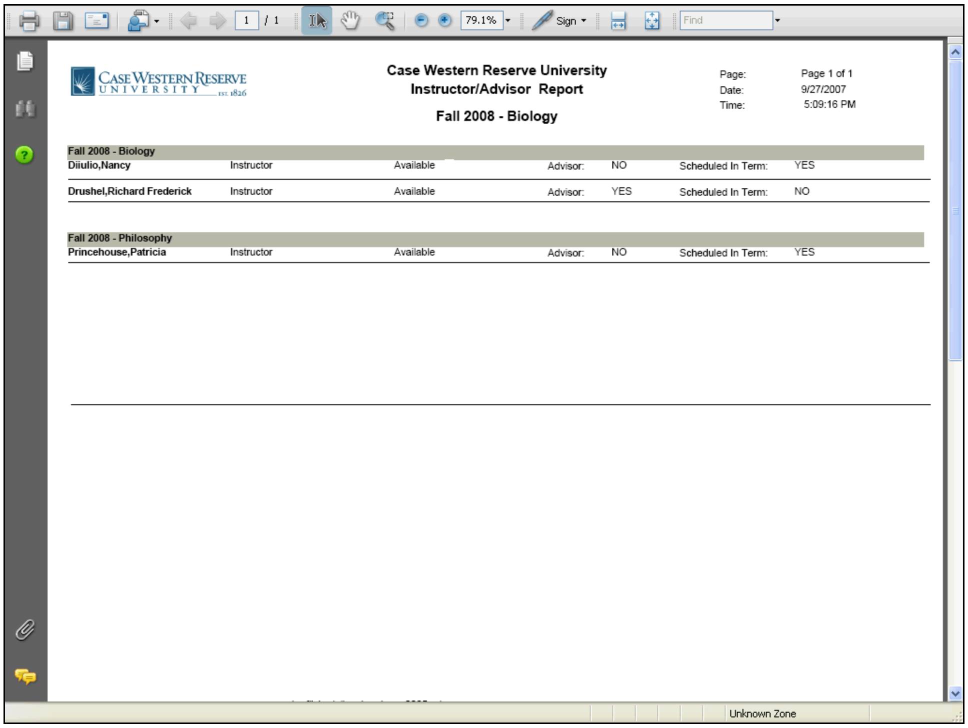
Step	Action
8.	The Schedule of Classes - Staffing Reports screen appears. Click the **Look up Academic Organization** button.
9.	Select the appropriate academic organization from the list. ANTH
10.	Click the **Look up Term** button.
11.	Select the appropriate term from the list. Sum 2019
12.	Click the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

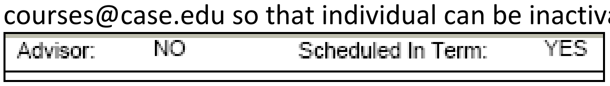


Step	Action
13.	The Process Scheduler Request screen appears. Click the **Select** checkbox option next to **CASE Instructor/Advisor Report** in the Process List section. 
14.	Click the **OK** button. 
15.	Click the **Process Monitor** link. 



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 ***Success*** and the **Distribution Status** column displays ***Posted***. Refresh
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
19.	The View Log/Trace screen appears. Click the link ending in **.PDF**. CWSR0026_501169.PDF



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. 
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.

