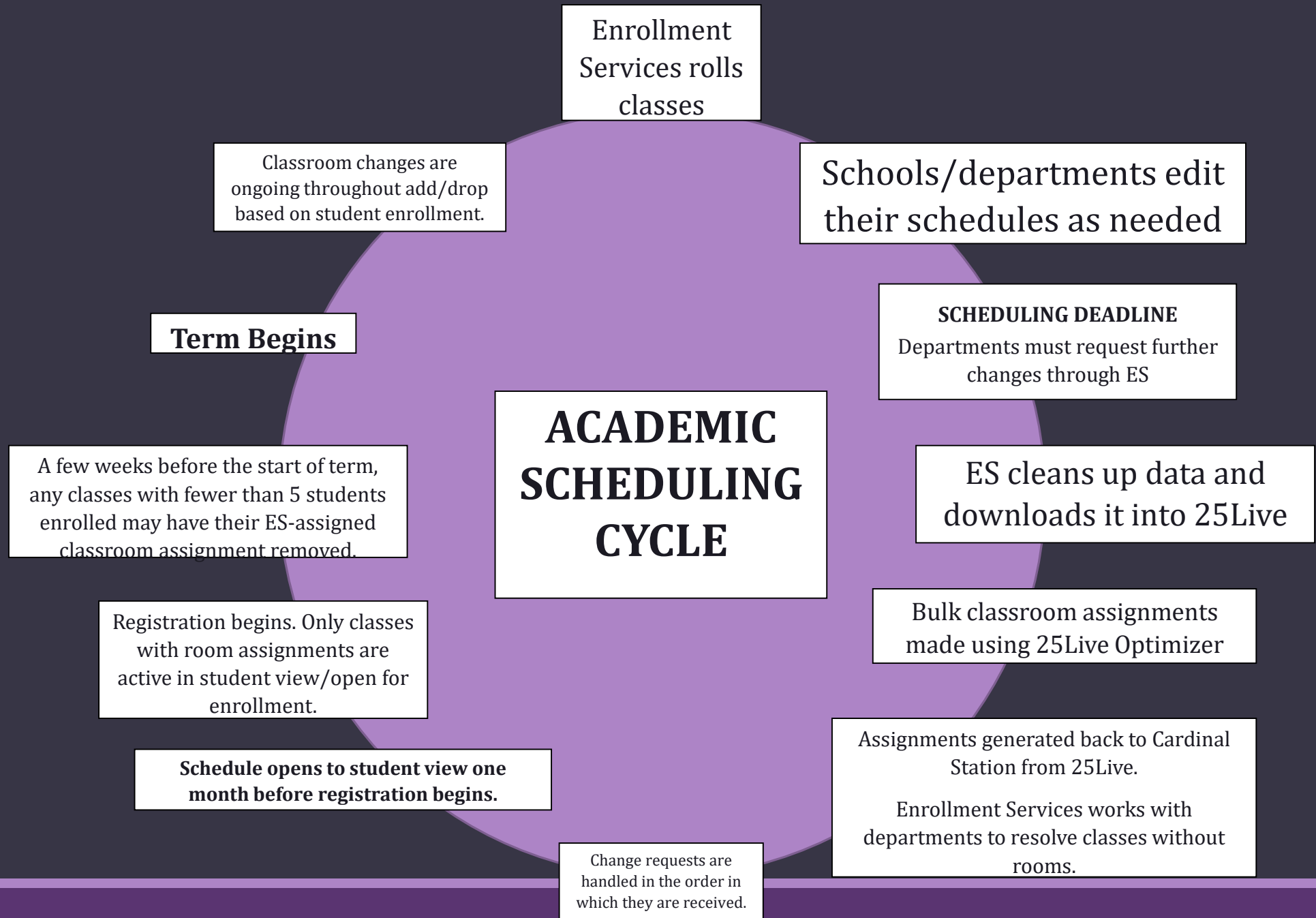


Creating Your Term Schedule

MAY 2017

Agenda

- Academic Scheduling Cycle
- What is course roll? How does course roll work?
- Running a Class Schedule Report
- Pulling a Schedule query
- How do I make changes to my schedule?
- Maintain Schedule of Classes in Cardinal Station
 - Basic Data tab
 - Meetings tab
 - Enrollment Control tab
 - Reserve Cap tab
 - Notes tab
 - Exam tab
- Setting up associated classes correctly
- Instructor/Advisor Table
- Is YOUR course ready for registration? (A Checklist.)
- Is YOUR schedule ready for registration? (Another Checklist.)
- After the scheduling deadline



What is course roll?

Course roll is a **STARTING POINT** for developing your term schedule!

Course roll: last *like* term is copied/pasted to the term schedule being created, e.g. 1171 to 1181

Departments have 6-8 weeks to examine the rolled offerings and make edits, additions, or subtractions

After the deadline, departments must request changes via webforms or CUA-Classes@cua.edu

How does course roll work?

Under the default course roll settings:

ROLLS

Active, Tentative, or Stop Enrollment sections
Catalog component
Room characteristics
Meeting patterns
Instructors
Class notes
Class requisites
Hidden courses (stay hidden)

DOES NOT ROLL

Cancelled sections
Combined sections (bound courses)*
Reserve Capacities*
**must be requested each term*

It is **YOUR** responsibility to check everything in the “ROLLS” column to add, correct, or delete information on your new term’s schedule!

Departments often overlook editing the instructor info and class note info, which is very confusing to instructors and students.

How do I see what courses have rolled?

