

OVERVIEW

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 required 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.
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 SIS to make sure that students enroll for every component section that is required for completion of the course.

Example 1

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

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

Example 2

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)

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.

Example 3

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)

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

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.

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.

6. Click the **Show next row** button to move between sections one by one.
7. Click the **View All** link to see all sections on the page at one time.
8. 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.

9. Click the **Show next row** button until you see a LAB section (or another non-enrollment section).

The first Laboratory section is typically **Class Section** "110." Its **Class Type** is typically Non-Enroll. Its **Associated Class** number is "100," meaning that it is associated with the Enrollment section.

10. To add another lab to this course offering and associate it with an existing lecture, click the **Add a new row** button.
11. A blank **Class Section** row appears. The **Component** field will default to the graded component (usually Lecture) so this may need to be changed. **Note:** You may need to save the new section before you can select another component type.
12. Click the **Look up Session** icon. Select the appropriate session from the search results.
13. If necessary, click the **Look Up Component** icon. Select the appropriate component from the search results.
14. Click the **Class Type** list.
15. 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.
16. Enter the appropriate section number into the **Class Section** field. For example, if this is the second lab section for the class, enter "111".
17. Press **[Tab]** on your keyboard.
18. 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.
19. Repeat the process of adding sections if needed. Follow Example 2 or 3 from the Introduction to create the appropriate associations.
20. Click the **Meetings** tab.
21. Set up the **Meeting Pattern** and **Instructor for Meeting Pattern** group boxes for each class section that is created.
22. Click the **Save** button.

This completes the process of scheduling a class with multiple components.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.