CASE WESTERN RESERVE UNIVERSITY EST. 1826

SOC1: Print Schedule of Classes

OVERVIEW

The sequence for maintaining the **Schedule of Classes** (SOC) for your academic organization is as follows:

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

PREPARING TO UPDATE THE SCHEDULE OF CLASSES

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 is then each academic organization's duty to make changes to the schedule as necessary.

Before making changes to the schedule, it is 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 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.

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

1. From the NavBar, click Navigator > Curriculum Management > Schedule of Classes > Print Class Schedule.

   The **Print Class Schedule** Run Control screen appears.

2. 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, and click **Add**.

3. Click the **Look up Academic Institution** icon (magnifying glass). The Selection Criteria box appears.

4. Click the **CASE1** list item.

5. Click the **Look up Term** icon and select the term of the schedule you wish to print from the list.

6. Click the **Look up Academic Organization Node** icon and 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.

7. Leave the **Session** field blank.

8. Click the **Schedule Print** list.

9. Click the **All** list item.

10. Click the **Print Instructor in Schedule** list.

11. Click the **All** list item.

12. 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.

13. Click the **Report Options** tab. The Report Options tab appears with several checkboxes you may need to select:

    - Print Meeting Pattern Topic
    - Print Sections Combined
    - Print Class Enrollment Limits
    - Report Only

14. Click the **Run** button. The Process Scheduler Request screen appears.

15. Click **OK**

16. Click the **Process Monitor** link. The Process Monitor appears.

17. Click the **Refresh** button periodically until the Run Status column displays *Success* and the Distribution Status column displays *Posted*.

18. When *Success* and *Posted* appear, click the **Details** link. The Process Detail screen appears.

19. Click the **View Log/Trace** link. The View Log/Trace screen appears.

20. In the **File List**, click the link ending in .PDF.

    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 when you click the PDF file, 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 no PDF is produced (there is no PDF file when you click **View Log/Trace**), 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 and the Session field is blank. Run the report again.

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

21. 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).

    Listed for each class is the Subject, Catalog Number, Section, Class Number, Course Title, Component, Units, Topics, Building and Room where the class is held, Days and Times, and Instructor. The Enrollment Capacity, current Class Enrollment Total, Wait List Capacity, Wait List Total, Minimum Enrollment, and Status fields are also available.

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