JOB AID

Student Records: Schedule of Classes Overview

09/20/2020

Contents
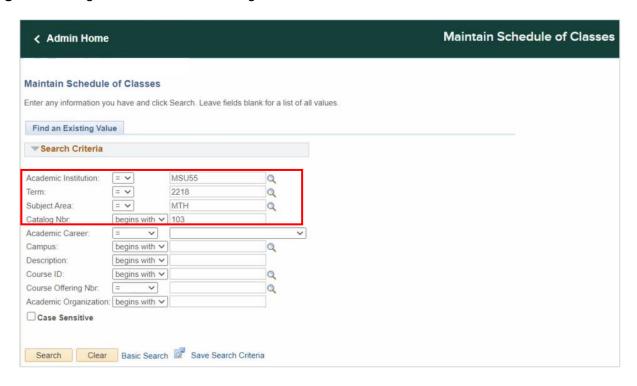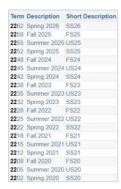
Maintain Schedule of Classes

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

Search Criteria: Enter the following:

- **Academic Institution**: MSU55

- **Term**: Type in the 4-digit term. Notice, when you enter the first few characters, the list will begin to populate. Select a term from the list.
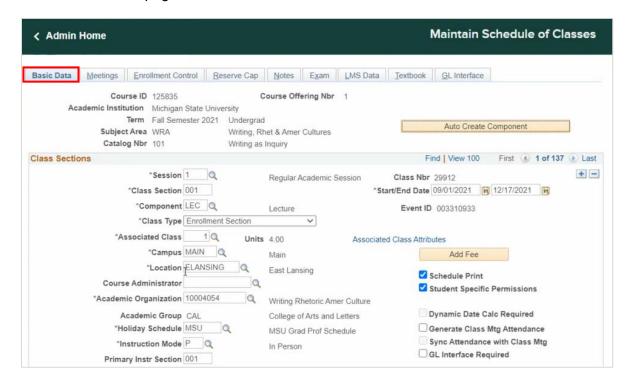
- **Subject Area**: Enter, if known, or click the drop-down and select from the list.

- **Catalog Number**: Enter, if known, or click the drop-down and select from the list.

Click the **Search** button. The **Maintain Schedule of Classes** page will open with the **Basic Data tab** showing.

Basic Data tab

Information on this page will roll from one semester to the next like semester.

The header at the top of the page will contain course details, including:
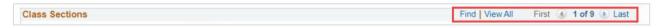
- Course ID
- Offer Number: Identifies which Department or Academic Organization owns this course
- Subject Area
- Catalog Number

Class Sections

In this section, notice the display is showing **1 of 9**. This indicates that there are nine sections, or meeting patterns, for this class. Use the arrows to scroll through each section or click **View All**.
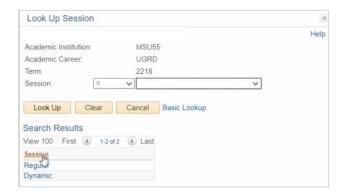
The **Basic Data** will be basically the same for each section. While you may have one or two sections that are dynamic, and maybe one or two different components, the basic data will be the same.

Let's review each of the fields on the page.

- **Session**: Click the Look-up and select from:

  i. **Regular**: Select for a typical 16-week semester
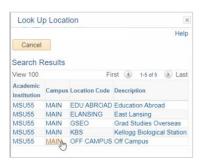
  ii. **Dynamic**: Select for any sub-semester

- **Class Section**: Enter 4-character, alpha-numeric value. All existing class section numbers have been converted from the legacy system into SIS.

- **Component**: Click the look-up and select from the list (*Lecture, Lab* or *Recitation)*. If a class section has multiple components, a separate class section must be created for each.

- **Class Type**: Click the drop-down and select from the list (*Enrollment Section* or *Non-Enrollment Section*). If a class section has multiple components, only one component will be associated with enrollment and grading.

