

INTRODUCTION

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 Print Schedule of Classes, 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.

THE SCHEDULE PRINT FLAG

The Schedule Print checkbox, also known as the "Schedule Print Flag," determines whether or not a class section can be seen by students in Class Search. 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.

Use the job aid links below to assist with necessary edits to the schedule of classes.