SOC3: Add Class Not Offered Last Term

OVERVIEW

This process is used when a course doesn't appear in the search results of the **Maintain Schedule of Classes** search screen.

If a course wasn't offered in the term that was copied to make the new term, then the course has to be added to the schedule from the Course Catalog, and the Schedule New Course feature is used.

Note: The Schedule New Class process is not used for entering a new course into the SIS Course Catalog. Only the Office of the University Registrar can enter new courses into the Course Catalog.

Departments must submit an approved Course Action Form in order to have a new course added to the Catalog. The Course Action form is through SIS under Navigator > Curriculum Management > Course Action Form > **Create/Submit**.

The Print checkbox is not applicable.

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 > **Schedule New Course.**

   The **Schedule New Course** search screen appears.

2. Click the **Look up Academic Institution** icon and select CASE1 if it is not already populated.

3. Click the **Look up Term** icon and select the appropriate term.

4. Click **Search**.

   All courses listed for your academic organization in the Course Catalog appear in the search results. Select the course that is to be added to the schedule.

5. Select the class to which a section should be added. The **Basic Data** tab appears.

6. Click the **Look up Session** icon and select the appropriate session in which the class will be offered. For example, if this will be offered in the regular academic session select **Regular** or enter **1** in the Session field.

7. Enter the number of this class section into the **Class Section** field. For example, if this is the first section of this class, enter "100". A Section number identifies a class within its course offering for a term.

   If a course has only one component type, such as Lecture or Research, section numbers start at 100 and are incremented by 1 for each new section.

   For example, if BIOL 116 has 3 class sections in a term, it will look like this:

   - BIOL 116 100-LEC
   - BIOL 116 101-LEC
   - BIOL 116 102-LEC

If a course has more than one component type (most commonly lecture/lab or lecture/lab/recitation), the primary enrollment section (the one for which students must enroll in order to enroll for other components of the course) is numbered 100 and the numbers for subsequent instances of the same component type are incremented by 100. For example, if PHYS 115 has two lectures for all its labs, the lectures will look like this:

- PHYS 115 100-LEC
- PHYS 115 200-LEC

The first lab section associated with lecture 100 will be numbered 110 and the numbers of subsequent labs associated with the same lecture will be incremented by 1. For example:

- PHYS 115 100-LEC
- PHYS 115 110-LAB
- PHYS 115 111-LAB

The same pattern is followed for the second lecture.

- PHYS 115 200-LEC
- PHYS 115 210-LAB
- PHYS 115 211-LAB

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

   The **Class Section** number copies to the **Associated Class** number field. If this section is associated with a section other than itself, please see *Advanced-Schedule Class w/Multiple Components* for further directions.

9. Click the **Meetings** tab.

   Note that the **Class Sections** group box is still displaying the newly created class section, as indicated in the **Class Section** field.

10. Select Yes or No for the **Final Exam**, if available.

    The **Final Exam** field should only be set to Yes for courses that have final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should not have the Final Exam field set to Yes as these courses don't have in-class final exams.

    When the **Final Exam** field is set to Yes, a final exam will only be scheduled if the course falls into the university's final exam grid (https://case.edu/registrar/dates-deadlines/final-exam-schedule).

    Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

    The final exam flag does not appear anywhere that students can see it and is used solely for scheduling the final exams.

11. Enter a Facility ID or request a room in the **Requested Room** field.

12. Select a Meeting Pattern for this class section by clicking the **Look Up Pat** icon and selecting the appropriate pattern from the search results. If the meeting pattern you wish to use for the class does not appear in the list, leave this field blank and check the checkboxes below the appropriate days of the week on which the class will be offered.

13. Enter a **Meeting Start** time and press **[Tab]** on your keyboard

Enter the time without formatting (e.g., colons). The SIS will format the time for you. Enter whole hours as the number followed by "a" for AM or "p" for PM (e.g., 1p, 10a). Enter all other times as a series of four numbers followed by "a" or "p" (e.g., 0945a, 1210p).

The **Meeting End** field contains the appropriate meeting end time for the class section, given its Meeting Pattern. It can be changed as necessary, but all nonstandard meeting times must be approved by the academic organization's Dean.

14. Enter the EmplID of the instructor for the class section into the **ID** field. Click the **Look Up ID** icon for a searchable list of instructors.

If an instructor does not appear after repeated attempts to search for him or her, it most likely means that the individual is not entered into the SIS as an "instructor" yet.

Fill out and submit an Add/Update/Delete Instructor/Advisor /TA/Grading Proxy Form to the Office of the University Registrar.

The form can be obtained at https://case.edu/registrar/forms-services/forms/addupdatedelete-instructoradvisortagrading-proxy-form.

The Instructor Role, Print option, and Access fields populate based on the Instructor's data on the Instructor/Advisor table.

Instructor Role: The primary role assigned to this individual. Determines the defaults of the Print and Access fields.

- Primary Instructor
- Secondary Instructor
- Teaching Assistant
- Grading Proxy

Print: If the instructor should appear in the searchable schedule of classes, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

Access: Determines the access that the individual has to the online Grade Roster in the SIS.

- Approve: The instructor can both enter and approve (submit) grades in the Grade Roster. This is the default for Primary and Secondary instructors roles.

- Grade: Instructor can enter and save grades but not approve (submit) them. This is the default for TA and Grading Proxy roles

15. Click the **Enrollment Control** tab.

The **Enrollment Capacity** field defaults from the course catalog and can be changed if necessary. If the Enrollment Capacity is greater than the room capacity of the room selected on the Meetings tab for this section, then a warning will appear when the course offering is saved.

If the section requires students to obtain consent before enrolling in the class, select the appropriate value from the **Add Consent** drop down box. If the section requires students to obtain consent before dropping the class, select the appropriate value from the **Drop Consent** drop down box.

16. Click **Save**.

This completes the process of adding a section to a course offering.

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