OVERVIEW

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 Community 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 = **Ø**

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

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.

6. The **Basic Data** tab appears. Click the **Meetings** tab.

   Before making changes, please make sure that the correct class section is displayed by looking for the number in the **Class Section** field.

7. In the Meeting Pattern group box, click the **Add a new row** button.

8. 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 **Requested Room** field, instead.

9. The **Look Up Facility ID** screen appears. All classrooms assigned to your academic organization appear. Select the appropriate class.

10. Click the **Look up Pat (Pattern)** icon.

11. Select the appropriate code for the day of the week that the exam will take place or leave this field blank and select the checkbox below the appropriate day.

12. Enter the start time for the exam into the **Mtg Start** field.

13. Press **[Tab]** on your keyboard.

    A standard meeting-end time will appear in the **Mtg End** field. Edit this field as necessary.

14. Click the **OK** button.

15. Enter the date that the exam is occurring into the **Start Date** field.

16. Enter the same date into the **End Date** field

17. Enter purpose of the non-standard meeting time into the **Exam or Mtg Desc (Meeting Description)** field.

18. Click **Save**.

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.

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