- **Associated Class**: Click the look-up and select from the list. This number should be unique for each class section, unless it is a multi-component course.

  Assigning the same **Associated Number** will tie the multi-component courses together (e.g., when the associated number is the same, if a student selects the recitation component, they will be automatically be enrolled into the lecture component).

- **Campus**: MAIN

- **Location**: Click the look-up and select from the list. (**Location** in CS is the same as *Site* in our legacy system.)
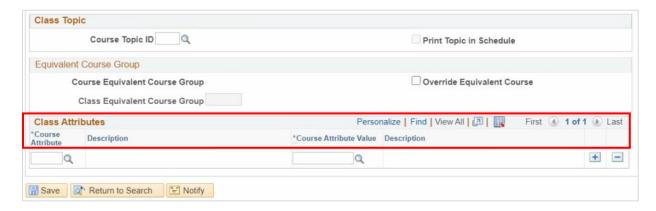
- **Course Administrator**: N/A (Not using this field).

- **Organization**: Will default from the Course Catalog; represents the department that is teaching this course.

- **Holiday Schedule**: Will default from the Course Catalog.

- **Instruction Mode**: Click the look-up and select from the list (*Hybrid*, *Online* or *In Person*).

- **Primary Instr Section**: Will default to mirror the class section.

- **Class Nbr**: Will be automatically generated by the system.

- **Start/End Date**: Will default based on the session selected (regular session dates will auto-populate; dynamic session dates will need to be entered manually).

- **Event ID**: Will be automatically assigned as facility and room numbers are added.

- **Associated Class Attributes**: N/A (not using this function).

- **Add Fee**: To be used if there are additional fees associated with this course. A new page will open to capture fee details.

- **Schedule Print:** Should be **checked** for all sections. This ensures that any search in the Schedule of Classes includes this particular section.

- **Student Specific Permissions**: Should be for all **checked** sections. This ensures the component will be available for permission numbers to be assigned, if required.

Class Attributes

Toward the bottom of the page is the **Class Attributes** section. This is where you can indicate whether a section is an arranged class, how many hours it will be, if it's off-campus, where the location is, etc., all of the attributes can roll from one semester to the next.

Class Attributes:

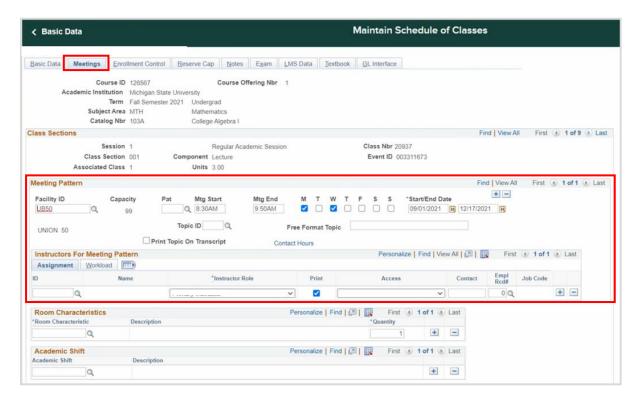a. **Course Attribute:** Click the **Look-up** and make a selection.

b. **Course Attribute Value**
c. **Description**

Meetings tab

This is where most departments will interact with the Schedule of Classes to define the dates, times and instructors for the section.
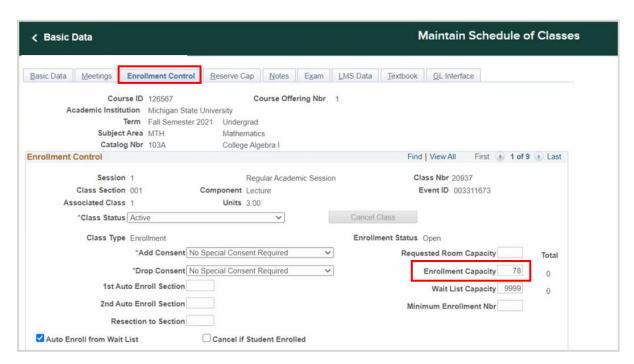
- **Meeting Pattern**: If there is more than one meeting pattern for the course, use the **[+] Add a New Row** and enter the new days and times.