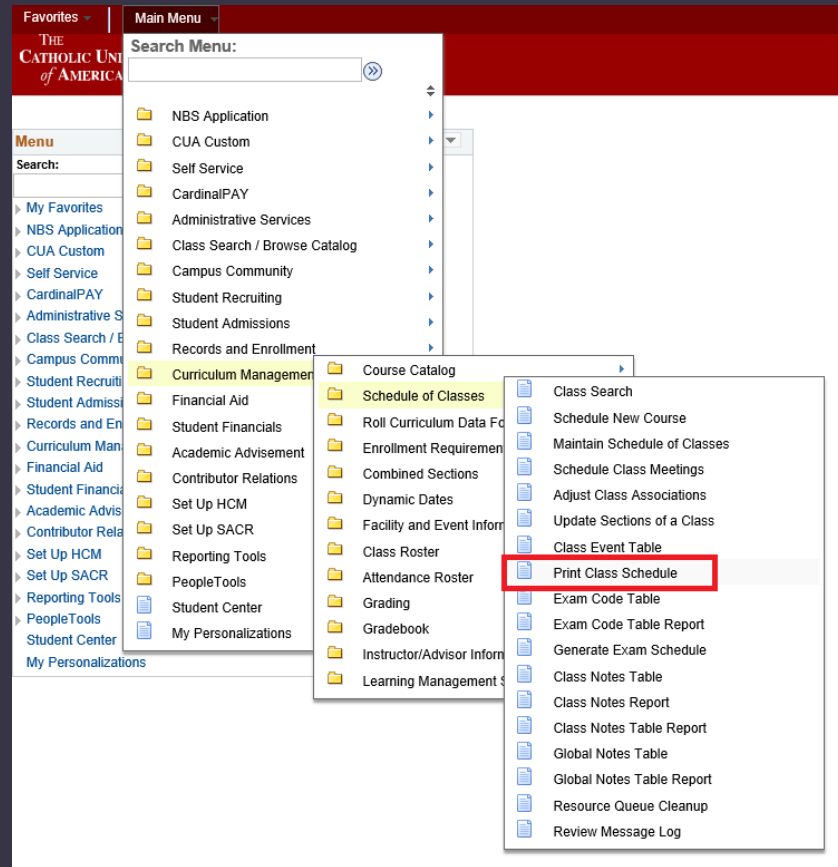
Class Schedule Report

- A report pulled out of Cardinal Students
- Can adjust options so that the report pulls specific data (e.g. all DD courses, all hidden courses, etc.)
- Courses are listed in catalog number order; data presented neatly (easier for folks less familiar with scheduling, like chairs or faculty, to read)
- Not searchable

Schedule Query

- A query pulled out of Cardinal Students
- Pulls LOTS of data you have to then sort (in Excel)
- Can sort in many, many different ways to compare different offerings
- Could be an overwhelming amount of information for those new to working in Excel
- Comprehensive overview of offerings
- Faster than running a schedule report

Running a Class Schedule Report



Navigate to:

Cardinal Students

→ Curriculum Management

→ Schedule of Classes

→ Print Class Schedule

Running a Class Schedule Report

Enter a Run Control ID. If you do not have one, click on the “Add a New Value” tab to create one. It can be as simple as your initials or last name. When the results list comes up, click the hyperlink.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Print Class Schedule](#)

 *Cardinal Students*

Print Class Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Run Control ID: begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Running a Class Schedule Report

Enrollment Services recommends using the following values on each tab when running a class schedule report. The next few slides will break down each field and what it means.

Navigation: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Print Class Schedule | Report Options

Run Control ID: WHITMORE Report Manager Process Monitor Run

Selection Criteria

Academic Institution:	CRDNL	The Catholic Univ of America
Term:	1178	Fall 2017
Academic Organization Node:	ART	Art
Session:		
*Schedule Print:	All	
*Print Instructor in Schedule:	All	
Print By Campus:	<input checked="" type="checkbox"/>	
Campus:	MAIN	The Catholic Univ of America
Print By Location:	<input type="checkbox"/>	
Location Code:		

Class Status

<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Cancelled
<input checked="" type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Navigation: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Print Class Schedule | Report Options

Run Control ID: WHITMORE Report Manager Process Monitor Run

Report Options

<input checked="" type="checkbox"/> Print Meeting Pattern/Instr	<input checked="" type="checkbox"/> Report Only
<input type="checkbox"/> Print Meeting Pattern Topic	
<input type="checkbox"/> Print Class Attributes	
<input checked="" type="checkbox"/> Print Class Notes	
<input checked="" type="checkbox"/> Print Global Notes	
<input type="checkbox"/> Print Sections Combined	
<input checked="" type="checkbox"/> Print Class Characteristics	
<input checked="" type="checkbox"/> Print Class Enrollment Limits	
<input checked="" type="checkbox"/> Print Class Nbr for Non-Enroll	
<input type="checkbox"/> Print Requirement Designation	
<input checked="" type="checkbox"/> Print Reserve Capacities	

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Running a Class Schedule Report

On this screen, enter the term whose schedule you wish to view.

Click the magnifying glass to pick your Academic Organization Node.

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Print Class Schedule | Report Options

Run Control ID: WHITMORE Report Manager Process Monitor Run

Selection Criteria

Academic Institution: CRDNL The Catholic Univ of America

Term: 1178 Fall 2017

Academic Organization Node: ART The Catholic Univ of America

Session:

*Schedule Print: All

*Print Instructor in Schedule: All

Print By Campus: ☒

Campus: MAIN The Catholic Univ of America

Print By Location: ☐

Location Code:

Class Status

☒ Active ☒ C ☒ Stop Enrl ☐ Tentative

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Look Up Academic Organization Node Help

Academic Institution: CRDNL

Academic Organization: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-55 of 55 Last

Academic Organization	Description
AMISGNLANG	American Sign Language
ANTHROPLGY	Anthropology
ARCHPLAN	Architecture and Planning
ART	Art
ARTSCIENCE	Arts and Sciences
BIOLOGY	Biology
BIOMEDENGR	Biomedical Engineering
BUSNECON	Business and Economics
CANONLAW	Canon Law
CHEMISTRY	Chemistry
CHINESE	Chinese
CIVLENGR	Civil Engineering
COMMSTDIES	Communication Studies
COMPLIT	Comparative Literature
COMPSCI	Computer Science
CRDNL	Catholic University of America
CUA	Catholic University of America
DEBATE	Debate
DRAMA	Drama
EARLYCHRSN	Early Christian Studies
EDUCATION	Education
ELECENGR	Electrical Engineering
ENGINEER	Engineering
ENGLISH	English
ENGRMGMT	Engineering Management
EXCHANGE	Exchange Courses
FYE	First Year Experience
GENENGR	Engineering, General
GREEKLATIN	Greek and Latin
HISTORY	History
HONORS	Honors Program
HUMANITIES	Humanities
INTENSVENG	Intensive English Program
IRISHSTDES	Irish Studies
LAW	Law School

Running a Class Schedule Report

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Print Class Schedule | Report Options

Run Control ID: WHITMORE | Report Manager | Process Monitor | Run

Selection Criteria	
Academic Institution:	CRDNL The Catholic Univ of America
Term:	1178 Fall 2017
Academic Organization Node:	ART Art
Session:	
*Schedule Print:	All
*Print Instructor in Schedule:	All
Print By Campus:	<input checked="" type="checkbox"/>
Campus:	MAIN The Catholic Univ of America
Print By Location:	<input type="checkbox"/>
Location Code:	

Class Status	
<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Cancelled
<input checked="" type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative

Buttons: Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Print Class Schedule | Report Options

For the “Session” field:

