



# JOB AID

## Schedule of Classes: Manage Associated Classes

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## Contents

View Class Associations.....	2
Adjust Class Associations .....	4
Update Sections of a Class .....	8



## 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.

The screenshot shows the 'Maintain Schedule of Classes' interface. At the top, there is a navigation bar with 'Admin Home', 'Maintain Schedule of Classes', and icons for home, search, notifications, and settings. Below the navigation bar, there is a 'New Window | Help' link. The main content area is titled 'Maintain Schedule of Classes' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: '\*Academic Institution:' with a dropdown menu and a text input field containing 'MSU55'; '\*Term:' with a dropdown menu and a text input field containing '2218'; '\*Subject Area:' with a dropdown menu and a text input field containing 'acc'; 'Catalog Nbr:' with a 'begins with' dropdown and a text input field containing '201'; 'Academic Career:' with a dropdown menu; 'Campus:' with a 'begins with' dropdown and a text input field; 'Description:' with a 'begins with' dropdown and a text input field; 'Course ID:' with a 'begins with' dropdown and a text input field; 'Course Offering Nbr:' with a dropdown menu and a text input field; and 'Academic Organization:' with a 'begins with' dropdown and a text input field. There is also a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

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.



Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
2262 Spring 2026	SS26
2258 Fall 2025	FS25
2255 Summer 2025	US25
2252 Spring 2025	SS25
2248 Fall 2024	FS24
2245 Summer 2024	US24
2242 Spring 2024	SS24
2238 Fall 2023	FS23
2235 Summer 2023	US23
2232 Spring 2023	SS23
2228 Fall 2022	FS22
2225 Summer 2022	US22
2222 Spring 2022	SS22
2218 Fall 2021	FS21
2215 Summer 2021	US21
2212 Spring 2021	SS21

- **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**.



**Adjust Class Associations**

New Window | Help | Personalize Page

**Class Associations** | Class Components | Class Requisites

Course ID 100090      Course Offering Nbr 1  
Academic Institution Michigan State University  
Term Fall Semester 2021 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 201 Principles of Financial Acct  
Session 1 Regular Academic Session

[Class Roll](#)

**Class Associations** Find | View All First **1 of 2** Last

Associated Class 997	Maximum Units 3.00
Minimum Units 3.00	FA Units 3.00
Academic Progress Units 3.00	Course Contact Hours
Course Count 1.00	*Instructor Edit No Enrollment Choice
Billing Factor 1.000	
Tuition Group	

Use Blind Grading

[Save](#) [Return to Search](#) [Notify](#)

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**.

**Adjust Class Associations**

New Window | Help | Personalize Page

**Class Associations** | Class Components | Class Requisites

Course ID 100090      Course Offering Nbr 1  
Academic Institution Michigan State University  
Term Fall Semester 2021 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 201 Principles of Financial Acct  
Session 1 Regular Academic Session

[Class Roll](#)

**Class Associations** Find | View All First **2 of 2** Last

Associated Class 998	Maximum Units 3.00
Minimum Units 3.00	FA Units 3.00
Academic Progress Units 3.00	Course Contact Hours
Course Count 1.00	*Instructor Edit No Enrollment Choice
Billing Factor 1.000	
Tuition Group	

Use Blind Grading

[Save](#) [Return to Search](#) [Notify](#)



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.

The screenshot shows the 'Adjust Class Associations' interface. At the top, there are navigation icons and a search bar. Below that, there are tabs for 'Class Associations', 'Class Components', and 'Class Requisites'. The 'Class Components' tab is active. The interface displays course details for Accounting 201, including Course ID, Academic Institution, Term, Subject Area, and Catalog Nbr. Below this, there are sections for 'Class Association Components', 'Associated Class Attributes', 'Class Components', and 'Class Sections'. The 'Class Association Components' section shows 'Associated Class 997' and 'Graded Component Recitation'. The 'Class Components' section shows a table with columns for 'Course Component', 'Contact', 'Optional', 'Final Exam', and 'Auto Create'. The 'Class Sections' section shows a table with columns for 'Section', 'Class Nbr', 'Component', 'Class Type', and 'Class Status'. Red boxes highlight '1 of 2' in the 'Class Association Components' section and 'View All' and '1-3 of 10' in the 'Class Sections' section.

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

- The **Class Association Components** section shows that we are viewing *Associated Class 997*.
- The **Class Components** section shows that this grouping contains two components: *Lecture* and *Recitation*.
- 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*.