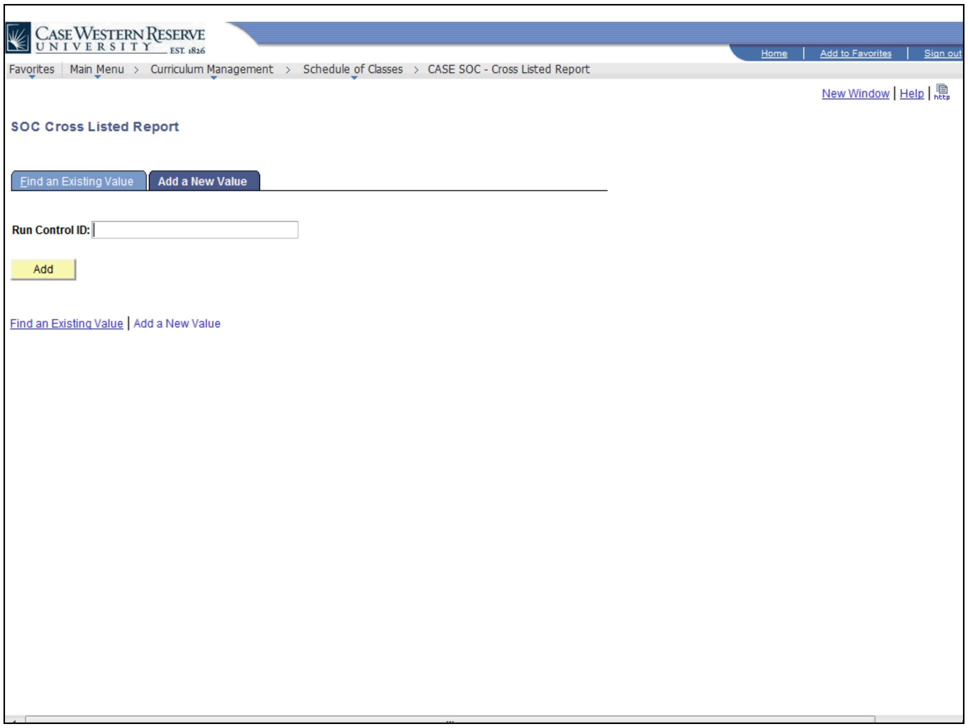
The Cross-Listed Classes Report displays all courses assigned to an academic organization that are cross-listed with other courses. If there is an error in the setup of any single cross-listed course or class section, the report will display and explain the error and how it relates to the sections with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

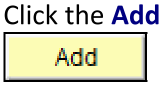
For example, if the class sections of three cross-listed courses are scheduled but not combined, the report will display an error. Also, if two sections of cross-listed courses are combined but a third is missed, an error will appear.