- FALL or SPRING: enter “1” to pull all regular, full-semester courses.
- SUMMER: enter one of the sessions (15, 16, 25, 26, 114, etc.) to pull that individual session
- DD to pull dynamically dated courses
- LEAVE BLANK to pull all scheduled offerings in any session within the term (best option to get a full picture of what’s scheduled)

Running a Class Schedule Report

In the “Schedule Print” field,

- “ALL” will pull all offerings
- “NO” will pull any courses currently set *not to print* on the Class Search/student schedule search (aka hidden courses)
- “YES” will pull any courses currently set to print on the Class Search/student schedule search

Print Class Schedule | Report Options

Running a Class Schedule Report

Navigation: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Print Class Schedule | Report Options

Run Control ID: WHITMORE Report Manager Process Monitor Run

Selection Criteria

Academic Institution: CRDNL The Catholic Univ of America

Term: 1178 Fall 2017

Academic Organization Node: ART Art

Session:

*Schedule Print: All

***Print Instructor in Schedule:** All

Print By Campus: MAIN The Catholic Univ of America

Print By Location:

Location Code:

Class Status

☒ Active ☒ Cancelled

☒ Stop Enrl ☐ Tentative

Save Return to Search Previous in List Next in List Notify Add Update/Display

[Print Class Schedule](#) | [Report Options](#)

In the “Print Instructor in Schedule” field:

- “ALL” will pull all courses.
- “NO” will pull any courses where the “Print” instructor box is unchecked, i.e. any course where the instructor info is hidden from student search.
- “YES” will pull any courses where the “Print” instructor box is checked, i.e. any course where the instructor info is visible in student search.

Running a Class Schedule Report

In the “Class Status” box:

- Check “Active” to see any any courses that are active
- Check “Stop Enrl” to see any courses that are set to Stop Further Enrollment
- Check “Cancelled” to see any courses that are set to “Cancelled.”
Note that we do not roll Cancelled courses, so none should appear when you pull this report right after class roll.

The screenshot shows the 'Print Class Schedule' interface for The Catholic University of America. The top navigation bar includes links for Favorites, Main Menu, Curriculum Management, Schedule of Classes, and Print Class Schedule. The page title is 'THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students'. Below the title, there are tabs for 'Print Class Schedule' and 'Report Options'. The 'Run Control ID' is 'WHITMORE'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Selection Criteria' section contains various filters: Academic Institution (CRDNL), Term (1178), Academic Organization Node (ART), Session, *Schedule Print (All), *Print Instructor in Schedule (All), Print By Campus (checked), Campus (MAIN), Print By Location, and Location Code. A red box highlights the 'Class Status' section, which contains four checkboxes: Active (checked), Cancelled (checked), Stop Enrl (checked), and Tentative (unchecked). At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display. The footer shows 'Print Class Schedule | Report Options'.

Selection Criteria	
Academic Institution:	CRDNL The Catholic Univ of America
Term:	1178 Fall 2017
Academic Organization Node:	ART Art
Session:	
*Schedule Print:	All
*Print Instructor in Schedule:	All
Print By Campus:	<input checked="" type="checkbox"/>
Campus:	MAIN The Catholic Univ of America
Print By Location:	<input type="checkbox"/>
Location Code:	

Class Status

- ☒ Active
- ☒ Cancelled
- ☒ Stop Enrl
- ☐ Tentative

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Running a Class Schedule Report

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Print Class Schedule | Report Options

Run Control ID: WHITMORE | Report Manager | Process Monitor | Run

Selection Criteria

Academic Institution: CRDNL The Catholic Univ of America

Term: 1178 Fall 2017

Academic Organization Node: ART Art

Session:

*Schedule Print: All

*Print Instructor in Schedule: All

Print By Campus: ☒

Campus: MAIN The Catholic Univ of America

Print By Location: ☐

Location Code:

Class Status

☒ Active

☒ Stop Enrollment

Look Up Location Code

Cancel

Search Results

View 100 First 1-3 of 3 Last

Academic Institution	Campus	Location Code	Description
CRDNL	MAIN	ABROAD	Study Abroad
CRDNL	MAIN	MAIN	The Catholic Univ of America
CRDNL	MAIN	OFF CAMPUS	Off Campus Location

Save | Return to Search | Previous in List | Next in List

Print Class Schedule | Report Options

You don't need to do anything to the campus field; we only have one campus coded into the system (MAIN).

Leaving the location code field blank will pull all of the following: on-campus, off-campus, and abroad classes. If you only wish to see on-campus classes, select the "MAIN" option in the Location code field.

Running a Class Schedule Report

On the “Report Options” tab, check any options you wish to see.

Screenshot shows common/default options.

*

When you have entered all your criteria, click the “Run” button.

The screenshot shows the 'Print Class Schedule' interface for The Catholic University of America. The breadcrumb trail at the top reads: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule. The page header includes the university logo and the text 'Cardinal Students'. Below the header, there are two tabs: 'Print Class Schedule' and 'Report Options', with the latter being selected and highlighted by a red box. To the right of the tabs, there is a 'Run' button, also highlighted by a red box. Below the tabs, the text 'Run Control ID: WHITMORE' is displayed. To the right of this text are links for 'Report Manager' and 'Process Monitor'. The main section is titled 'Report Options' and contains a list of checkboxes. The checked options are: 'Print Meeting Pattern/Instr', 'Print Class Notes', 'Print Global Notes', 'Print Class Characteristics', 'Print Class Enrollment Limits' (which has a blue dotted border around its checkbox), 'Print Class Nbr for Non-Enroll', and 'Print Reserve Capacities'. There is also a 'Report Only' checkbox which is checked. At the bottom of the page, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The footer text reads 'Print Class Schedule | Report Options'.

Running a Class Schedule Report

On the Process Scheduler Request page, select the “PSNT” server and make sure the “Schedule of Classes” checkbox is checked, then click “OK.”

Process Scheduler Request

User ID: WHITMORE Run Control ID: WHITMORE

Server Name: **PSNT** Run Date: 05/17/2017 Run Time: 3:28:13PM [Reset to Current Date/Time](#)

Recurrence: Time Zone: EST Eastern Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Running a Class Schedule Report

Click the “Process Monitor” link. Your process should appear as “queued.” Keep clicking “Refresh” until the process run status shows as “Success” and the distribution status is “Posted.”

