

Class Scheduling (“ Compliance”) Reports

How to Run a Class Scheduling (“ Compliance”) Report

1. Navigate to CUA Custom > Student Records > Custom Reports in [Cardinal Students](#).
2. Enter your Run Control.

If you don't have a Run Control already, select the Add a New Value tab and create one by entering a value in the Run Control ID box. You can use any value you want although most people use their last name or initials.

3. Enter your Academic Organization or select it using the magnifying glass icon to the right of this field.
4. Enter the term code for the term for which you are running the report.
5. Select the yellow Run button in the top right corner of the page.
6. Ensure the Server Name field is set to PSNT and that Class Scheduling Report is checked in the Process List and then select the yellow OK button in the bottom left of the page.
7. Select the Report Manager hyperlink near the top right corner of the page and then select the Administration tab.
8. Select the yellow Refresh button in the top right corner of the page until the Class Scheduling Report shows a Status of Posted in the Report List.
9. Select the hyperlink for Class Scheduling Report.
10. Review your report in your web browser or download the pdf for viewing in a pdf reader.

Review the Compliance Report for the following:

Part 1: Peak Time Compliance

No more than 50% of your department's offerings can be scheduled during peak time (periods 3-5 on the [University Scheduling Grid](#)). All offerings scheduled during these periods will appear in this section of the report. If more than 50% of your offerings are scheduled in peak times you must make schedule adjustments before the scheduling deadline. Failure to comply may result in some of these classes not receiving classrooms.

Part 2: Tuesday/Thursday Compliance

No more than 50% of your department's offerings can be scheduled with a Tuesday/Thursday meeting pattern. All offerings scheduled with this meeting pattern will appear in this section of the report. If more than 50% of your offerings are scheduled with a Tuesday/Thursday meeting pattern you must make schedule adjustments before the scheduling deadline. Failure to comply may result in some of these classes not receiving classrooms.

Part 3: Monday/Wednesday/Friday Compliance

No more than 50% of your department's offerings on Mondays/Wednesdays, Mondays/Fridays, and Wednesdays/Fridays can be scheduled with a Monday/Wednesday meeting pattern. All offerings scheduled with any of these meeting patterns will appear in this section of the report. If more than 50% of these offerings are scheduled with a Monday/Wednesday meeting pattern you must make schedule adjustments before the scheduling deadline. Failure to comply may result in some of these classes not receiving classrooms.

Part 4: Once-Per-Week Pairings Compliance

All of your once-per-week offerings should be balanced with a once-per-week offering on a "matching" class day. Matching class days include: Monday-Wednesday, Monday-Friday, Wednesday-Friday, and Tuesday-Thursday. This section of the report will list all of your once-per-week classes with a separate list of classes which do not have a match. If any of your once-per-week offerings do not have a match you must make schedule adjustments before the scheduling deadline. Failure to comply may result in some of these classes not receiving classrooms.

Part 5: Non-Conforming Compliance

Class offerings are expected to adhere to the [University Scheduling Grid](#). Compliance with the grid maximizes classroom usage and course options for students. Any offering not in compliance with the grid will appear in this section along with the reason why the class is not in compliance. Requests for approval of non-conforming meeting patterns must be submitted to Enrollment Services by the scheduling deadline, either via the [Non-Conforming Class Approval Request](#) form (for rolled classes) or via the [Class Scheduling Request](#) form (for class additions). Room assignments for these classes will be at the discretion of Enrollment Services.

Part 6: Classes During the FYE Scheduling Block

Very few classrooms are available during the first-year experience block (9:10-11:00 Monday/Wednesday/Friday). Rooms available are typically non-tech rooms and most seat 15 or less. Departments should keep their non-FYE offerings to a minimum during this period. Any offerings scheduled during this time will appear in this section of the report. If the enrollment cap is more than 15, the course will require a tech room, or the course would typically attract first-year students it should be scheduled for an alternate meeting pattern before the scheduling deadline. Failure to do so may result in the offerings not receiving classrooms.



Part 7: Enrollment Cap Compliance

Enrollment caps should not deviate from historical averages by more than 3. Offerings which deviate by more than 3 will appear in this section of the report. Keep in mind that setting a cap too low may prevent students from enrolling and setting a cap too high will limit the number of [available Enrollment Services classrooms](#). You should make capacity adjustments accordingly before the scheduling deadline. You may be asked to provide justification for offerings where the enrollment cap is significantly different than the historical average.

Part 8: No Primary Room Characteristic

All classes must have a primary room characteristic code in Cardinal Students to be assigned a classroom. Offerings without a code assigned will appear in this section of the report. Room codes should be assigned to these offerings in Cardinal Students before the scheduling deadline. Failure to assign a primary room characteristic code will result in these classes not receiving classrooms.

Part 9: Classes Missing a Component

If a course has with multiple components in the Course Catalog then it at least one section of each component must appear on the semester schedule. Courses which are missing components in the schedule will appear in this section of the report. The missing components must be added to the schedule before the scheduling deadline or you must notify Enrollment Services before the schedule deadline to ask that the component requirement be removed from the catalog or overridden for the semester. Failure to do so will prevent students from being able to enroll in the course.

Part 10: Classes Missing a Topic

If a course has topics in the Course Catalog then it should usually have a topic assigned to each section in the semester schedule. Courses which have topics in the catalog but are missing topics in the schedule will appear in this section of the report. The missing topics should be added to the schedule to ensure that they 1) appear in class search and 2) appear on student transcripts. Topics assigned to the Basic Data tab on the Maintain Schedule of Classes page will appear in class search results and topics assigned to the Meetings tab on the Maintain Schedule of Classes page will appear on student transcripts.

Part 11: Classes with Enrollment Requirements

Any courses with a catalog requisite will appear in this section of the report. Departments are encouraged to review requisites prior to registration to ensure that they are up to date. Requests for edits to requisites should be made using the [Catalog Change Request form](#).

Part 12: Class Sections that Require Permission for Enrollment

Any class sections that are set to require "department consent" will appear in this section. Departments are encouraged to review consent setting prior to registration to ensure that they are up to date. Departments can make changes via the Maintain Schedule of Classes page.