View Class Associations
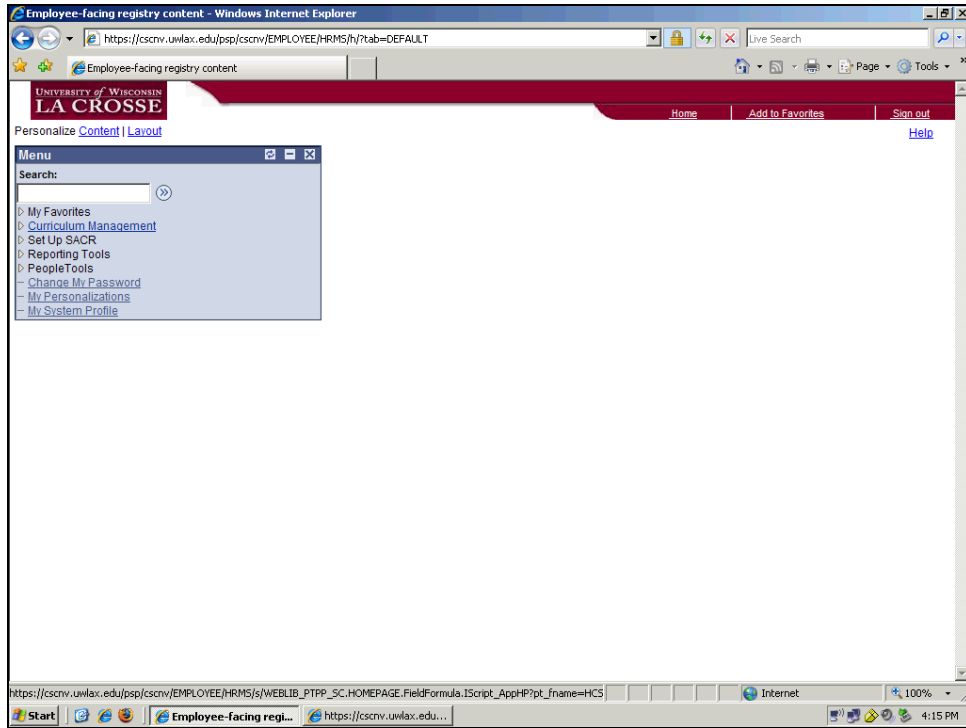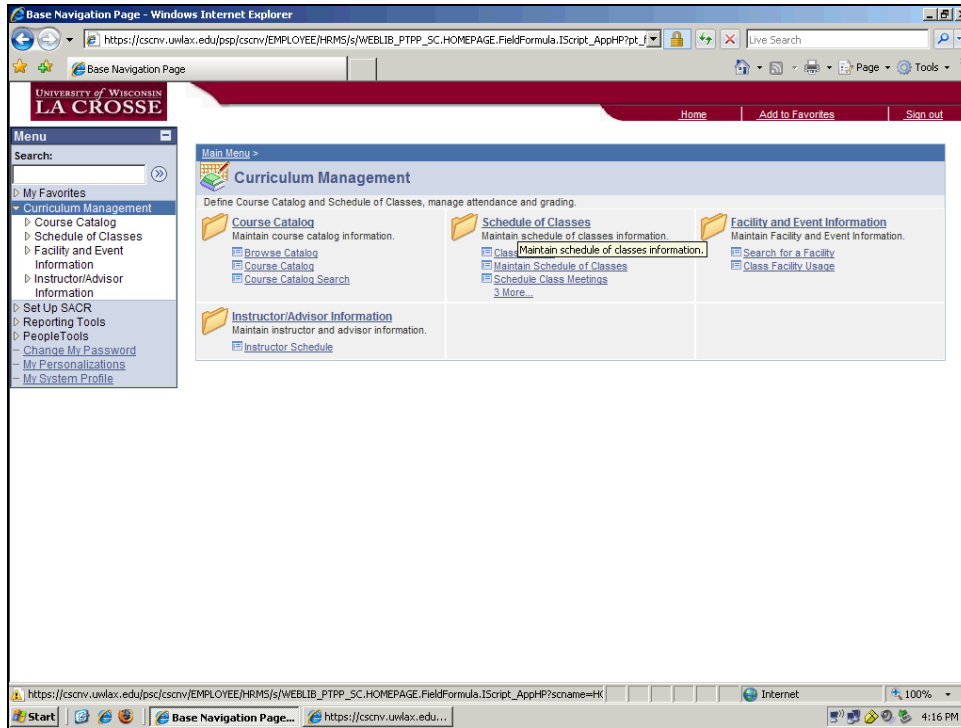
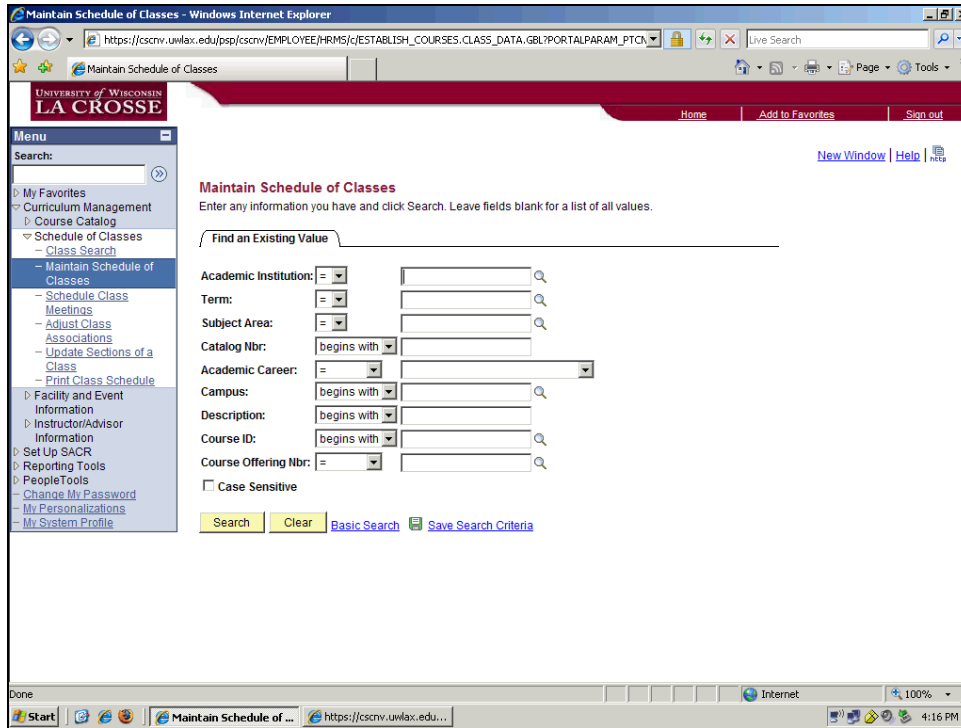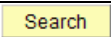04/13/09