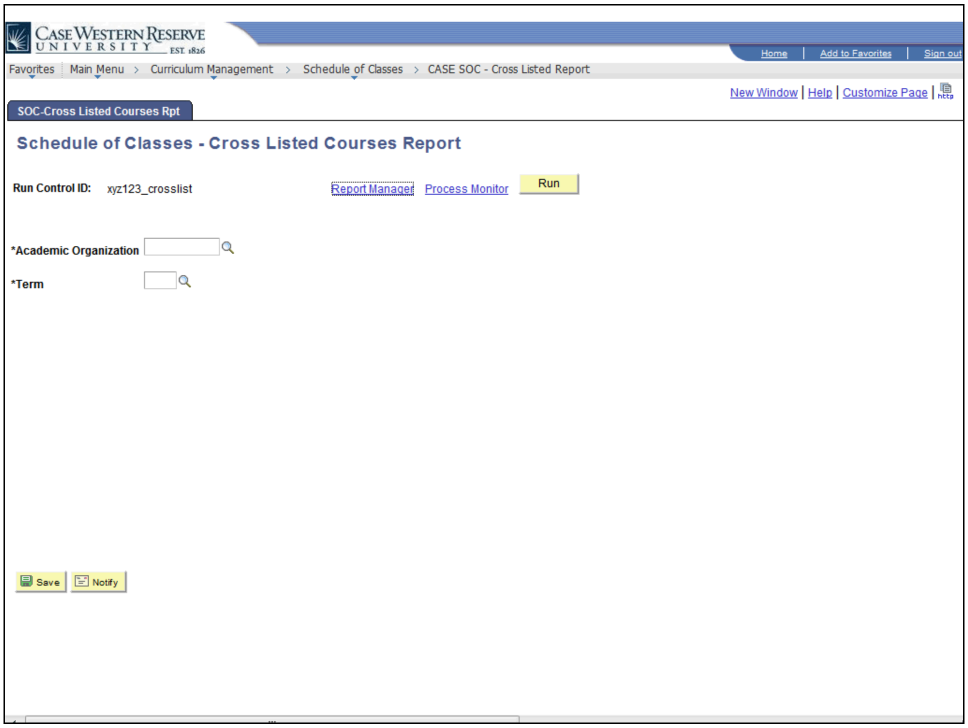
Procedure

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

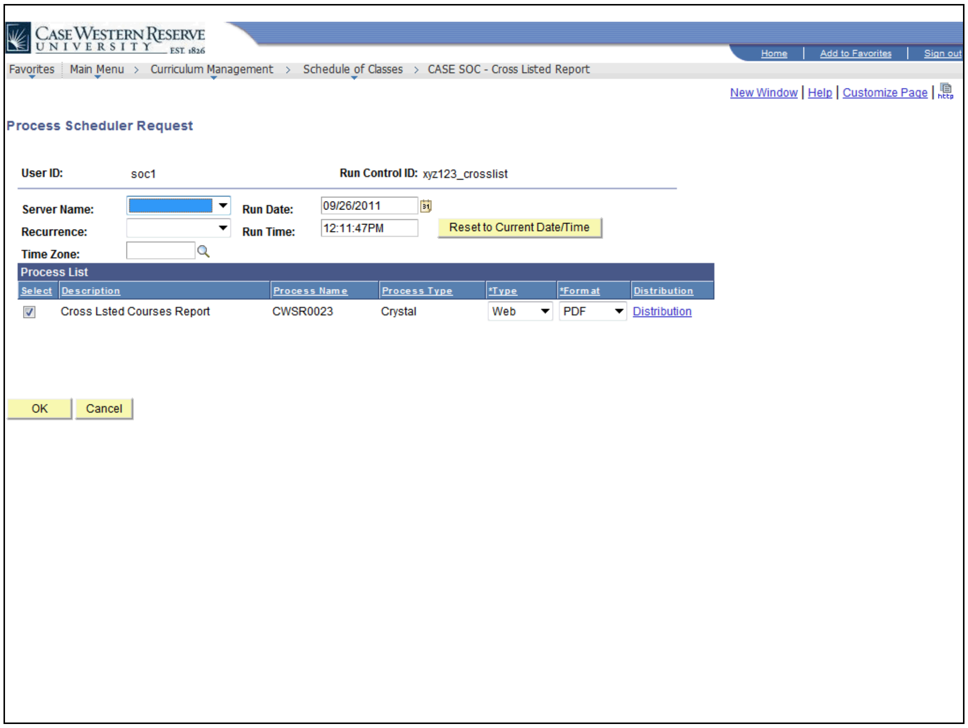
Step	Action
1.	Click the **Main Menu**. Main Menu
2.	Click the **Curriculum Management** menu. Curriculum Management
3.	Click the **Schedule of Classes** menu. Schedule of Classes
4.	Click the **CASE SOC - Cross Listed Report** link. CASE SOC - Cross Listed Report
5.	The SOC Cross Listed Report run control search screen appears. If you have run this report before, click the **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



