Rolling classes from one term to another

Only the Registrar’s Office may roll classes. Registrar will announce when rolling is an option. Rolling classes from a previous term saves on data entry but classes should still be reviewed and updated as appropriate.

Schedule New Course – Scheduling a new Class Section that does not exist.

Navigation: Main Menu> Curriculum Management> Schedule of Classes> Schedule New Course
Retrieve Course Info

- Enter Term 2158 (Fall 2015)
- Subject Area (BUS)
- Catalog Number (101)
- Click Search
Basic Data Tab - Create New Class Section

- Verify Session to add class.
- Enter Class Section - e.g., A, A1, B, B1, 01, 02, etc. in the Class Section field.
- Select Component - (Lecture, Laboratory) If the component needed is not displayed, please contact the Registrar’s office for assistance. Component must be added at the Catalog level by Registrar’s Office prior to any student enrollment in the class.
- Select Class Type:
  - Enrollment = section will carry all credits if selected
  - Non-Enroll = non-credits, carries no credits for section when selected but will still display the credits associated with the enrollment section.
- Enter Associated Class Number – this number will either tie the classes together or separate the classes. If the course has more than one section and not all of the sections will share the same information, e.g. Honors, Credits, Pre-req., etc., then assign each section its own class association number and Save. For example: REL 101 has 4 sections and you create sections A, B, C and D, each section must be given a different associated class number of 1, 2, 3 and 4.
- Class Topic – if a section should have a specific class topic, this must first be entered at the catalog level in order to be available to add via the drop down in this field. Click on the search glass - a list of topics will show; select the topic needed for that class section.
- Class Attributes – this field allows for searching attribute on class search: Honors & Writing, Honors, Writing, Civic, Prism, but does not display on the transcript. In order to appear on the transcript, you would also need to select Honors or Writing or Honors & Writing in the Requirement Designation field on the “Adjust Class Associations” page.
Meetings Tab – Enter times & days/dates, instructor info & room characteristics, if applicable

- Meeting times: Enter start time (End time defaults 1 hour out so need to adjust accordingly); check boxes for days to meet; and review start/end dates (defaults from session dates on the basic data tab)
- Instructor info:
  - Enter EmplID if known or click on the search glass and enter the last & first name or C# in the Campus ID field to find correct person.
  - Select instructor role and access that will give an individual access to the grade roster once created by the Registrar’s Office. (Approve allows for entering and releasing grades; Grade allows for entering grades only, no release; Post – only for Registrar’s ONLY.)
  - Check the print box for any instructor for whom you want to print schedule of classes.
  - To approve grades, a primary instructor must be listed with “Approve” in order to release the grades to the Registrar’s Office. TA should be reserved for entering Grades only.
- Room Characteristics – use if needing to note preferences for GPC space
**Enrollment Control Tab** – Room, Enrollment & Waitlist numbers required, Add/drop consent, if applicable, setup of enrolled sections, if required.

- Room & Enrollment Capacity must be equal
- Waitlist = 300 (Must be 300 – requirement)
- Add/drop consent – use if student needs permission to enroll and/or drop
- 1st and 2nd Auto enroll – use if you want to force enrollment into specific sections in a specific order
Reserve Capacity - To set aside seats for a specific population of students, use the reserve cap.

- Set the “start date”
- Enter the “requirement group” for student criteria to register as part of reserve
- Enter the “Cap Enrl” for the number of seats to set aside for these students. This number is pulled out of the Enrollment Capacity number noted on the Enrollment Control tab.

In this example, 2 seats are reserved for students who are part of the PRISM group.
Two seats are filled by students in the PRISM group and 4 seats are filled by other students. The “Requested Room Capacity” of 6 is reached. The class status here is “closed” but students will see the class as still available to “waitlist” since the waitlist capacity of 300 has not yet been reached. The class would only show as closed to the student if the waitlist capacity had also been reached.
Student sees waitlist option for class after reserve capacity and enrollment capacity reached.

Enrollment status on Enrollment Control tab shows the section as “closed” since both the room/enrollment capacity have been reached. But the higher waitlist capacity allows the student to still see the class as available for waitlisting.
Notes Tab – use if needing to add a note to the students about the class.
Exam Tab – defaults from Catalog setup (can change on the “Adjust Class Associations” page, if needed)
Adjust Class Associations

Navigation: Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

Note: If units need to be adjusted for a specific section, please submit request to the Registrar’s Office. Please note that sections must have different associated class numbers.

Class Components Tab

Requirement Designation

Select the row with the Associated Class number of the section that is to be flagged Honors, Writing, or Honors & Writing. Scroll below to the Class Association Components Area and at the Requirement Designation field click the search glass and select HONORS and Save. This will credit the student’s Transcript with Honors or Writing Credit.

Grading Basis

Use this page if needing to adjust the grading basis for a section that is different than the Catalog set up. Remember that the section must have a different Associated Class Nbr. or all sections will update with the change made on this page.
**Components**

Components from the course catalog that are not going to be scheduled must be removed or the student will receive an error message when trying to register that an additional component is required to complete registration. Delete the unscheduled component (in this example, delete the “lab”).

The graded component and class component must be the same, or the instructor will receive an error when time to enter grades at the end of the semester.
**Class Requisites Tab** - Used to restrict enrollment into a section to a group of students who meet specific requirement(s).

Requirement groups for requisites are created by the Registrar Office.

Only 1 requirement may be attached to a section but the requirement can be created to contain multiple restrictions such as academic level and/or having completed a particular class and/or being part of a specific student group, etc.