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule | Process Monitor

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Process List | Server List

View Process Request For

User ID: WHITMORE | Type: | Last: | 30 Days | Refresh

Server: PSNT | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3980507		SQR Report	SR201	WHITMORE	05/17/2017 3:28:13PM EDT	Queued	N/A	Details
<input type="checkbox"/>	3980403		BI Publisher	SR802	WHITMORE	05/17/2017 2:02:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	3980321		PSJob	SRDYNDAT	WHITMORE	05/17/2017 1:07:56PM EDT	Success	Posted	Details



Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule | Process Monitor

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Process List | Server List

View Process Request For

User ID: WHITMORE | Type: | Last: | 30 Days | Refresh

Server: PSNT | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3980507		SQR Report	SR201	WHITMORE	05/17/2017 3:28:13PM EDT	Success	Posted	Details
<input type="checkbox"/>	3980403		BI Publisher	SR802	WHITMORE	05/17/2017 2:02:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	3980321		PSJob	SRDYNDAT	WHITMORE	05/17/2017 1:07:56PM EDT	Success	Posted	Details

Running a Class Schedule Report

Once the Run Status is “Success” and the Distribution Status is “Posted,” click the “Details” link. On the next page, click the “View Log/Trace” link.

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule | Process Monitor

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Process List | Server List

View Process Request For

User ID: WHITMORE Type: Last 30 Days Refresh

Server: PSNT Name: Instance: to: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3985156		SQR Report	SR201	WHITMORE	05/22/2017 9:24:52AM EDT	Success	Posted	Details
<input type="checkbox"/>	3980507		SQR Report	SR201	WHITMORE	05/17/2017 3:28:13PM EDT	Success	Posted	Details
<input type="checkbox"/>	3980403		BI Publisher	SR802	WHITMORE	05/17/2017 2:02:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	3980321		PSJob	SRDYNDAT	WHITMORE	05/17/2017 1:07:56PM EDT	Success	Posted	Details

Go back to Print Class Schedule

Save Notify

Process List | Server List



Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Print Class Schedule | Process Monitor

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Process Detail

Process

Instance: 3985156 Type: SQR Report

Name: SR201 Description: Schedule of Classes

Run Status: Success Distribution Status: Posted

Run

Run Control ID: WHITMORE

Location: Server

Server: PSNT

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On: 05/22/2017 9:24:56AM EDT

Run Anytime After: 05/22/2017 9:24:52AM EDT

Began Process At: 05/22/2017 9:25:12AM EDT

Ended Process At: 05/22/2017 9:25:25AM EDT

Parameters

Message Log

Batch Timings

[View Log/Trace](#)

Transfer

OK Cancel

Running a Class Schedule Report

Clicking “View Log/Trace” will bring you to a page where you can click a hyperlink ending in .PDF. This should open your Schedule of Classes report in a new tab (make sure pop-up block is off).

Favorites

Main Menu

Curriculum Management

Schedule of Classes

Print Class Schedule

Process Monitor

THE CATHOLIC UNIVERSITY of AMERICA

Cardinal Students

View Log/Trace

Report

Report ID2341048

Process Instance3985156

Message Log

NameSR201

Process TypeSQR Report

Run StatusSuccess

Schedule of Classes

Distribution Details

Distribution NodeHTTP

Expiration Date06/26/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_SR201_3985156.log	1,598	05/22/2017 9:25:25.798000AM EDT
SR201_3985156.PDF	13,740	05/22/2017 9:25:25.798000AM EDT
SR201_3985156.out	1,402	05/22/2017 9:25:25.798000AM EDT

Distribute To

Distribution ID Type

*Distribution ID

User

WHITMORE

Return

Running a Class Schedule Report

Report ID: SR201

The Catholic Univ of America
Schedule of Classes for Fall 2017
Campus: The Catholic Univ of America
Regular Academic Session

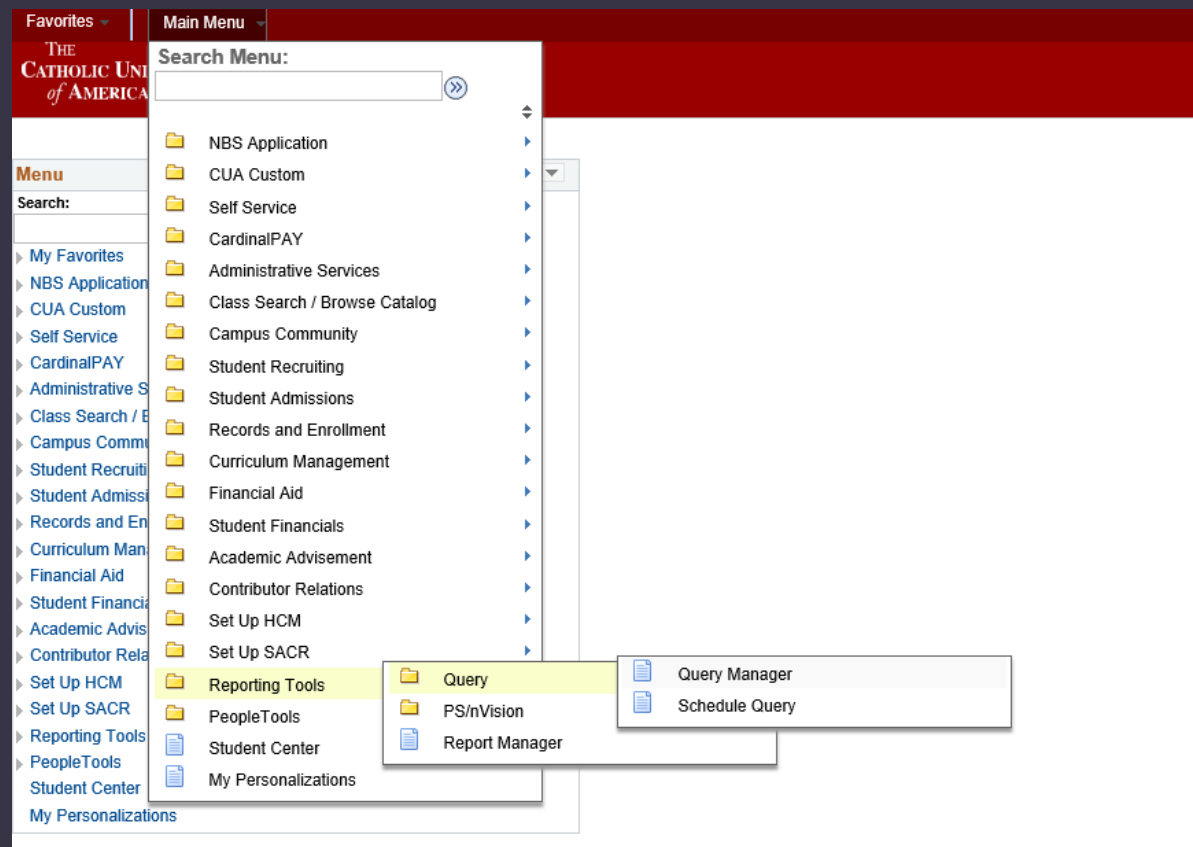
Page No. 1 of 6
Run Date: 05/22/2017
Run Time: 09:25:12