View Class Associations

Procedure

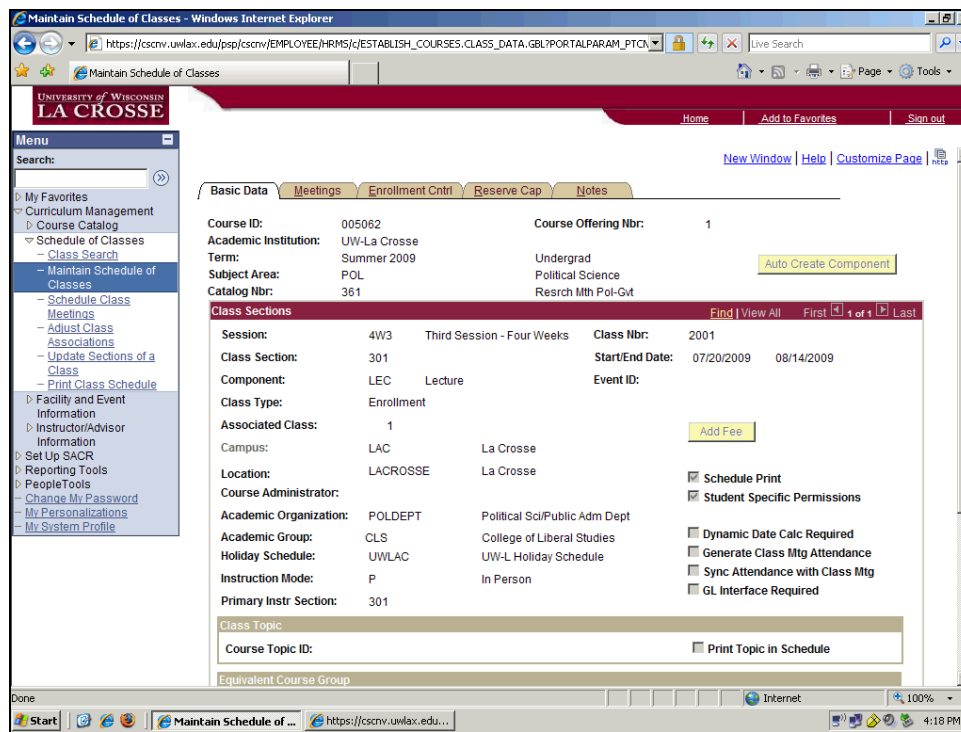| Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management

