

Add a Section to an Existing Class

Introduction

In the Schedule of Classes, a class section is a single class within a course offering. For example, if there are two classes being offered in the spring semester of BIOL 117, then each of those classes is a class section of the BIOL 117 spring course offering; BIOL 117 section 100, and BIOL 117 section 101. To add a class section in SIS, it must be added to the existing offering and be assigned a unique section number.

Add a Section

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.
3. Click Look up **Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results.

5. Select the class to which a section should be added. The **Basic Data** tab appears.
6. Add a new row in the **Class Sections** group box by clicking the **plus (+) sign**.

A new class section data row appears. Note that the **Class Sections** header displays the new number of sections for this course during the term.

7. Click the Look up **Session** icon and select the appropriate session.
8. 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. Do not use section numbers less than 100.

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 students must enroll in before enrolling in 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

9. 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 [Schedule Class with Multiple Components](#) for further directions.

10. The **Instruction Mode** field will be populated with a “P” for In Person, Traditional. If this section is to be taught using a different mode, click the **Look Up Instruction Mode** icon and select the appropriate mode of instruction.

See [Instruction Mode by Term](#) for a full list of codes and guidelines.

11. Click the **Meetings** tab.

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

11. 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 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 schedule](#).

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

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

If this class needs a room to be scheduled by the University Registrar's Office, enter **TBS TBS** in the **Facility ID** field and list the requested room below.

If your department will be responsible for scheduling the room without assistance from the University Registrar's Office, enter **TBA** in the **Facility ID** field.

13. 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.

14. 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 will populate with 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.

15. 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, the individual may not be listed in 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 to have an individual made available as an instructor in SIS.

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, which determines the defaults of the Print and Access fields.

- Primary Instructor
- Secondary Instructor



- Teaching Assistant
- Grading Proxy

Print: If the instructor should appear in Class Search, 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 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.

16. 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 students should obtain consent before enrolling in the class, select the appropriate value from the **Add Consent** drop down box.

If students should obtain consent before dropping the class, select the appropriate value from the **Drop Consent** drop down box.

17. Click **Save**.

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

Refer to other guides to assist with additional edits to the schedule of classes.