Arts & Sciences - Department of Art - Subject: Art

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ART	101	01	1431	Fundamentals of Design I	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 104	Days: MW	Time: 11:10am - 01:40pm
				Instructor: Figura, John G.			
				Class Enrl Cap: 16	Class Enrl Tot: 11	Class Wait Cap: 3	Class Wait Tot: 0
				Class Min Enrl: 0			
				This course carries an additional fee.			
ART	201	01	1430	Drawing & Composition I	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 103	Days: TuTh	Time: 12:40pm - 03:10pm
				Instructor: Figura, John G.			
				Class Enrl Cap: 13	Class Enrl Tot: 8	Class Wait Cap: 3	Class Wait Tot: 0
				Class Min Enrl: 0			
				This course carries an additional fee.			
ART	202	01	1434	Drawing & Composition II	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 104	Days: MW	Time: 06:40pm - 09:10pm
				Instructor: Mitchell, Kevin E.			
				Class Enrl Cap: 11	Class Enrl Tot: 3	Class Wait Cap: 3	Class Wait Tot: 0
				Class Min Enrl: 0			
				This course carries an additional fee.			
ART	205	01	1440	Watercolor Painting	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 104	Days: TuTh	Time: 03:40pm - 06:10pm
				Instructor: Ress, Beverly B.			
				Class Enrl Cap: 16	Class Enrl Tot: 16	Class Wait Cap: 3	Class Wait Tot: 1
				Class Min Enrl: 0			
				This course carries an additional fee.			
ART	207	01	1446	Drawing & Comp. for Artists I	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 103	Days: TuTh	Time: 12:40pm - 03:10pm
				Instructor: Figura, John G.			
				Class Enrl Cap: 3	Class Enrl Tot: 0	Class Wait Cap: 0	Class Wait Tot: 0
				Class Min Enrl: 0			
ART	208	01	1447	Drawing & Comp. for Artists I	Studio (In Person)	3	
				Bldg: Salve Regina Hall	Room: 104	Days: MW	Time: 06:40pm - 09:10pm
				Instructor: Mitchell, Kevin E.			
				Class Enrl Cap: 7	Class Enrl Tot: 3	Class Wait Cap: 0	Class Wait Tot: 0
				Class Min Enrl: 0			

Pulling a Schedule Query

Navigation: Cardinal Students > Reporting Tools > Query > Query Manager



Pulling a Schedule Query

Search for the public query “LJA_CLASS_SCHED.” **Make sure your pop-up blocker is off!**

Navigation: Favorites | Main Menu | Reporting Tools | Query | Query Manager

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name (dropdown) begins with:
[Search] [Advanced Search](#) [PDF File of CUA Public Queries](#)

Search Results

*Folder View: -- All Folders -- (dropdown)

[Check All] [Uncheck All] *Action: -- Choose -- (dropdown) [Go]

Query										Personalize	Find	View All	First	1-2 of 2	Last
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References					
<input type="checkbox"/>	LJA_CLASS_SCHEDULE	Class Scheds by Term	Public		Edit	HTML	Excel	XML	Schedule	Lookup References					
<input type="checkbox"/>	LJA_CLASS_SCHEDULE_STAT	Class Scheds by Term	Public		Edit	HTML	Excel	XML	Schedule	Lookup References					

Pulling a Schedule Query

Click the link for “Run to Excel.”

Navigation: Favorites | Main Menu > Reporting Tools > Query > Query Manager

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with
 [Advanced Search](#) [PDF File of CUA Public Queries](#)

Search Results

*Folder View


*Action

Query	Personalize	Find	View All	First	1-2 of 2	Last				
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	LJA_CLASS_SCHEDULE	Class Scheds by Term	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	LJA_CLASS_SCHEDULE_STAT	Class Scheds by Term	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

Pulling a Schedule Query

A new tab will open with the term prompt. Enter the four-digit term code in the box and click “View Results.” When the dialog box appears asking if you want to open or save the query, click “Open.”

LJA_CLASS_SCHEDULE - Class Scheds by Term

Term: 1178 

[View Results](#)

Session	Session Begin Date	Session End Date	Subject	Number	Section	Units	Title	Class Nbr	Basic Data Start Date	Basic Data End Date	Meetings Start Date	Meetings End Date	Mtg Start	Mtg End	Mon	Tues	Wed	Thurs	Fri	Sat	Assoc	Component	Facil ID	Mode	Location	Class Type	Wait Cap	Class Stat	Cap Enrl	Tot Enrl	Room Char	Room Char	Room Char	Room Char
---------	--------------------------	------------------------	---------	--------	---------	-------	-------	--------------	--------------------------------	------------------------------	---------------------------	-------------------------	--------------	------------	-----	------	-----	-------	-----	-----	-------	-----------	-------------	------	----------	---------------	-------------	---------------	-------------	-------------	--------------	--------------	--------------	--------------

Do you want to open or save LJA_CLASS_SCHEDULE_4380.xls (2.76 MB) from csprd.cua.edu?

Open Save Cancel

Note: this query pulls a LOT of information! You will need to hide or delete columns to organize it for yourself.