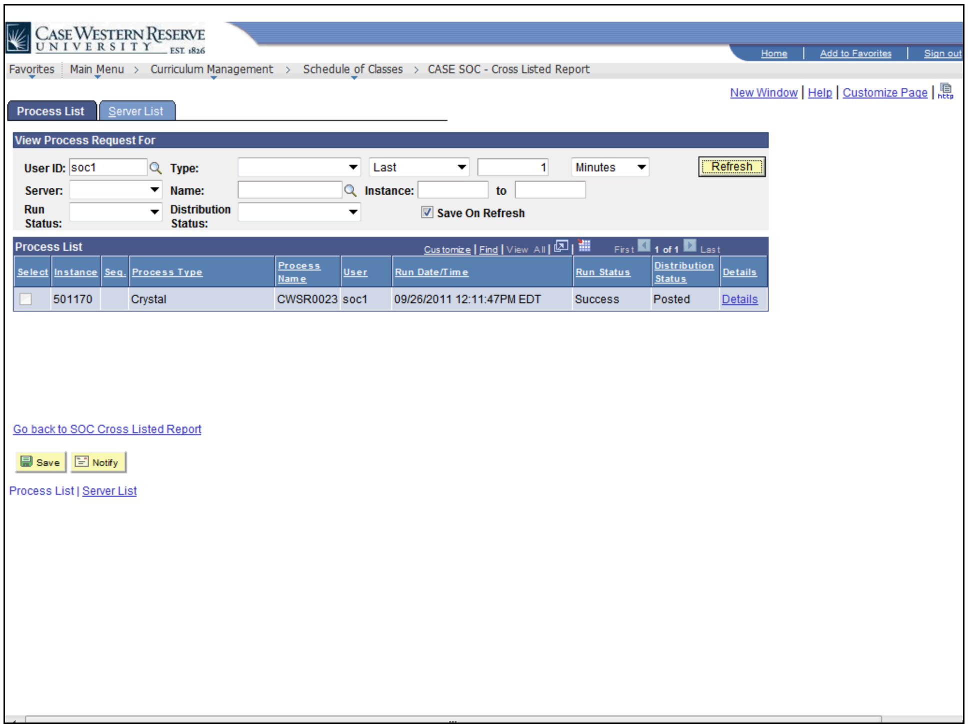
Step	Action
6.	Enter an appropriate name for this reporting process into the **Run Control ID** field. For example, enter your CWRU Network ID followed by "crosslist".
7.	Click the **Add** button. 



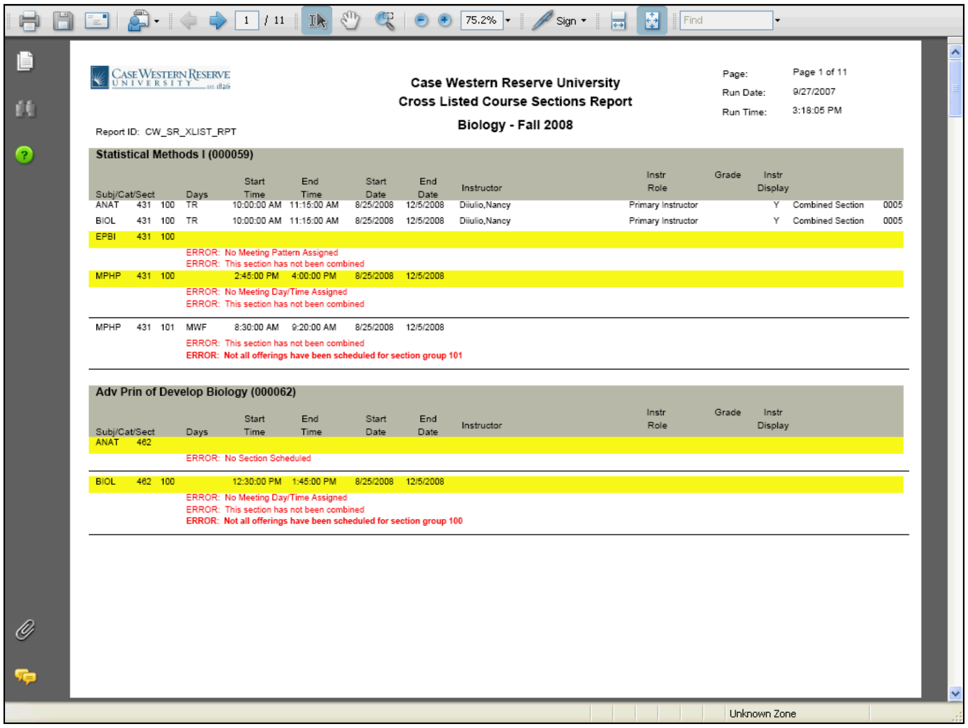
Step	Action
8.	The Schedule of Classes - Cross Listed Courses Report screen appears. Click the **Look up Academic Organization** button. 
9.	Select the appropriate academic organization from the list. ANTH
10.	Click the **Look up Term** button. 
11.	Click the appropriate term from the list. 2188
12.	Click the **Run** button. Run