- **Instructors for Meeting Pattern**: Click the ID Look-up and make a selection.

- **Instructor Role**: Click the drop-down and select from the following:

    i. Faculty Member (Default)

    ii. Graduate Assistant

    iii. Undergrad Teaching Assistant

    iv. Volunteer

Enrollment Control tab

Most colleges and departments will use this page to edit the Enrollment Capacity.

- **Class Status**: Defaults to **Active**; click the drop-down to cancel a section, stop further enrollment, etc.
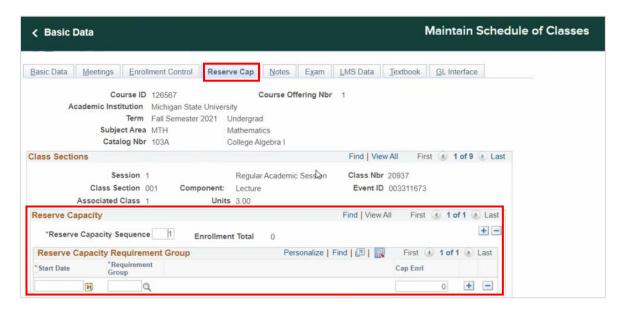

- **Enrollment Capacity**: Enter a value.

Reserve Capacity tab

Some colleges may wish to reserve seats for specific student populations (e.g., for New Student Orientation).
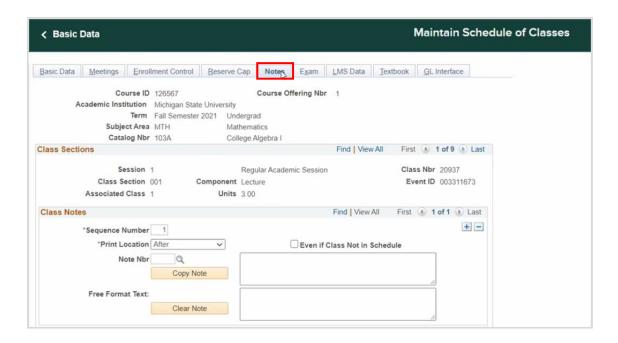
- **Start Date:**

- **Requirement Group:**

- **Cap Enrollment:**

Note: To end the reserve capacity, click the **[+] Add a Row** button, enter a date and set the reserve capacity back to zero.

Notes tab

    a. **Sequence Number:** Automatically increments when adding additional notes.

    b. **Print Location:** Defaults to *After* to print the note after the class section information in the catalog. You can change this option to *Before*, if desired.

        Note: This applies only if you plan to use the delivered printed schedule report.
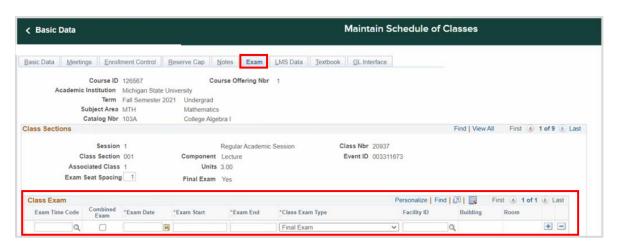
    c. **Note Nbr:** Leave blank. MSU does not currently have pre-defined notes.

    d. **Free Format Text:** Enter the text for the note.

        To add an additional note, click the **[+] Add a Row** button and enter the additional note text into the **Free Form Text** field.

    e. **Even if Class Not in Schedule**: Leave checkbox as is.

Exam tab

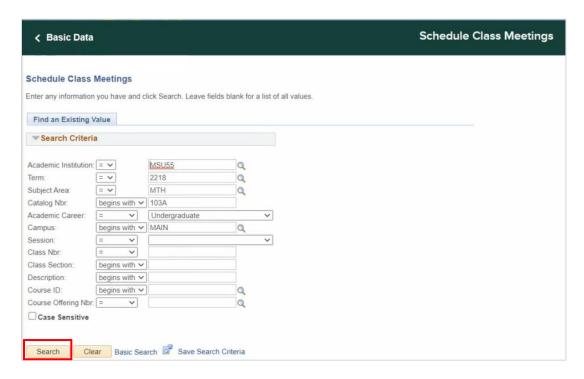Class Exam details will auto populate from the legacy system.

