# UNIVERSITY of WISCONSIN LACROSSE

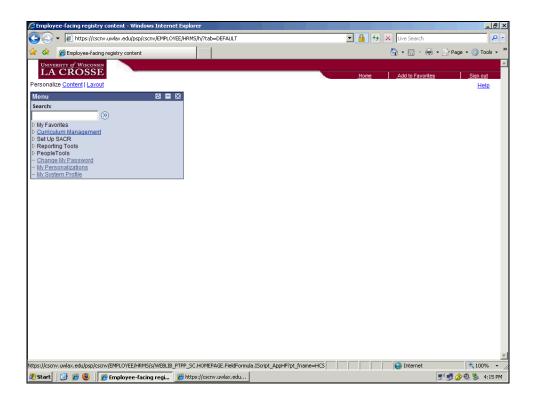
## View Class Associations



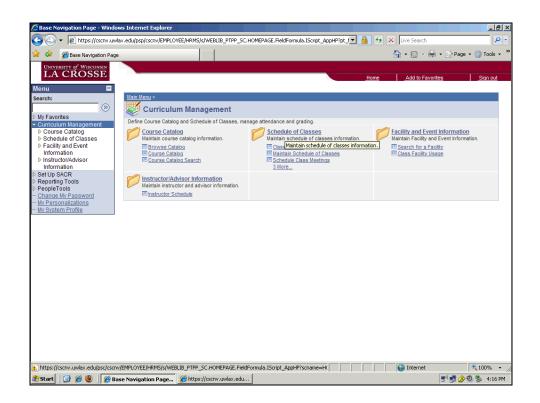
### 04/13/09

#### **View Class Associations**

#### Procedure



Step	Action
1.	
	Click the Curriculum Management link.
	▷ <u>Curriculum Management</u>

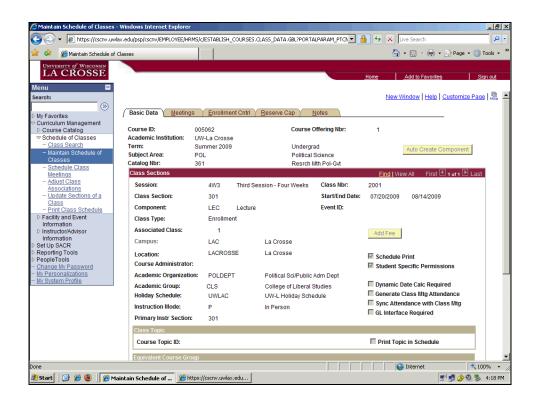


Step	Action
2.	
	Click the Schedule of Classes link.
	Schedule of Classes
3.	
	Click the Maintain Schedule of Classes link.
	Maintain Schedule of Classes

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<ul> <li>Curriculum Management</li> <li>Course Catalog</li> </ul>	Enter any mormation you have and click Search. Leave lields brank for a list of all values.		
	Find an Existing Value		
<ul> <li><u>Class Search</u></li> <li>Maintain Schedule of</li> </ul>			
Classes	Academic Institution: =		
<ul> <li>Schedule Class Meetings</li> </ul>	Term:		
- Adjust Class	Subject Area:		
Associations - Update Sections of a	Catalog Nbr: begins with 💌		
Class	Academic Career: =		
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Instructor/Advisor Information	Course ID: begins with		
Set Up SACR	Course Offering Nbr: =		
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<ul> <li><u>Change My Password</u></li> <li>My Personalizations</li> </ul>			
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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 <b>Term</b> field.
7.	
	Enter the desired information into the <b>Term</b> field. Enter "2101".
8.	
	Click in the Subject Area field.
9.	
	Enter the desired information into the <b>Subject Area</b> field. Enter " <b>pol</b> ".
10.	
	Click in the <b>Catalog Nbr</b> field.
11.	
	Enter the desired information into the <b>Catalog Nbr</b> field. Enter " <b>361</b> ".