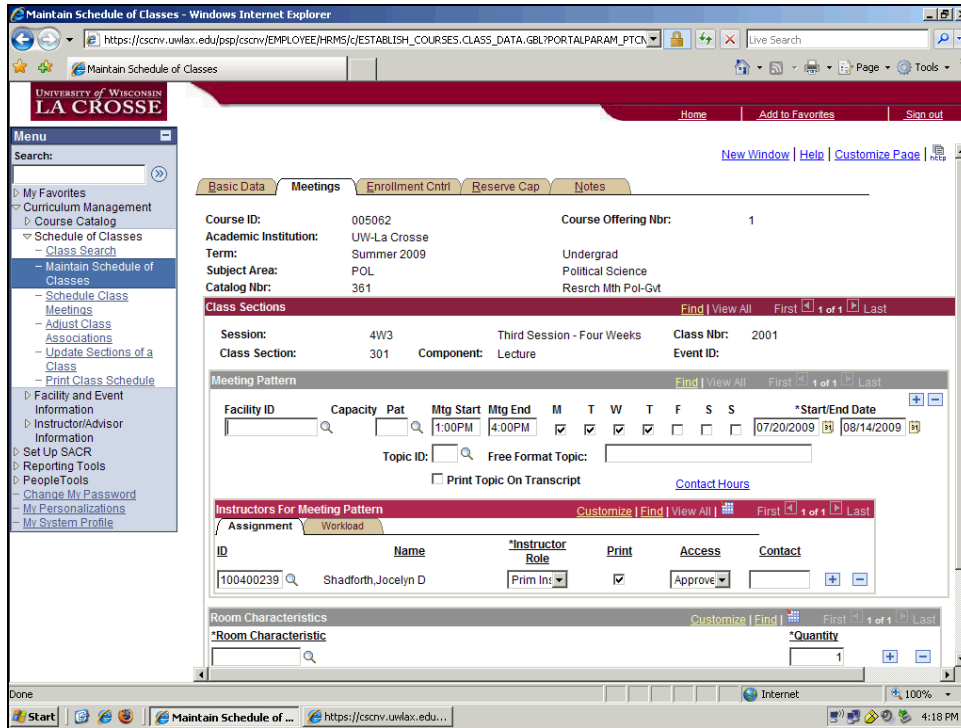| Step	Action
2.	Click the **Schedule of Classes** link. Schedule of Classes
3.	Click the **Maintain Schedule of Classes** link. Maintain Schedule of Classes