Schedule Class Meetings

This will be used most frequently when you want to edit the dates/times or update an Instructor for a class.

Navigation: Navigator > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Note: If you navigate to this page directly from the Maintain Class Schedule page, the same course details will carry over to the Search page.
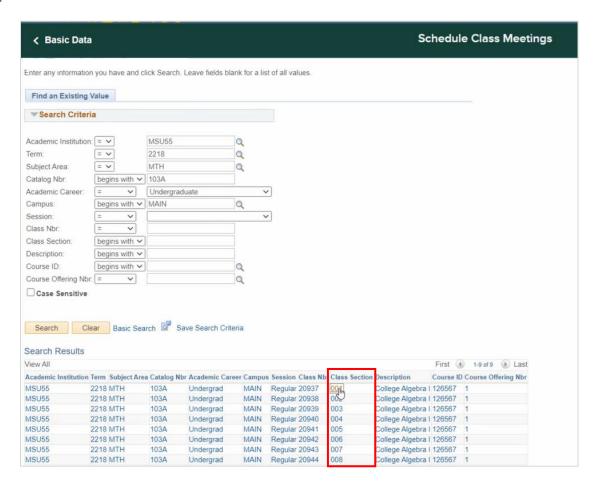
Search Criteria: Enter the following:

- **Academic Institution**: MSU55

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

- **Subject Area**: Enter, if known, or click the drop-down and select from the list.

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

- **Academic Career:** Click the drop-down and select from the list.
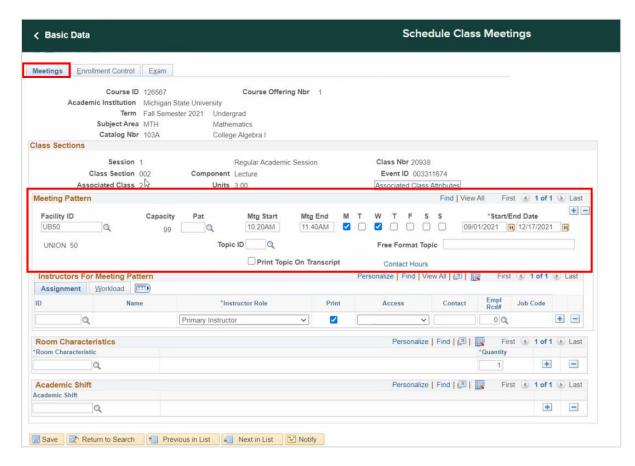
Click the **Search** button**.**

The **Search Results** will contain hyperlinks to each individual section of the course. Click an item in the list.

The individual class section will display with the **Meetings** tab showing.

There are three tabs across the top of this page: Meetings, Enrollment Control and Exam.

Meetings tab

Note: Page **1 of 1** indicates that you are reviewing a single section for this course. To navigate to additional sections, use the buttons at the bottom of the page (**Return to Search**, **Previous in List** or **Next in List**).

Enrollment Control tab

Click the **Enrollment Control** tab and review/update information as needed.

Exam tab

Click the **Exam** tab and review the pertinent information.

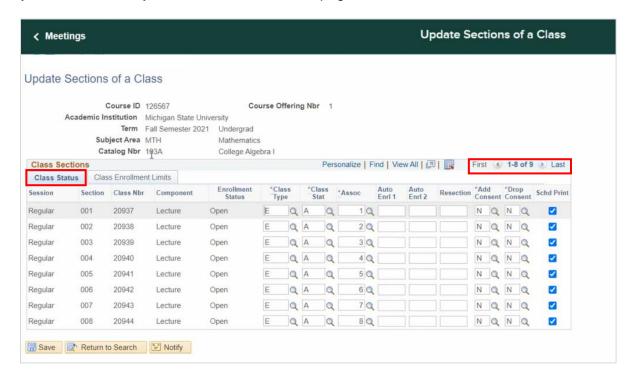> **Note**: Exam details will be *view only*.