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



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 ***Success*** and the **Distribution Status** column displays ***Posted***.
16.	When ***Success*** and ***Posted*** appear, click on the **Details** link. Details
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 **.PDF**. CWSR0023_501170.PDF



Case Western Reserve University
Cross Listed Course Sections Report
Biology - Fall 2008

Page: Page 1 of 11
Run Date: 9/27/2007
Run Time: 3:18:05 PM

Report ID: CW_SR_XLIST_RPT

Statistical Methods I (000059)

Subj/Cat/Sect	Days	Start Time	End Time	Start Date	End Date	Instructor	Instr Role	Grade	Instr Display		
ANAT 431 100	TR	10:00:00 AM	11:15:00 AM	8/25/2008	12/5/2008	Diiulio,Nancy	Primary Instructor		Y	Combined Section	0005
BIOL 431 100	TR	10:00:00 AM	11:15:00 AM	8/25/2008	12/5/2008	Diiulio,Nancy	Primary Instructor		Y	Combined Section	0005
EPBI 431 100											
	ERROR: No Meeting Pattern Assigned										
	ERROR: This section has not been combined										
MPHP 431 100		2:45:00 PM	4:00:00 PM	8/25/2008	12/5/2008						
	ERROR: No Meeting Day/Time Assigned										
	ERROR: This section has not been combined										
MPHP 431 101	MWF	8:30:00 AM	9:20:00 AM	8/25/2008	12/5/2008						
	ERROR: This section has not been combined										
	ERROR: Not all offerings have been scheduled for section group 101										

Adv Prin of Develop Biology (000062)

Subj/Cat/Sect	Days	Start Time	End Time	Start Date	End Date	Instructor	Instr Role	Grade	Instr Display
ANAT 462									
	ERROR: No Section Scheduled								
BIOL 462 100		12:30:00 PM	1:45:00 PM	8/25/2008	12/5/2008				
	ERROR: No Meeting Day/Time Assigned								
	ERROR: This section has not been combined								
	ERROR: Not all offerings have been scheduled for section group 100								

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

Step	Action
22.	If any sections are missing from a combined cross-listed course, the message "**ERROR: Not all offerings have been scheduled for section group [number]**" will appear. If one section of a cross-listed course is scheduled, all other courses in the cross-listing must also have a section scheduled. ERROR: Not all offerings have been scheduled for section group 101
23.	Use the Back and Forward arrows in the Adobe window to view all pages of the report. Click on the Printer icon to print the report. Click on the Save icon to save the report to a local or remote drive. 
24.	This completes the process of running the SOC Cross-Listed Classes Report. It is the responsibility of each academic organization to correct errors found in their portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made. **End of Procedure.**

The Finished Product

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

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

College of Arts and Sciences: Contact Cynthia Stillwell
School of Engineering: Contact Kathleen Ballou
Physical Education, School of Medicine: Contact the University Registrar (courses@case.edu)
Professional Schools: Contact School Registrar

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

Use Class Search to Review SOC

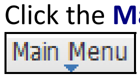
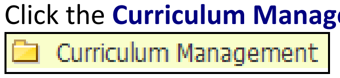
This topic demonstrates how to view the Schedule of Classes in its final format using the Class Search feature.