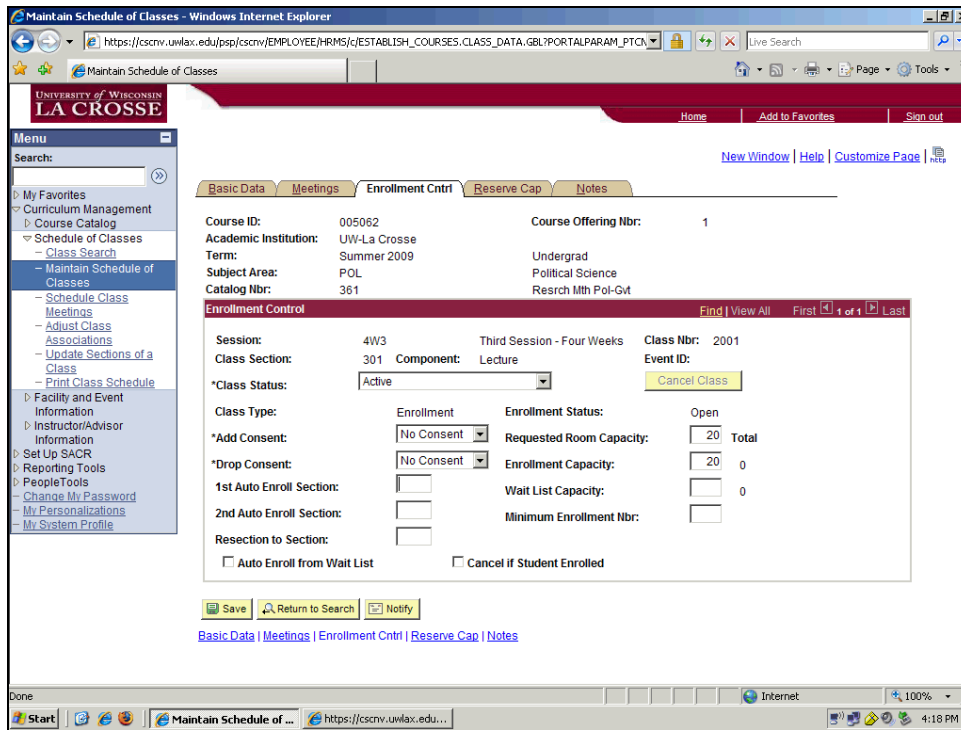| Step	Action
4.	Click in the **Academic Institution** field.
5.	Enter the desired information into the **Academic Institution** field. Enter "**uwlac**".
6.	Click in the **Term** field.
7.	Enter the desired information into the **Term** field. Enter "**2101**".
8.	Click in the **Subject Area** field.
9.	Enter the desired information into the **Subject Area** field. Enter "**pol**".
10.	Click in the **Catalog Nbr** field.
11.	Enter the desired information into the **Catalog Nbr** field. Enter "**361**".

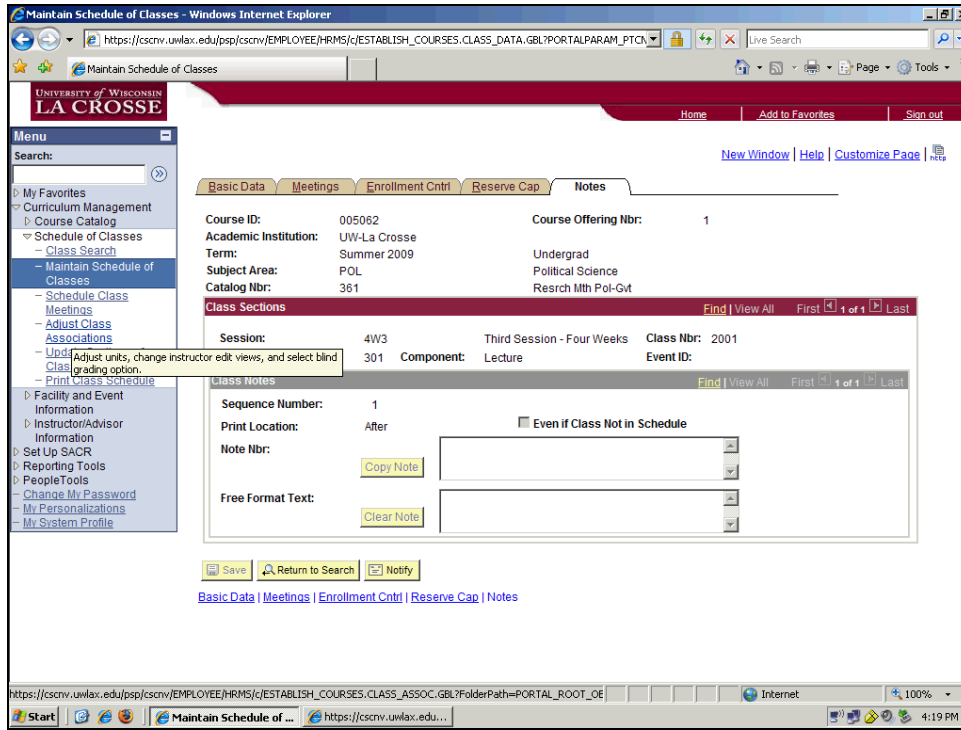| Step	Action
12.	Click the **Search** button. ![Search]
13.	General information about each class will rollover from year to year similar to CAS. Most fields are polpulated by the course master record. Please note the Associated Class number for Section 301 is '1'.

