JOB AID

Schedule of Classes: Manage Associated Classes

11/09/2021

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Schedule of Classes: Manage Associated Classes

In this job aid, we will review the Associated Classes functionality in Campus Solutions. After the individual class sections have been scheduled, there are two ways to update class associations:

1. Adjust Class Associations, or
2. Update Sections of a Class

Let's view the class associations first, then we will show how to make adjustments using the two methods listed above.

View Class Associations

Navigation: NavBar > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

In this example, we will view existing class associations for *Accounting 201* for the *Fall 2021* term.

1. Enter **Search Criteria** to find the class:

   - **Academic Institution**: MSU55

   - **Term**: Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.

- **Subject Area**: Enter if known or click the look-up and select from the list.

- **Catalog Number:** Enter the course number.

2. Click **Search**.

The Maintain Schedule of Classes page will open with the **Basic Data** tab showing. In the example below:

    a. We are viewing **Row 1 of 20**, indicating that there are 20 total rows or sections for this class.

    b. The **Component** is *Recitation*. Each of the 20 sections will have either a *Recitation or a Lecture* assignment.

    c. The **Class Type** is *Enrollment Section*. Each of the 20 sections will have either an *Enrollment* or *Non-Enrollment* assignment.

d. The **Associated Class** is *998*. In this scenario, all Recitation sections tied to Lecture 1 have *Associated Class 998*, and all Recitation sections tied to Lecture 2 have an *Associated Class 997*.

(As in our legacy system, association numbers will continue to be 998, 997, 996, etc.).

Once the classes have been scheduled and the class associations have been put together, you can then make adjustments.

Adjust Class Associations

Navigation: NavBar > Curriculum Management > Schedule of Classes > Adjust Class Associations

3. Enter **Search Criteria** to find the class.

- **Academic Institution**: MSU55
- **Term**: Type in the 4-digit term
- **Subject Area**: Enter if known or click the look-up and select from the list.
- **Catalog Number:** Enter the course number.

4. Click **Search**.

The Adjust Class Associations page will open with the **Class Associations** tab displaying.

In the Class Associations section, we are viewing **Row 1 of 2**: *Associated Class 997*.

The **Class Associations** section includes the following details:

- Associated class number
- Minimum and maximum units (credits) for the course
- Academic progress units for the course
- FA (Financial Aid) units for the course
- Billing Factor (used by the Controller's Office for billing purposes)

5. Click the arrow in the Class Associations section to advance to the next row of data.

    You can see **Row 2 of 2**: *Associated Class 998*.

6. Click the **Class Components** tab.

    This is where you will be able to see all of the components included in each Associated Class grouping.

In the above example, we are viewing **Row 1 of 2** associations for *Accounting 201*.

a. The **Class Association Components** section shows that we are viewing *Associated Class 997*.

b. The **Class Components** section shows that this grouping contains two components: *Lecture* and *Recitation*.

c. Under **Class Sections,** you can see we are displaying **Row 1-3 of 10**, indicating that there are 10 class sections included in the association.

7. Click **View All** to see all class sections for *Associated Class 997*.

In the above example, of the 10 sections, nine are *Recitation* components (Sections 009-015 and 017-018), and one is the *Lecture* component (LEC2).

8. Click the arrow to advance to **Row 2 of 2** to view the components for the second association: *Associated Class 998*.

a. The **Class Association Components** section shows that we are viewing *Associated Class 998*.

b. The **Class Components** section shows that this grouping contains two components: *Lecture* and *Recitation*.

c. Under **Class Sections,** you can see we are displaying **Row 1-3 of 10**, indicating that there are 10 class sections included in the association.

9. Click **View All** to see all class sections for *Associated Class 998*.

In the example below, you can see that of the 10 sections, nine are *Recitation* components (Sections 001-007 and 016) and one is the *Lecture* component (LEC1).

Update Sections of a Class

Use the Update Sections of a Class page to make changes to all associated class sections at one time.

Navigation: NavBar > Curriculum Management > Schedule of Classes > Update Sections of a Class

1. Enter Search Criteria to find the class.

   - **Academic Institution**: MSU55

   - **Term**: Type in the 4-digit term

   - **Subject Area**: Enter if known or click the look-up and select from the list.

- **Catalog Number:** Enter the course number.

2. Click **Search**.

   The Update Sections of a Class page will open, displaying **Rows 1 – 8 of 20**, indicating that there are 20 class sections associated with this class (*Accounting 201 for fall 2021*).

3. Click **View All** to see all sections for the class.

   Here, you can make any necessary changes to the class associations, including:

- **Class Type**: *Enrollment* or *Non-Enrollment*

- **Association**: *998, 997*, etc.

Note: You **cannot** change the Class Status on this page. If you try, you will receive an error message.