Pulling a Schedule Query

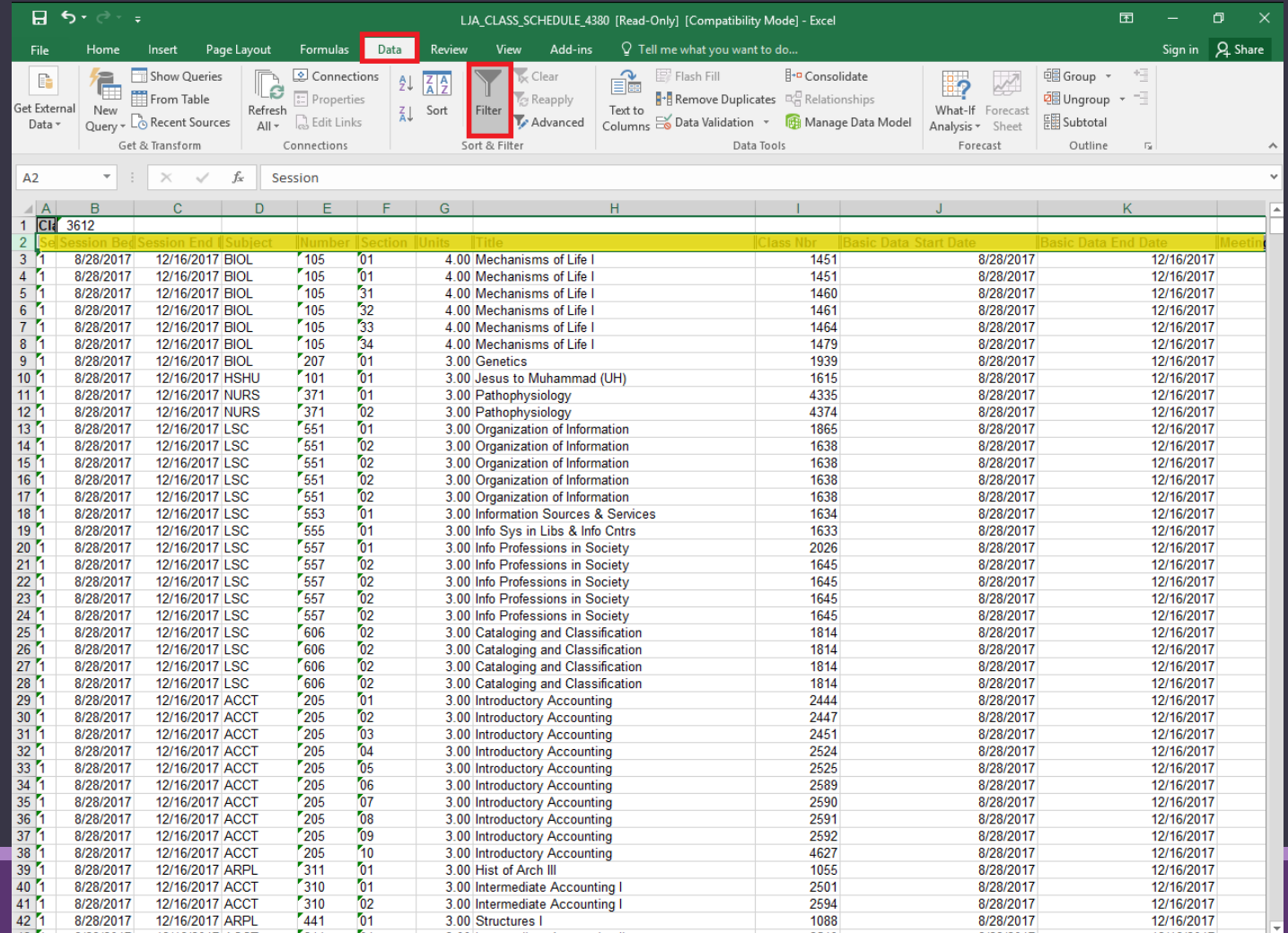
Class Sch	Session	Session Begin Date	Session End Date	Subject	Number	Section	Units	Title	Class Nbr	Basic Data	Start Date
3612	1	8/28/2017	12/16/2017	BIOL	105	01	4.00	Mechanisms of Life I	1451		8/28/20
	1	8/28/2017	12/16/2017	BIOL	105	01	4.00	Mechanisms of Life I	1451		8/28/20
	1	8/28/2017	12/16/2017	BIOL	105	31	4.00	Mechanisms of Life I	1460		8/28/20
	1	8/28/2017	12/16/2017	BIOL	105	32	4.00	Mechanisms of Life I	1461		8/28/20
	1	8/28/2017	12/16/2017	BIOL	105	33	4.00	Mechanisms of Life I	1464		8/28/20
	1	8/28/2017	12/16/2017	BIOL	105	34	4.00	Mechanisms of Life I	1479		8/28/20
	1	8/28/2017	12/16/2017	BIOL	207	01	3.00	Genetics	1939		8/28/20
	1	8/28/2017	12/16/2017	HSBU	101	01	3.00	Jesus to Muhammad (UH)	1615		8/28/20
	1	8/28/2017	12/16/2017	NURS	371	01	3.00	Pathophysiology	4335		8/28/20
	1	8/28/2017	12/16/2017	NURS	371	02	3.00	Pathophysiology	4374		8/28/20
	1	8/28/2017	12/16/2017	LSC	551	01	3.00	Organization of Information	1865		8/28/20
	1	8/28/2017	12/16/2017	LSC	551	02	3.00	Organization of Information	1638		8/28/20
	1	8/28/2017	12/16/2017	LSC	551	02	3.00	Organization of Information	1638		8/28/20
	1	8/28/2017	12/16/2017	LSC	551	02	3.00	Organization of Information	1638		8/28/20
	1	8/28/2017	12/16/2017	LSC	553	01	3.00	Information Sources & Services	1634		8/28/20
	1	8/28/2017	12/16/2017	LSC	555	01	3.00	Info Sys in Libs & Info Cntrs	1633		8/28/20
	1	8/28/2017	12/16/2017	LSC	557	01	3.00	Info Professions in Society	2026		8/28/20
	1	8/28/2017	12/16/2017	LSC	557	02	3.00	Info Professions in Society	1645		8/28/20
	1	8/28/2017	12/16/2017	LSC	557	02	3.00	Info Professions in Society	1645		8/28/20
	1	8/28/2017	12/16/2017	LSC	557	02	3.00	Info Professions in Society	1645		8/28/20
	1	8/28/2017	12/16/2017	LSC	557	02	3.00	Info Professions in Society	1645		8/28/20
	1	8/28/2017	12/16/2017	LSC	606	02	3.00	Cataloging and Classification	1814		8/28/20
	1	8/28/2017	12/16/2017	LSC	606	02	3.00	Cataloging and Classification	1814		8/28/20
	1	8/28/2017	12/16/2017	LSC	606	02	3.00	Cataloging and Classification	1814		8/28/20
	1	8/28/2017	12/16/2017	LSC	606	02	3.00	Cataloging and Classification	1814		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	01	3.00	Introductory Accounting	2444		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	02	3.00	Introductory Accounting	2447		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	03	3.00	Introductory Accounting	2451		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	04	3.00	Introductory Accounting	2524		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	05	3.00	Introductory Accounting	2525		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	06	3.00	Introductory Accounting	2589		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	07	3.00	Introductory Accounting	2590		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	08	3.00	Introductory Accounting	2591		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	09	3.00	Introductory Accounting	2592		8/28/20
	1	8/28/2017	12/16/2017	ACCT	205	10	3.00	Introductory Accounting	4627		8/28/20
	1	8/28/2017	12/16/2017	ARPL	311	01	3.00	Hist of Arch III	1055		8/28/20
	1	8/28/2017	12/16/2017	ACCT	310	01	3.00	Intermediate Accounting I	2501		8/28/20
	1	8/28/2017	12/16/2017	ACCT	310	02	3.00	Intermediate Accounting I	2594		8/28/20
	1	8/28/2017	12/16/2017	ARPL	441	01	3.00	Structures I	1088		8/28/20
	1	8/28/2017	12/16/2017	ACCT	311	01	3.00	Intermediate Accounting II	2519		8/28/20
	1	8/28/2017	12/16/2017	ACCT	311	02	3.00	Intermediate Accounting II	4995		8/28/20
	1	8/28/2017	12/16/2017	CE	564	01	3.00	Surface Water Quality	4691		8/28/20
	1	8/28/2017	12/16/2017	LSC	694A	01	3.00	Independent Study	1643		8/28/20

Click the “Enable Editing” button to allow edits.

