

# Student Records

## Modify Scheduled Class Meetings

### Overview

- Use the *Schedule Class Meetings* component when you want to modify or maintain class meeting or exam data for a class that has already been scheduled.
- Update class meeting information.
- View enrollment control information (Display only).
- Update exam information.

### Steps

#### Modify Scheduled Class Meetings

1. Navigate to: **Curriculum Management > Schedule of Classes > Schedule Class Meetings.**
2. Enter **Academic Institution.**
3. Enter **Term.**
4. Enter **Subject Area.**
5. Enter **Catalog Nbr.**
6. Click  to get a list of classes that have been scheduled for the term you selected. If multiple results are returned, click any of the links on the class you wish to modify.

# Student Records

## Modify Scheduled Class Meetings

Meetings | Enrollment Cntrl | Exam

Course ID: 031102      Course Offering Nbr: 5  
 Academic Institution: IUPUI  
 Term: Fall 2007      Undergrad  
 Subject Area: MATH-M      Mathematics  
 Catalog Nbr: 118      FINITE MATHEMATICS

**Class Sections**

Session: 1      Regular Academic Session      Class Nbr: 3140  
 Class Section: 0100      Component: Lecture      Event ID: 000143616  
 Associated Class: 1      Units: 3.00

**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

BUSP3006      50           9:00AM      10:15AM                                          08/22/2007      12/17/2007

IN086 3006      Topic ID:      Free Format     

Topic:     

Print Topic On Transcript      [Contact Hours](#)

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

Assignment      Workload

ID	Name	*Instructor Role	Print	Access	Contact
0000002222	Izzy A. Teacher	Prim In: ▾	<input checked="" type="checkbox"/>	Approve ▾	<input type="text"/>

**Room Characteristics**      Customize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

Save      Return to Search      Previous in List      Next in List

Meetings | [Enrollment Cntrl](#) | [Exam](#)

### Update Class Meeting Patterns

- To update the Class Meeting Patterns, enter or select **Facility ID**. This is a combination of the facility and room. This is a two part search. First search for building then search for facility. In production, this field will be populated by Ad Astra.
- Review **Capacity**.
- Enter or select **Pat**.
- Enter **Mtg Start**.
- Review **Mtg End**. End time will default from combination of **Start time** and **Normal Class Duration** on the *Academic Group – Standard Meeting Pattern* page or enter as you go.
- Review **M T W T F S S**. The system populates the meeting days by default based on what is entered in the **Pat** field. If the **Pat** (pattern) is not available, select the appropriate checkboxes.
- Review **Start/End Date**.
- (Optional) Enter **Topic ID**.
- (Optional) Enter **Free Format Topic**. A **Free Format Topic** can be used whenever a defined **Topic ID** has not been established. Note that when using Combined Sections feature, **Free Format Topic** field is the only option for having a meeting pattern topic.

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- (Optional) Select **Print Topic on Transcript**.
- Enter **ID** of the instructor for the course
- Review **Name**. Defaults after **ID** is entered. Field is display only
- Enter **Instructor Role**.
- Review **Print**. Defaults from *Course Catalog – Offerings* page. Select to print instructor name in Schedule of Classes report.
- Enter **Access**. Enter the grade roster access for this instructor or proxy. “Approve”: Instructor/proxy can enter grades and approve the grade roster, or “Grade”: Instructor/proxy can enter grades but cannot approve the grade roster.
- (Optional) Enter **Contact**.
- Review **Room Characteristic**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.
- Review **Quantity**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.
- Click the *Enrollment Cntrl* tab.