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

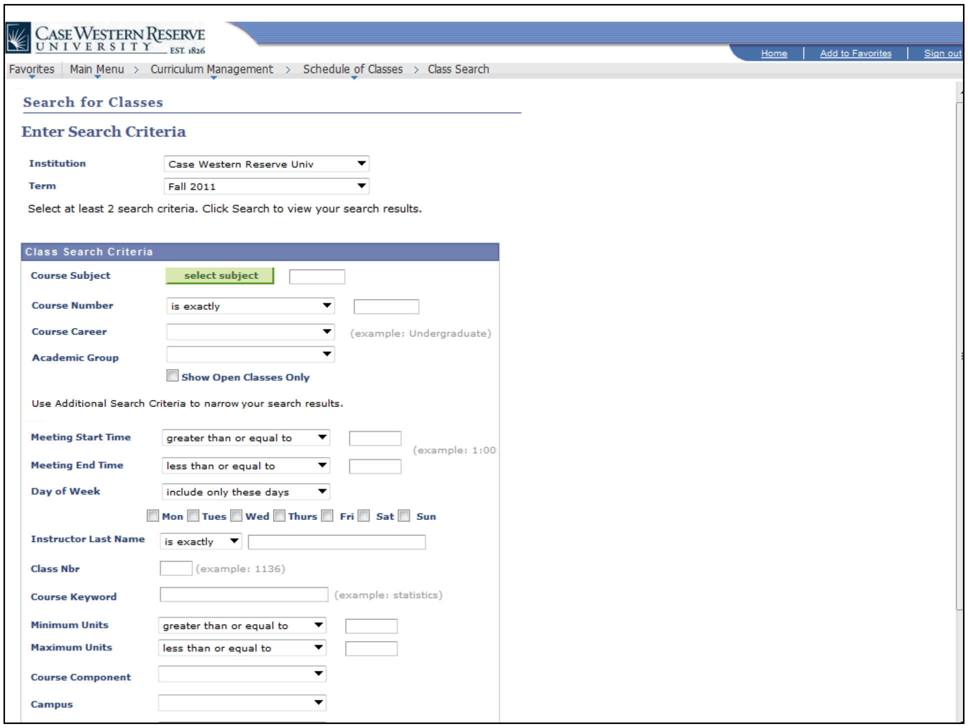
Procedure

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

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

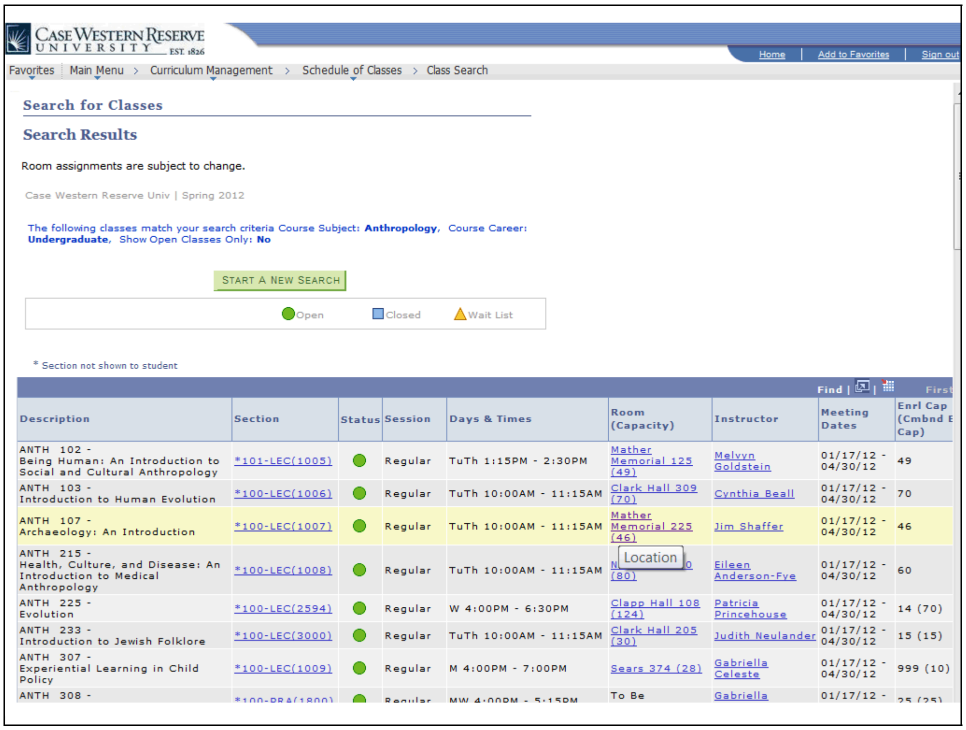
Step	Action
1.	Click the **Main Menu**. 
2.	Click the **Curriculum Management** menu. 

