



JOB AID

Student Records: Schedule of Classes Overview

09/20/2020





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Student Records: Schedule of Classes Overview

Maintain Schedule of Classes

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

Maintain Schedule of Classes

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: = MSU55

Term: = 2218

Subject Area: = MTH

Catalog Nbr: begins with 103

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

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

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.

Term	Description	Short Description
2202	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
2208	Fall 2020	FS20
2205	Summer 2020 US20	
2202	Spring 2020	SS20



- **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

The screenshot shows a 'Look Up Session' dialog box. It contains the following fields and controls:

- Academic Institution: MSU55
- Academic Career: UGRD
- Term: 2218
- Session: A dropdown menu with a '=' symbol and a downward arrow.
- Buttons: 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'.
- Search Results: A section with 'View 100', 'First', '1-2 of 2', and 'Last' controls. Below this is a list with three items: 'Session' (highlighted), 'Regular', and 'Dynamic'.

- **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.)



The screenshot shows a 'Look Up Location' dialog box with a 'Cancel' button and a 'Help' link. Below is a 'Search Results' section with a table of results. The table has columns for 'Academic Institution', 'Campus Location Code', and 'Description'. The results are as follows:

Academic Institution	Campus Location Code	Description
MSU55	MAIN	EDU ABROAD Education Abroad
MSU55	MAIN	ELANSING East Lansing
MSU55	MAIN	GSEO Grad Studies Overseas
MSU55	MAIN	KBS Kellogg Biological Station
MSU55	MAIN	OFF CAMPUS Off Campus

- **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 Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Class Attributes:

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

Look Up Course Attribute

Course Attribute: begins with

Description: begins with

Search Results

View 100 First 1-10 of 10 Last

Course Attribute	Description
ARR	Arranged Hours
CURR	Curriculum Management
DIV	University Diversity
ENTR	Entrepreneurship & Innovation
HON	Honors
OFF	Off Campus Locations
REM	Remedial-Developmental Prep
SPC	Special Enrollment Courses
TR2	Tier II Writing
TRAN	Transfer General Credit

- 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.



Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I

Class Sections Find | View All First 1 of 9 Last
Session 1 Regular Academic Session Class Nbr 20937
Class Section 001 Component Lecture Event ID 003311673
Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID LIB50 Capacity 99 Pat Mtg Start 8:30AM Mtg End 9:50AM M T W T F S S *Start/End Date 09/01/2021 12/17/2021
UNION 50 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last
Assignment Workload
ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code
0

Room Characteristics Personalize | Find | 1 of 1 | Last
*Room Characteristic Description *Quantity
1

Academic Shift Personalize | Find | 1 of 1 | Last
Academic Shift Description

- **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.



Basic Data **Maintain Schedule of Classes**

Basic Data | Meetings | **Enrollment Control** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I

Enrollment Control Find | View All First 1 of 9 Last

Session 1 Regular Academic Session Class Nbr 20937
Class Section 001 Component Lecture Event ID 003311673
Associated Class 1 Units 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Special Consent Required
*Drop Consent: No Special Consent Required

1st Auto Enroll Section:
2nd Auto Enroll Section:
Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Requested Room Capacity	Total
Enrollment Capacity: 78	0
Wait List Capacity: 9999	0
Minimum Enrollment Nbr: <input type="text"/>	

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

*Class Status: Active

- Active
- Cancelled Section
- Stop Further Enrollment
- Tentative Section

- **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).



< Basic Data **Maintain Schedule of Classes**

Basic Data | Meetings | Enrollment Control | **Reserve Cap** | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I

Class Sections Find | View All First 1 of 9 Last
Session 1 Regular Academic Session Class Nbr 20937
Class Section 001 Component: Lecture Event ID 003311673
Associated Class 1 Units 3.00

Reserve Capacity Find | View All First 1 of 1 Last
*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find | 1 of 1 Last
*Start Date *Requirement Group Cap Enrl
[] [] []

- 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

< Basic Data **Maintain Schedule of Classes**

Basic Data | Meetings | Enrollment Control | Reserve Cap | **Notes** | Exam | LMS Data | Textbook | GL Interface

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I

Class Sections Find | View All First 1 of 9 Last
Session 1 Regular Academic Session Class Nbr 20937
Class Section 001 Component: Lecture Event ID 003311673
Associated Class 1 Units 3.00

Class Notes Find | View All First 1 of 1 Last
*Sequence Number 1
*Print Location After Even if Class Not in Schedule
Note Nbr [] []
Copy Note
Free Format Text:
Clear Note



- 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.

The screenshot shows the 'Maintain Schedule of Classes' interface. The 'Exam' tab is selected and highlighted with a red box. Below the 'Exam' tab, the 'Class Exam' section is also highlighted with a red box. This section contains the following fields:

Exam Time Code	Combined Exam	*Exam Date	*Exam Start	*Exam End	*Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>				Final Exam			

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.



← Basic Data Schedule Class Meetings

Schedule Class Meetings

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: [=] 🔍

Term: [=] 🔍

Subject Area: [=] 🔍

Catalog Nbr: [begins with]

Academic Career: [=] ▼

Campus: [begins with] 🔍

Session: [=] ▼

Class Nbr: [=]

Class Section: [begins with]

Description: [begins with]

Course ID: [begins with] 🔍

Course Offering Nbr: [=] 🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.