Update Sections of a Class

This process will be commonly used to make quick edits to a course.

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

Note: If you navigate to this page directly from the Schedule Class Meeting page, the same course details will carry over. Otherwise, you will land on the search page and enter the course details.

You can scroll through the different sections of the course using the navigation arrows on the right side of the page.

There are two tabs on the page where you can make changes to the class sections.
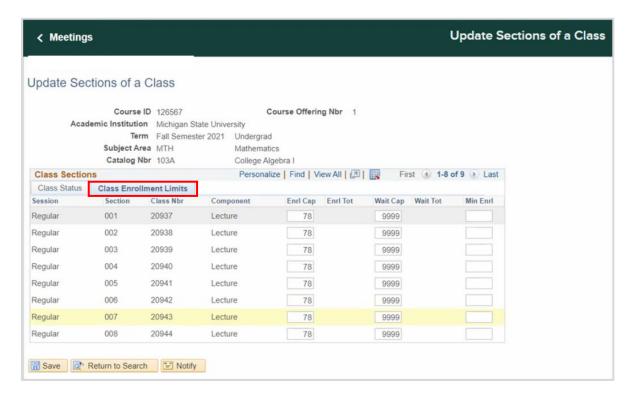
Class Status tab

This is where you will be able to review/update the following:

- **Class Type**: *Enrollment* or *Non-Enrollment*
- **Class Status**: *Active*, *Stop Further Enrollment*, *Tentative* or *Cancelled*

Class Enrollment Limits tab
This is where you review or update the enrollment capacity for each individual class section.
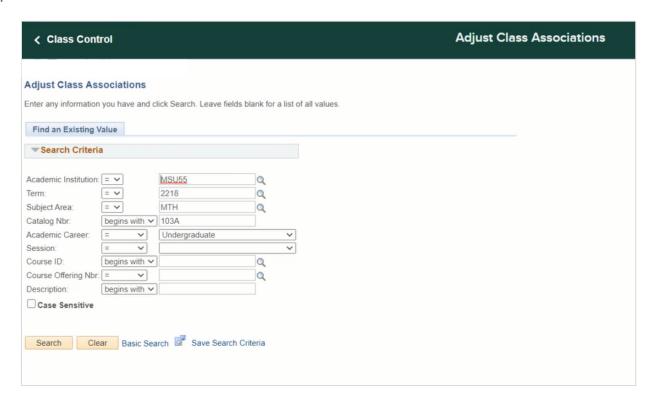
Schedule New Course

To add a course that has not been already entered into the Schedule of Classes, you will follow the Schedule New Course process. It will have all the same tabs and screens as the Maintain Schedule of Classes process, but any data that did not default from the course catalog would have to be entered from scratch. For example, if we rolled the Schedule of Classes from Fall 2021 to Fall 2022 and would like to include a Math 103C course which has never been offered before.

Enter: Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

Adjust Class Associations

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

Keep in mind that associated class numbers are unique unless it is for a multi-component class.

Search Criteria: Enter the following:

- **Academic Institution**: MSU55
- **Term**: Type in the 4-digit term. Notice, when you enter the first few characters, the list will begin to populate. Select a term from the list.
- **Subject Area**: Enter, if known, or click the drop-down and select from the list.
- **Catalog Number**: Enter the number.
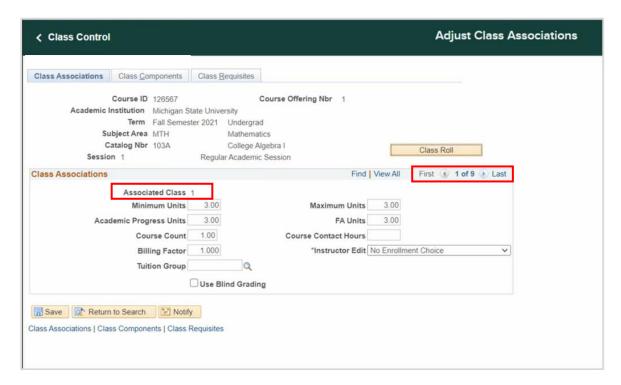- **Academic Career:** Click the drop-down and select from the list.