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

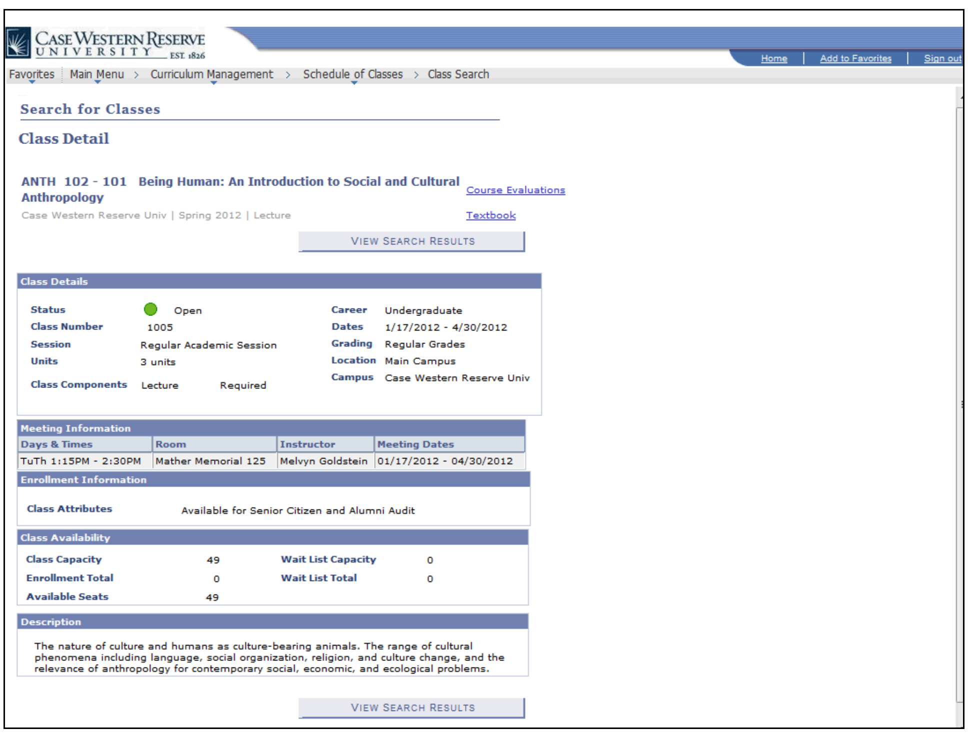


Step	Action
5.	The Search for Classes screen appears. Click the **Term** list. Fall 2011
6.	Select the term that you want to view. Spring 2012
7.	Enter the **Course Subject** of the classes for which you are searching. The **Select Subject** button will present an alphabetical list of all subjects available at Case.
8.	Click the **Course Career** dropdown list.