← Basic Data Schedule Class Meetings

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: [=] MSU55 [🔍]
Term: [=] 2218 [🔍]
Subject Area: [=] MTH [🔍]
Catalog Nbr: [begins with] 103A
Academic Career: [=] Undergraduate [v]
Campus: [begins with] MAIN [🔍]
Session: [=] [v]
Class Nbr: [=] [v]
Class Section: [begins with] [v]
Description: [begins with] [v]
Course ID: [begins with] [v] [🔍]
Course Offering Nbr: [=] [v] [🔍]

Case Sensitive

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

Search Results

View All First 1-9 of 9 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20937	004	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20938	005	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20939	003	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20940	004	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20941	005	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20942	006	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20943	007	College Algebra I	126567	1
MSU55	2218	MTH	103A	Undergrad	MAIN	Regular	20944	008	College Algebra I	126567	1

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



< Basic Data **Schedule Class Meetings**

Meetings Enrollment Control Exam

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I

Class Sections

Session 1 Regular Academic Session Class Nbr 20938
Class Section 002 Component Lecture Event ID 003311674
Associated Class > Units 3.00 [Associated Class Attributes](#)

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
UB50	99		10.20AM	11.40AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2021 to 12/17/2021

UNION 50 Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>			0	

Room Characteristics Personalize | Find | View All First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Academic Shift Personalize | Find | View All First 1 of 1 Last

Academic Shift

Save Return to Search Previous in List Next in List Notify

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.

Update Sections of a Class

Course ID 126567 Course Offering Nbr 1
 Academic Institution Michigan State University
 Term Fall Semester 2021 Undergrad
 Subject Area MTH Mathematics
 Catalog Nbr 193A College Algebra I

Class Sections Personalize Find View All First 1-8 of 9 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	20937	Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	002	20938	Lecture	Open	E	A	2				N	N	<input checked="" type="checkbox"/>
Regular	003	20939	Lecture	Open	E	A	3				N	N	<input checked="" type="checkbox"/>
Regular	004	20940	Lecture	Open	E	A	4				N	N	<input checked="" type="checkbox"/>
Regular	005	20941	Lecture	Open	E	A	5				N	N	<input checked="" type="checkbox"/>
Regular	006	20942	Lecture	Open	E	A	6				N	N	<input checked="" type="checkbox"/>
Regular	007	20943	Lecture	Open	E	A	7				N	N	<input checked="" type="checkbox"/>
Regular	008	20944	Lecture	Open	E	A	8				N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

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.



< Meetings Update Sections of a Class

Update Sections of a Class

Course ID 126567 Course Offering Nbr 1

Academic Institution Michigan State University

Term Fall Semester 2021 Undergrad

Subject Area MTH Mathematics

Catalog Nbr 103A College Algebra I

Class Sections Personalize | Find | View All | [Print] [Refresh] First 1-8 of 9 Last

Class Status	Class Enrollment Limits		Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	001	20937	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	002	20938	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	003	20939	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	004	20940	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	005	20941	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	006	20942	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	007	20943	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>
Regular	008	20944	Lecture	<input type="text" value="78"/>		<input type="text" value="9999"/>		<input type="text"/>

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.



[← Class Control](#) Adjust Class Associations

Adjust Class Associations

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:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Session:

Course ID:

Course Offering Nbr:

Description:

Case Sensitive

[Basic Search](#)

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.



< Class Control **Adjust Class Associations**

Class Associations | Class Components | Class Requisites

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I
Session 1 Regular Academic Session

Class Roll

Class Associations Find | View All First 1 of 9 Last

Associated Class 1

Minimum Units 3.00 Maximum Units 3.00
Academic Progress Units 3.00 FA Units 3.00
Course Count 1.00 Course Contact Hours
Billing Factor 1.000 *Instructor Edit No Enrollment Choice
Tuition Group
 Use Blind Grading

Class Associations | Class Components | Class Requisites

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.



< Class Control **Adjust Class Associations**

Class Associations **Class Components** Class Requisites

Course ID 126567 Course Offering Nbr 1
 Academic Institution Michigan State University
 Term Fall Semester 2021 Undergrad
 Subject Area MTH Mathematics
 Catalog Nbr 103A College Algebra I

Session 1 Regular Academic Session

Class Association Components Find | View All First 9 of 9 Last

Associated Class 9
Grading Basis PNI Pass/No Pass / Incomplete
 Graded Component Lecture *Grade Roster Print By Instructor
 Requirement Designation Primary Component LEC

Associated Class Attributes Find First 1 of 1 Last

*Attribute

Class Components Personalize Find View All First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture		<input type="checkbox"/>		Yes	<input type="checkbox"/>

Class Sections Personalize Find View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
009	20945	Lecture	Enrollment Section	Active

Class Association 9999 Personalize Find View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
1				

Save Return to Search Notify

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

Look Up Grading Basis

Cancel Help

Search Results

View 100 First 1-17 of 17 Last

SetID	Grading Scheme	Grading Basis
MSU55 MSU	Crd/No Crd	
MSU55 MSU	GR C/NC	
MSU55 MSU	Conversion	
MSU55 MSU	CP & ET HM	
MSU55 MSU	CP HM	
MSU55 MSU	CP VM	
MSU55 MSU	CP & ET VM	
MSU55 MSU	Extended	
MSU55 MSU	ET CR/NC	
MSU55 MSU	GR Graded	
MSU55 MSU	Non-Graded	

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.



< Class Control **Adjust Class Associations**

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

Course ID 126567 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MTH Mathematics
Catalog Nbr 103A College Algebra I
Session 1 Regular Academic Session

Catalog Requisite

Requirement Group [Detail](#)

Long Description

Class Association Requisites Find | View All First 9 of 9 Last

Associated Class 9 **Also Use Catalog Requisite** ←

Requirement Group [Detail](#)

Long Description

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:**