Click the **Search** button**.**

Class Associations tab

The Adjust Class Associations page opens on the **Class Associations** tab, with the first Class Association showing.

Use the arrows to scroll between the pages or click **View All**. As you scroll through the pages, you can see the Associate Class number change.

All values on the page have defaulted from the Course Catalog, namely:

- **Minimum Units**

- **Maximum Units**

  Note: This is where you will be able to edit a variable unit course to change the behavior in a specific section. For example, if you wish to edit a section of a variable credit class to change the minimum or maximum credits. You would first need to find the Associated Class number assigned to this section, then come to this page to make the adjustments.
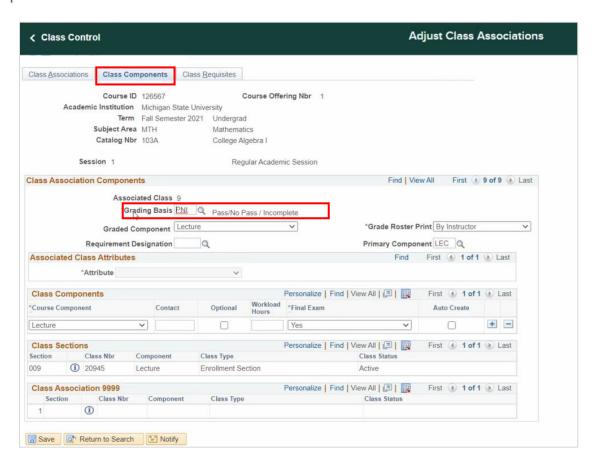
- **Academic Progress Units**

- **FA Units**: For example, if a class is not eligible for financial aid, you can change the FA units to zero.

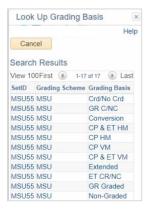- **Billing Factor**: Defaults to whatever the Academic Progress units are for the class

Class Components tab

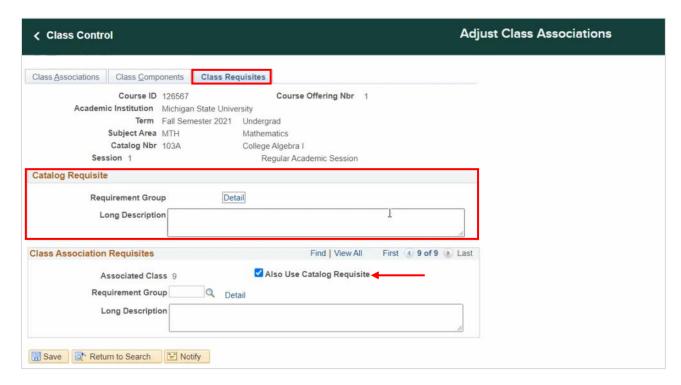Again, the information here defaults from the Course Catalog.

- **Grading Basis**: To change the grading basis for a particular section, click the look-up button and choose from the options listed there.

Class Requisites tab

If there was a prerequisite or a co-requisite for the course in the Course Catalog, you would see it in the **Catalog Requisite** section.

At the bottom of the page, the class **Association Requisites** section is where the Registrar's Office will be able to add an additional requisite to a particular class section.

- **Associated Class**: Shows the class section.

- **Also Use Catalog Requisite:** Defaults to *Checked*. This means that, in addition to the requisites stated in the catalog, we also want an additional requirement for this particular class section.

- **Requirement Group:**

- **Long Description:**