OVERVIEW

The final steps of completing the Schedule of Classes are done outside of 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, School of Engineering: Contact your dean's office
- Physical Education, School of Medicine, Professional Schools: Contact the University Registrar (courses@case.edu)

Once Print is turned on, students can see your department's classes in Class Search.  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 For administrative users, Class Search displays both published and unpublished classes (indicated with a note that the section is not shown to students).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 only by administrators. Students and faculty will see a different view of Class Search.  To see the listings as a student will see them, go to the Staff Home and click the Class Search tile.  Try checking your department's classes in Class Search after you save a change to make sure that it created the results you expected.

Use the directions in this topic to see use Class Search to review your course offerings.

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 > **Class Search**

2. The Search for Classes screen appears.

   Click the **Term** list.

3. Select the term that you want to view.

4. Enter the **Subject** of the classes for which you are searching.

   The **Select Subject** button will present an alphabetical list of all subjects available at Case.

5. Click the **Course Career** dropdown list.

6. Select the appropriate academic career from the dropdown list.

7. Click the **Search** button.

8. You may receive a message saying that there are more than 20 results from your search.

Click the **OK** button.

9.  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
    - **Class** - Class number
    - **Section** - shows the Class Section number, component, and session
    - **Days and Times**
    - **Room** - room where the class is scheduled
    - **Instructor**
    - **Meeting Dates**
    - **Status** - see legend

10. If the section has an note below 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.

11. Click a link in the **Section** column to see details on the class section.

12. The Class Detail screen appears.  This screen displays the Class Details, Meeting Information, Enrollment Information, Class Availability, and Course Description sections.

13. 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.

14. To return to the search results screen, click the **View Search Results** button.

15. To begin a different search, click the **New Search** button.

This completes the process of using Class Search to review the Schedule of Classes in the SIS.