Student Records
View a Class (Schedule of Classes)

Overview

The Schedule of Classes only displays courses that have already been scheduled for a term.

- View sessions, session dates, class section codes, class topics, class associations, class number and class attributes on the Basic Data page.
- View class meeting times, days, facilities, instructors and room characteristics on the Meetings page.
- View class status, capacity, consent and auto enroll class section codes on the Enrollment Cntrl page.
- View reserve capacity and enrollment requisites on the Reserve Cap page.
- View notes on the Notes page.
- View exam information on the Exam page.

Steps

View a Class (Schedule of Classes)

1. Navigate to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
2. Enter Academic Institution.
3. Enter Term.
4. Enter Subject Area.
5. Enter Catalog Nbr.

**NOTE:** A wild card can be used to help narrow the search. For example, to search for all 300 level Math-M courses, you can enter the institution, enter MATH-M in the Subject Area and enter 3## in the Catalog Nbr field. The # symbol acts as the wildcard.

6. Click Search to get a list of classes that may be scheduled for the term you selected. Click any of the links on the class you wish to view.

**NOTE:** If the Campus field is different from the Academic Institution field, the class is offered online through a different campus. See the next screen shot.
View Basic Data

1. On the Basic Data page, view Session.
2. View Class Number.
3. View Class Section code. Unique identifier within course and session. The primary component’s Class Section should be numeric, beginning with 0001. For example, if there is one lecture and two discussion sections, the lecture should be 0001; the discussions should be 0101 and 0102. Additionally, if there are two sets of one lecture/two discussions, the lectures should be sections 0001 and 0002 respectively; the discussions should be 0101/0102 and 0201/0202 indicating that the discussions beginning with 01 are correlated to the lecture section 0001 and discussions beginning with 02 are correlated to lecture 0002.
4. View Session Start/End Date.
5. View Component.
6. View Class Type.
7. View Associated Class. Each single component class section should have a unique Associated Class number which is the same as the number used for that class’s section ID. Associated Class numbers are used to group simple co-requisites, though, so a lecture/lab/discussion combination that is required to be taken together should all share an Associated Class number. The Class Section code should agree with Associated Class.
8. The Units value defaults from the Course Catalog.
9. View Campus.
10. View Location. If the location is OXX, where XX is the two letter campus code, the class is offered online through the campus specified. Example: OEA is Online East. If the campus is
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Different than the institution offering the class, the fields in the Schedule of Classes will be “view only” since they can only be updated by the campus offering the class.

11. (Optional) View **Course Administrator**.
12. View **Academic Organization**.
13. View **Academic Group**.
14. View **Holiday Schedule**.
15. View **Instruction Mode**.
16. (Optional) View **Primary Instr Section**.
17. View **Schedule Print**.
18. View **Student Specific Permissions**. Indicates student specific rather than General Permissions. It is highly recommended that general permissions not be used. If consent will be required, select **Student Specific Permissions**.
19. View **Generate Class Mtg Attend**.
20. (Optional) View **Course Topic ID**. Topic IDs are established on the Course Catalog-Catalog Data page. This is variable titles from legacy. The course has to be approved for variable titles.
21. (Optional) View **Print Topic in Schedule**.
22. (Optional) View **Course Equivalent Course Group**.
23. (Optional) View **Override Equivalent Course Group**.
24. (Optional) View **Class Equivalent Course Group**.
25. (Optional) View **Course Attribute**. General characteristic of class for reporting purposes and for printing in Schedule of Classes. Value does not move to Academic Advising. Defaults from Course Catalog – Catalog Data page (Cluster Title and Code, Course Approval, Non-IU Institution, Variable Title and S/F Grading approval).
26. (Optional) View **Course Attribute Value**. General characteristic of class for reporting purposes and for printing in Schedule of Classes. Value does not move to Academic Advising. Defaults from Course Catalog – Catalog Data page (Cluster Title and Code, Course Approval, Non-IU Institution, Variable Title and S/F Grading approval).
27. Click the **Meetings** tab.

**View Class Meeting Patterns**

1. View **Facility ID**.
2. View **Capacity**.
3. View **Pat**.
4. View **Mtg Start**.
5. View **Mtg End**.
6. View **M T W T F S S**.
7. View **Start/End Date**.
8. (Optional) View **Topic ID**.
9. (Optional) View Free Format Topic.

10. (Optional) View Print Topic on Transcript. If selected, prints class meeting pattern topic, in addition to the Course Title, on the transcript. This feature also requires selecting Print Course Topic on Transcript Type - Enrollment Statistics page. Course has to be approved for variable titles.

11. View ID. Displays the ID of the instructor/proxy for the course.

12. View Name.

13. View Instructor Role.


15. View Access. Displays 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. (Additional PeopleSoft setting “Post”: Instructor/proxy can enter grades, approve the roster and post the grades. Access to “Post” grades will NOT be available to instructors/proxies. Registrar staff will post grades via a batch process.)

16. (Optional) View Contact.

17. View Room Characteristic.

18. View Quantity. Defaults from Course Catalog – Component page.

19. Click the Enrollment Cntl tab.

**View Auto Enroll Options and Capacity**

1. View Class Status. Field must be “Active” or enrollment will not be allowed. Defaults to “Active”. Other statuses are “Stop Further Enrollment”, “Cancelled Section”, and “Tentative Section”.

2. View Class Type.

3. View Consent. Defaults from Course Catalog – Catalog Data page. “Department Consent” setting requires that the student have permission to enroll. SIS will use Student Specific Permissions, “Department Consent”.

4. (Optional) View 1st Auto Enroll Section.

5. (Optional) View 2nd Auto Enroll Section.

6. (Optional) View Resection to Section.

7. (Optional) View Auto Enroll from Waitlist.

8. View Enrollment Status.

9. View Requested Room Capacity.

10. View Enrollment Capacity and Waitlist Capacity.

11. (Optional) View Minimum Enrollment Nbr.

12. (Optional) View Cancel if Student Enrolled. Selected to cancel class even if students are enrolled. Selecting this, then clicking drops the students from the class and requires that tuition be recalculated.

13. Click the Reserve Cap tab.
View Class Reserve Capacity

1. View Reserve Capacity Sequence. System-assigned sequence number determines the order in which the reserve capacities are checked during enrollment.
2. View Enrollment Total.
3. View Start Date.
4. View Requirement Group. View the Requirement Group that defines the student population for whom the seats are reserved.
5. View Cap Enrl.
6. Click the Notes tab.

View Class Notes

1. View Sequence Number. System-assigned sequence number determines the order in which notes appear.
2. View Print Location. The print location of the note either “Before” the class listing, or “After” it in the printed Schedule of Classes.
3. View Note Nbr. Number references a pre-existing note. The note’s description will appear next to the note number.
4. (Optional) View Free Format Text. Note Nbr and Free Format Text can be used for the same class.
5. Click the Exam tab.

View Exam Information

1. View Exam Seat Spacing. It indicates the number of seats between students during the final exam and is for informational purposes only.
2. View Exam Time Code. Code definitions include date, start/end time, type (final/makeup), class start/end times and days. Without the exam codes defined, enter Exam Date, Exam Start, Exam End, Class Exam Type and Facility ID.
3. (Optional) View Combined Exam. Indicates that this exam can share a facility with another exam.