Step	Action
12.	Click the Search button.
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 <b>Meetings</b> tab.
	Meetings

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	ademic Institution:	UW-La Crosse						
- <u>Class Search</u> Ter - Maintain Schedule of		Summer 2009		ergrad				
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- Schedule Class	talog Nbr:	361	Resi	rch Mth Pol-Gv				
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<ul> <li>Adjust Class</li> <li>Associations</li> </ul>	Session:	4W3	Third Session - F	our Weeks	Class Nbr:	2001		
- Update Sections of a	Class Section:	301 Componen	t: Lecture		Event ID:			
Class – Print Class Schedule	eeting Pattern				Find I View A	JI First 🗹 1 of		
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Instructor/Advisor Information	Q	Q 1:00PM	4:00PM	~ ~ ~		07/20/2009	08/14/200	9 🖻
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Step	Action
15.	
	Click the Enrollment Cntrl tab.
	Enrollment Cntri

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D Course Catalog	Course ID: 005062 Course Offering Nbr: 1	
<ul> <li>Schedule of Classes</li> <li>Class Search</li> </ul>	Academic Institution: UW-La Crosse Term: Summer 2009 Undergrad	
- Maintain Schedule of	Term: Summer 2009 Undergrad Subject Area: POL Political Science	
Classes	Catalog Nbr: 361 Resrch Mth Pol-Gvt	
<ul> <li>Schedule Class</li> <li>Meetings</li> </ul>		t 🕙 1 of 1 🕨 Last
- Adjust Class		
Associations	Session: 4W3 Third Session - Four Weeks Class Nbr: 2001	
<ul> <li>Update Sections of a Class</li> </ul>	Class Section: 301 Component: Lecture Event ID:	
- Print Class Schedule	*Class Status: Active Cancel Class	
Facility and Event		
Information D Instructor/Advisor	Class Type: Enrollment Enrollment Status: Open	
Information	*Add Consent: No Consent 💌 Requested Room Capacity: 20 Total	
Set Up SACR	*Drop Consent: No Consent V Enrollment Capacity: 20 0	
<ul> <li>Reporting Tools</li> <li>PeopleTools</li> </ul>		
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- My Personalizations	2nd Auto Enroll Section: Minimum Enrollment Nbr:	
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Step	Action
16.	
	Click the <b>Notes</b> 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.

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	Course ID:	005000	Course Offering Nbr				
Course Catalog Schedule of Classes	Academic Institution:	005062	Course Offering NDr:	: 1			
<ul> <li>Schedule of Classes</li> <li>Class Search</li> </ul>	Term:	UW-La Crosse Summer 2009	Undergrad				
- Maintain Schedule of	Subject Area:	POL	Political Science				
Classes	Catalog Nbr:	361	Resrch Mth Pol-Gvt				
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- Adjust Class	class sections			<u>FI</u>	nd View All First	1 of 1 🗠 Last	
Associations	Session:	4W3	Third Session - Four Weeks	Class Nbr:	2001		
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Clas grading option.		ind 301 component.	Lecture				
<ul> <li>Print Class Schedule</li> </ul>	Class Notes	_		<u>Fin</u>	ıd View All 🛛 First 🗄	1 of 1 🕒 Last	
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Step	Action
18.	
	Click the Adjust Class Associations link.
	Associations

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Course Catalog Schedule of Classes			
- Class Search	/ Find an Existing Value		
<ul> <li>Maintain Schedule of Classes</li> </ul>	Academic Institution: = V		
- Schedule Class			
Meetings			
<ul> <li>Adjust Class</li> <li>Associations</li> </ul>	Subject Area: POL Q		
- Update Sections of a	Catalog Nbr: begins with 💌 361		
Class – Print Class Schedule	Academic Career: = 💌 Undergraduate 💌		
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Step	Action
19.	Information will be carried forward when going directly from Maintain Schedule of Classes to Adjust Class Associaitons.
	Click the <b>Search</b> button.
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.

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Schedule of Classes	Academic Institution:	UW-La Cros	se				
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Classes	Subject Area:	POL		Political Science			
- Schedule Class	Catalog Nbr:	361		Resrch Mth Pol-Gvt		Class Roll	
Meetings	Session:	4W3		Third Session - Four V	Veeks		
<ul> <li>Adjust Class</li> <li>Associations</li> </ul>	Class Associations			Find   View	All Eirst	Last	
- Update Sections of a							
Class	Associated Class:		1				
- Print Class Schedule	Minimum Units:		3.00	Maximum Units:	3.00		
> Facility and Event Information	Academic Progress	Jnits:	3 00	FA Units:	3.00		
D Instructor/Advisor	Course Count:		1.00	Course Contact Hours:	42.00		
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Step	Action
21.	
	Click the <b>Class Components</b> 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.

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- Class Search	Term:	Summe	r 2009		Undergrad		
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Classes – Schedule Class	Catalog Nbr:	361			Resrch Mth Pol-Gvt		
Meetings	Session:	4W3			Third Session - Four Weeks		
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<ul> <li>Update Sections of a Class</li> </ul>	Associated Class:		1				
- Print Class Schedule	Grading Basis:		GRD G	raded			
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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.