Meetings | Enrollment Cntrl | Exam

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Term: Fall 2007      Undergrad  
Subject Area: MATH-M      Mathematics  
Catalog Nbr: 118      FINITE MATHEMATICS

**Enrollment Control**

Session: 1      Regular Academic Session      Class Nbr: 3140  
Class Section: 0100      Component: Lecture      Event ID: 000143616  
Associated Class: 1      Units: 3.00

\*Class Status: Active      [Cancel Class](#)

Class Type: Enrollment      Enrollment Status: Closed

Add Consent: No Consent      Requested Room Capacity: 60      Total: 61  
Drop Consent: No Consent      Enrollment Capacity: 60  
1st Auto Enroll Section:      Wait List Capacity: 9999      1  
2nd Auto Enroll Section:      Minimum Enrollment Nbr:     

Resection to Section:     

Auto Enroll from Wait List       Cancel if Student Enrolled

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)

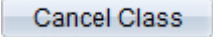
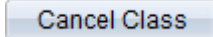
[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)

## View Auto Enroll Options and Capacity

- Review **Class Status**. Defaults to “Active”. Field must be “Active” or enrollment will not be allowed.

# Student Records

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2. (Optional) Click . Click to cancel the class you are viewing. The **Class Status** must be “Cancelled Section” in order for this button to be enabled.
3. View **Class Type**. Defaults from *Schedule of Classes – Basic Data* page. Display only.
4. View **Consent**. Defaults from *Course Catalog – Catalog Data* page. Update as needed. “Instructor Consent” and “Departmental Consent” settings require that the student have permission to enroll.
5. (Optional) View **1st Auto Enroll Section**. Specify Section Code (not Class Number) of section within the same Associated Class Number, different component, in which the system should automatically enroll students.
6. (Optional) View **2nd Auto Enroll Section**. Specify Section Code (not Class Number) of section within the same Associated Class Number, different component, in which the system should automatically enroll students.
7. (Optional) View **Resection to Section**. View Section Code (not Class Number) of the alternative section in which the system should automatically enroll students if the primary section is full. The component of the alternative section must be the same as the primary section.
8. (Optional) View **Auto Enroll from Waitlist**. This allows the waitlist process to move students from the waitlist to enrolled status when the class opens up (through enrollment drops or enrollment capacity increase). Also allows class to remain closed to enrollment when seats become available until after the waitlist has run. Not selecting this box allows open seats to become available to enrollment and requires that students on the waitlist be moved to enrolled status manually.
9. View **Enrollment Status**. Display only.
10. View **Requested Room Capacity**. Defaults from *Course Catalog – Components* page. Update as needed.
11. View **Enrollment Capacity**. Defaults from *Course Catalog – Components* page. Update as needed.
12. View **Waitlist Capacity**. Indicates the number of students allowed on the waitlist. Should be “9999”.
13. (Optional) View **Minimum Enrollment Nbr**. Enter the minimum number in order for the section to be offered.
14. (Optional) Select **Cancel if Student Enrolled**. Select to cancel class even if students are enrolled. Selecting this, then clicking  drops the students from the class and requires that tuition be recalculated.
15. Click the *Exam* tab.

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Subject Area: MATH-M      Mathematics  
Catalog Nbr: 118      FINITE MATHEMATICS

**Class Exam**

Session: 1      Regular Academic Session      Class Nbr: 3140  
Class Section: 0100      Component: Lecture      Event ID: 000143616  
Associated Class: 1      Units: 3.00  
Exam Seat Spacing:       Final Exam: Yes

**Class Exam**      Customize | Find | First 1 of 1 Last

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

Meetings | Enrollment Cntrl | Exam

### Link Exam Times to Classes

1. Review **Exam Seat Spacing**. Defaults from *Course Catalog – Components* page. It indicates the number of seats between students during the final exam and is for informational purposes only. Override as needed.
2. Enter **Exam Time Code**. Code definitions include date, start/end time, type (final/makeup), class start/end times and days. Defining these codes will save data entry time on this page. Without the exam codes defined, enter **Exam Date**, **Exam Start**, **Exam End**, **Class Exam Type** and **Facility ID**.
3. (Optional) Select **Combined Exam**. Indicates that this exam can share a facility with another exam.
4. Click  .