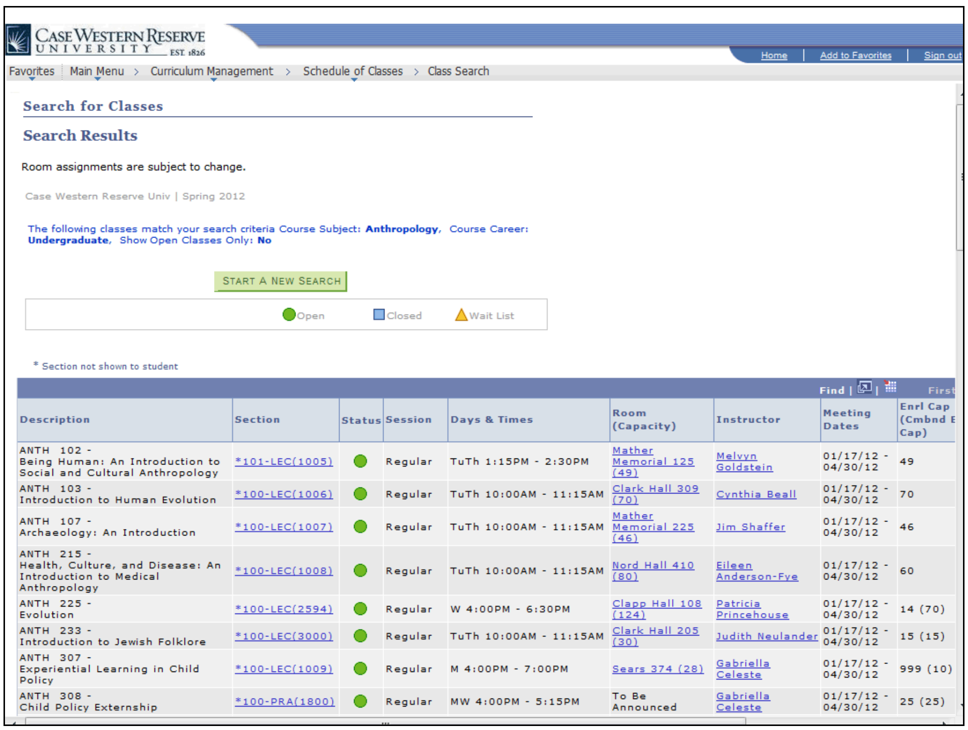
Step	Action
9.	Select the appropriate academic career from the dropdown list. Undergraduate
10.	Click the **Search** button. SEARCH
11.	You may receive a message saying that there are more than 20 results from your search. Click the **OK** button. OK



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)



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. **Enrollment Information**
17.	To return to the search results screen, click the **View Search Results** button. VIEW SEARCH RESULTS


Home | Add to Favorites | Sign out
Favorites | Main Menu > Curriculum Management > Schedule of Classes > Class Search

Search for Classes

Search Results

Room assignments are subject to change.

Case Western Reserve Univ | Spring 2012

The following classes match your search criteria Course Subject: **Anthropology**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

START A NEW SEARCH

Open Closed Wait List

* Section not shown to student

Find | First

Description	Section	Status	Session	Days & Times	Room (Capacity)	Instructor	Meeting Dates	Enrl Cap (Cmbnd E Cap)
ANTH 102 - Being Human: An Introduction to Social and Cultural Anthropology	*101-LEC(1005)		Regular	TuTh 1:15PM - 2:30PM	Mather Memorial 125 (49)	Melvyn Goldstein	01/17/12 - 04/30/12	49
ANTH 103 - Introduction 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
ANTH 107 - Archaeology: An Introduction	*100-LEC(1007)		Regular	TuTh 10:00AM - 11:15AM	Mather Memorial 225 (46)	Jim Shaffer	01/17/12 - 04/30/12	46
ANTH 215 - Health, Culture, and Disease: An Introduction to Medical Anthropology	*100-LEC(1008)		Regular	TuTh 10:00AM - 11:15AM	Nord Hall 410 (80)	Eileen Anderson-Fye	01/17/12 - 04/30/12	60
ANTH 225 - Evolution	*100-LEC(2594)		Regular	W 4:00PM - 6:30PM	Clapp Hall 108 (124)	Patricia Princehouse	01/17/12 - 04/30/12	14 (70)
ANTH 233 - Introduction to Jewish Folklore	*100-LEC(3000)		Regular	TuTh 10:00AM - 11:15AM	Clark Hall 205 (30)	Judith Neulander	01/17/12 - 04/30/12	15 (15)
ANTH 307 - Experiential Learning in Child Policy	*100-LEC(1009)		Regular	M 4:00PM - 7:00PM	Sears 374 (28)	Gabriella Celeste	01/17/12 - 04/30/12	999 (10)
ANTH 308 - Child Policy Externship	*100-PRA(1800)		Regular	MW 4:00PM - 5:15PM	To Be Announced	Gabriella Celeste	01/17/12 - 04/30/12	25 (25)

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