Pulling a Schedule Query

To filter the results, highlight the header row and then select “Filter” from the Data menu.

This will cause every column to become sortable via a drop down menu arrow.



Pulling a Schedule Query

The screenshot shows an Excel spreadsheet titled "LJA_CLASS_SCHEDULE_4380 [Read-Only] [Compatibility Mode] - Excel". The "Data" tab is active, and the "Filter" button is highlighted. A data table is displayed with columns: Session E, Session En, Subject, Numbr, Sectio, Units, Title, and Class Nbr. The "Subject" column is filtered, and the filter dropdown is open, showing a search for "bio". The "OK" button is highlighted.

Session E	Session En	Subject	Numbr	Sectio	Units	Title	Class Nbr
105	01	4.00	Mechanisms of Life I	1451			
105	01	4.00	Mechanisms of Life I	1451			
105	31	4.00	Mechanisms of Life I	1460			
105	32	4.00	Mechanisms of Life I	1461			
105	33	4.00	Mechanisms of Life I	1464			
105	34	4.00	Mechanisms of Life I	1479			
207	01	3.00	Genetics	1939			
101	01	3.00	Jesus to Muhammad (UH)	1615			
371	01	3.00	Pathophysiology	4335			
371	02	3.00	Pathophysiology	4374			
551	01	3.00	Organization of Information	1865			
551	02	3.00	Organization of Information	1638			
551	02	3.00	Organization of Information	1638			
551	02	3.00	Organization of Information	1638			
551	02	3.00	Organization of Information	1638			
553	01	3.00	Information Sources & Services	1634			
555	01	3.00	Info Sys in Libs & Info Cntrs	1633			
557	01	3.00	Info Professions in Society	2026			
557	02	3.00	Info Professions in Society	1645			
557	02	3.00	Info Professions in Society	1645			
557	02	3.00	Info Professions in Society	1645			
557	02	3.00	Info Professions in Society	1645			
606	02	3.00	Cataloging and Classification	1814			
606	02	3.00	Cataloging and Classification	1814			
606	02	3.00	Cataloging and Classification	1814			

You can then click “Subject” and either type your department’s subject code or select the checkboxes next to any/all of your department’s subject code(s) to show only scheduled classes with that code.

Here, I’ve typed “BIOL” into the text box, so when I press OK, only 1178 BIOL classes will display.

Pulling a Schedule Query

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' dropdown menu is open for the 'Subject' column. The filter list shows various subjects with checkboxes. The 'HIST' checkbox is unchecked, while others like 'HSEV', 'HSHU', 'HSIN', 'HSLs', 'HSMU', 'HSPH', 'HSSS', and 'HSTR' are checked. The 'OK' button is highlighted.

Session	Session En	Subject	Numbr	Section	Units	Title	Class Nbr	Basic Data
105	01	4.00	Mechanisms of Life I	1451				
105	01	4.00	Mechanisms of Life I	1451				
105	31	4.00	Mechanisms of Life I	1460				
105	32	4.00	Mechanisms of Life I	1461				
105	33	4.00	Mechanisms of Life I	1464				
105	34	4.00	Mechanisms of Life I	1479				
207	01	3.00	Genetics	1939				
101	01	3.00	Jesus to Muhammad (UH)	1615				
371	01	3.00	Pathophysiology	4335				
371	02	3.00	Pathophysiology	4374				
551	01	3.00	Organization of Information	1865				
551	02	3.00	Organization of Information	1638				
551	02	3.00	Organization of Information	1638				
551	02	3.00	Organization of Information	1638				
551	02	3.00	Organization of Information	1638				
553	01	3.00	Information Sources & Services	1634				
555	01	3.00	Info Sys in Libs & Info Cntrs	1633				
557	01	3.00	Info Professions in Society	2026				
557	02	3.00	Info Professions in Society	1645				
557	02	3.00	Info Professions in Society	1645				
557	02	3.00	Info Professions in Society	1645				
557	02	3.00	Info Professions in Society	1645				
606	02	3.00	Cataloging and Classification	1814				
606	02	3.00	Cataloging and Classification	1814				
606	02	3.00	Cataloging and Classification	1814				
606	02	3.00	Cataloging and Classification	1814				

In this case, I've used the checkboxes to select only Honors classes.

Pulling a Schedule Query

To see what days/times your classes are scheduled for, you can look at the following columns:

- Mtg Start
- Mtg End
- Mon/Tue/Wed/Thurs/Fri/Sat
("Y" means the class is scheduled to meet on that day)

Subject	Numbr	S	Class	Mtg Start	Mtg End	M	Tu	W	Thur	F	S	Assc	Co	Facil ID	M
BIOL	105	01	1451	12:40:00 PM	1:30:00 PM	Y	N	Y	N	Y	N	55	LEC	GOWN 126	F
BIOL	105	01	1451	2:10:00 PM	3:00:00 PM	N	N	N	N	Y	N	55	LEC	HANN 106	F
BIOL	105	31	1460	2:10:00 PM	4:50:00 PM	N	Y	N	N	N	N	55	LAB	NBIO 157	F
BIOL	105	32	1461	2:10:00 PM	4:50:00 PM	N	N	Y	N	N	N	55	LAB	NBIO 157	F
BIOL	105	33	1464	2:10:00 PM	4:50:00 PM	N	N	N	Y	N	N	55	LAB	NBIO 157	F
BIOL	105	34	1479	2:10:00 PM	4:40:00 PM	Y	N	N	N	N	N	55	LAB	NBIO 157	F
BIOL	207	01	1939	12:40:00 PM	1:55:00 PM	N	Y	N	Y	N	N	1	LEC	MCCT 215	F
BIOL	232	01	1465	9:40:00 AM	10:55:00 AM	N	Y	N	Y	N	N	55	LEC	GOWN 126	F
BIOL	232	31	1466	11:10:00 AM	1:40:00 PM	N	Y	N	N	N	N	55	LAB	MCCT 101	F

As you can see above, BIOL 207-01 is scheduled T/Th 12:40-1:55.

