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 Search 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.
Update Class Meeting Patterns

1. 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.

2. Review **Capacity**.

3. Enter or select **Pat**.

4. Enter **Mtg Start**.

5. 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.

6. 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.

7. Review **Start/End Date**.

8. (Optional) Enter **Topic ID**.

9. (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.
10. (Optional) Select **Print Topic on Transcript**.

11. Enter **ID** of the instructor for the course.

12. Review **Name**. Defaults after **ID** is entered. Field is display only.

13. Enter **Instructor Role**.

14. Review **Print**. Defaults from *Course Catalog – Offerings* page. Select to print instructor name in Schedule of Classes report.

15. 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.

16. (Optional) Enter **Contact**.

17. Review **Room Characteristic**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.

18. Review **Quantity**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.

19. Click the **Enrollment Cntrl** tab.

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**View Auto Enroll Options and Capacity**

1. Review **Class Status**. Defaults to “Active”. Field must be “Active” or enrollment will not be allowed.
2. (Optional) Click **Cancel Class**. 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 **Cancel Class** drops the students from the class and requires that tuition be recalculated.

15. Click the **Exam** tab.
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 Save.