Class Components					Personalize	Find	View All	Print	First	1-2 of 2	Last
*Course Component	Contact	Optional	*Final Exam	Auto Create							
Lecture		<input type="checkbox"/>	Yes	<input type="checkbox"/>							
Recitation		<input type="checkbox"/>	Yes	<input type="checkbox"/>							

  

Class Sections					Personalize	Find	View 3	Print	First	1-10 of 10	Last
Section	Class Nbr	Component	Class Type	Class Status							
009	10048	Recitation	Enrollment Section	Active							
010	10049	Recitation	Enrollment Section	Active							
011	10050	Recitation	Enrollment Section	Active							
012	10051	Recitation	Enrollment Section	Active							
013	10052	Recitation	Enrollment Section	Active							
014	10053	Recitation	Enrollment Section	Active							
015	10054	Recitation	Enrollment Section	Active							
017	10056	Recitation	Enrollment Section	Active							
018	10057	Recitation	Enrollment Section	Active							
LEC2	10059	Lecture	Non-Enrollment Section	Active							

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*.

Class Association Components					Find	View All	First	2 of 2	Last
Associated Class 998									
*Grading Basis UNB Undergraduate Graded									
Graded Component Recitation									
*Grade Roster Print By Instructor									
Requirement Designation									
Primary Component REC									

  

Associated Class Attributes					Find	First	1 of 1	Last	
*Attribute									

  

Class Components					Personalize	Find	View All	Print	First	1-2 of 2	Last
*Course Component	Contact	Optional	*Final Exam	Auto Create							
Lecture		<input type="checkbox"/>	Yes	<input type="checkbox"/>							
Recitation		<input type="checkbox"/>	Yes	<input type="checkbox"/>							

  

Class Sections					Personalize	Find	View All	Print	First	1-3 of 10	Last
Section	Class Nbr	Component	Class Type	Class Status							
001	10040	Recitation	Enrollment Section	Active							
002	10041	Recitation	Enrollment Section	Active							
003	10042	Recitation	Enrollment Section	Active							

- 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).



Class Components		Personalize   Find   View All   [Print]   [Export]			First	1-2 of 2	Last
*Course Component	Contact	Optional	*Final Exam	Auto Create			
Lecture	<input type="text"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	[+] [-]		
Recitation	<input type="text"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	[+] [-]		

  

Class Sections		Personalize   Find   View 3   [Print]   [Export]			First	1-10 of 10	Last
Section	Class Nbr	Component	Class Type	Class Status			
001	10040	Recitation	Enrollment Section	Active			
002	10041	Recitation	Enrollment Section	Active			
003	10042	Recitation	Enrollment Section	Active			
004	10043	Recitation	Enrollment Section	Active			
005	10044	Recitation	Enrollment Section	Active			
006	10045	Recitation	Enrollment Section	Active			
007	10046	Recitation	Enrollment Section	Active			
008	10047	Recitation	Enrollment Section	Active			
016	10055	Recitation	Enrollment Section	Active			
LEC1	10058	Lecture	Non-Enrollment Section	Active			

## 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

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Academic Institution: =  [Search]

\*Term: =  [Search]

\*Subject Area: =  [Search]

Catalog Nbr: begins with

Academic Career: =

Campus: begins with  [Search]

Description: begins with

Course ID: begins with  [Search]

Course Offering Nbr: =  [Search]

Academic Organization: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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*).

Update Sections of a Class

Course ID 100090 Course Offering Nbr 1  
Academic Institution Michigan State University  
Term Fall Semester 2021 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 201 Principles of Financial Acct

Class Sections Personalize | Find | View All | First 1-8 of 20 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	10040	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	002	10041	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	003	10042	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	004	10043	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	005	10044	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	006	10045	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	007	10046	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	008	10047	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

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

Class Sections Personalize | Find | View 8 | First 1-20 of 20 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	10040	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	002	10041	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	003	10042	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	004	10043	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	005	10044	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	006	10045	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	007	10046	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	008	10047	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	009	10048	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	010	10049	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	011	10050	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	012	10051	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	013	10052	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	014	10053	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	015	10054	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	016	10055	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	017	10056	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	018	10057	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	LEC1	10058	Lecture	Open	N	A	998				N	N	<input checked="" type="checkbox"/>
Regular	LEC2	10059	Lecture	Open	N	A	997				N	N	<input checked="" type="checkbox"/>

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.