Step	Action
14.	Click the **Meetings** tab. ![Meetings]

Step	Action
15.	Click the **Enrollment Cntrl** tab. Enrollment Cntrl

Step	Action
16.	Click the **Notes** tab.
	Notes
17.	Standard class notes have been created. They will be assigned by staff in Records and Registration. Free format notes may also be added in special situations.
	Please contact Nancy Jones.

Step	Action
18.	Click the **Adjust Class Associations** link.

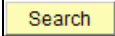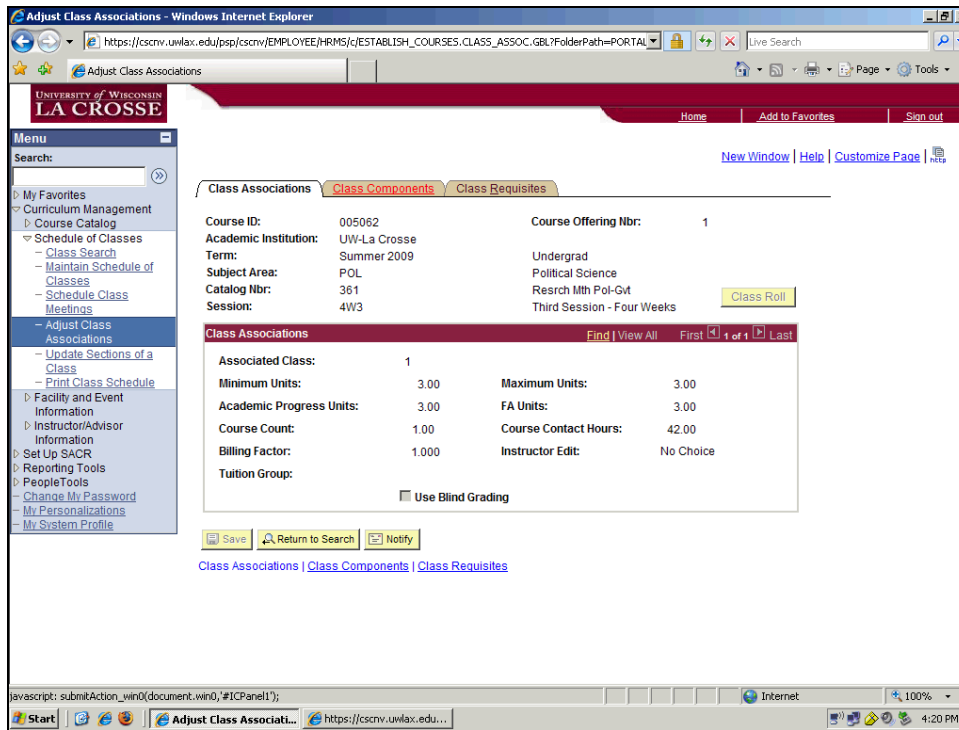| Step	Action
19.	Information will be carried forward when going directly from Maintain Schedule of Classes to Adjust Class Associaitons. Click the **Search** button. Search
20.	The Class Associations page contains the credits for the class. Please note the Associated Class Number is '1'. Neither the section number nor the class number appear. The keys to identifying the correct associated class are the Term, Subject Area, Catalog Number, Session and Associated Class Number. Multiple sections of the same course will have different Associated Class numbers. Only the Primary, Graded sections will appear in the Adjust Class Associations Table. In most cases that is the Lecture component.

Step	Action
21.	Click the **Class Components** tab. Class Components
22.	The Writing Emphasis Designation will be entered on the Class Components page by the Records and Registration Office. This page also indicates the grading format used for the class. If the course allows the option of being a pass/fail or graded, please contact Nancy Jones if it needs to be changed.

Step	Action
23.	Click the **Class Requisites** tab. Class Requisites
24.	If the prerequisites for a section of a topics course or an umbrella course differ from those of the course, the prequisites can be altered on an individual section basis.
25.	**End of Procedure.**