Pulling a Schedule Query

OTHER INFO THIS QUERY PROVIDES:

- Class number: the four-digit identifier unique to *this* course in *this* semester
- Associated class number: number that links two components (e.g. lecture and lab, lecture and discussion section)
- Component: e.g. lecture, lab, discussion, research, directed reading, etc.
- Facil ID: Room assignment (this will be blank if you pull the query before ES classrooms have been assigned and you have not entered a dept. space pre-assignment)
- Mode: in person, online, blended, etc.
- Room code: The requested classroom characteristics.
- Enrollment: “Cap Enrl” column shows what the course capacity is set to; “Tot Enrl” column shows the number of student enrolled at the time the query was pulled

How do I make changes to my schedule?

Once classes are rolled and you have viewed your schedule, **YOU** must make any needed changes in Cardinal Station.

Navigation: Cardinal Students > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Staff access to view and change the schedule is in Maintain Schedule of Classes. Here, you can edit your class offerings up through the scheduling deadline for the term (usually set 6 weeks prior to when registration for the term opens).

Maintain Schedule of Classes is where all term schedule data is stored. The information students see in Class Search or that your department website pulls comes from Maintain Schedule of Classes.

Things Departments Have Access To Before Scheduling Deadline

- Session (regular, DD, summer session)
- Class section number
- Enrollment vs. non-enrollment
- Location (MAIN, ABROAD, OFF CAMPUS)
- Instruction Mode
- Class dates
- Schedule Print box
- Meeting pattern (days & times)
- Room code
- Capacity (can raise or lower by up to 3)
- Class Notes

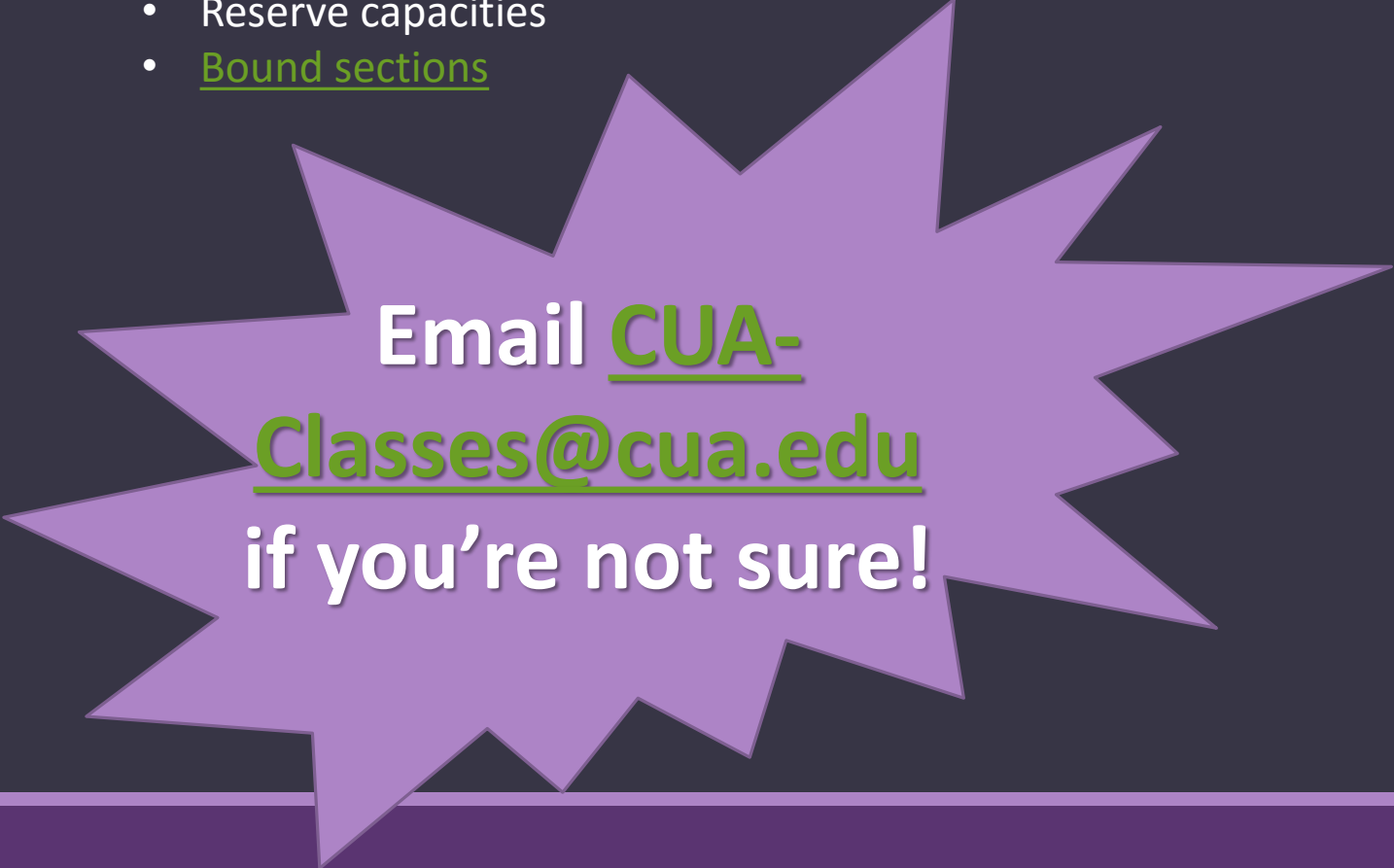
Things Departments Always Have Access To in Cardinal Station

- Instructor information
- Department consent required or not
- Class topic

Things Departments Need to Request From Enrollment Services

*Use the handy hyperlinked webforms below!

- [Adding a course](#) to the schedule
- [Adding](#) additional course sections
- Class status (active, stop further enrollment)
- [Adjusting course capacity](#) (by more than 3 before the scheduling deadline, by any number after)
- Reserve capacities
- [Bound sections](#)



Email CUA-Classes@cua.edu
if you're not sure!

Who does what?

DEPARTMENT'S PURVIEW

- Selecting which course offerings run when
- Deciding course capacities
- Assigning instructors
- Granting dept. consent and requisites not met permission

ENROLLMENT SERVICES' PURVIEW

- Checking that department schedules conform to scheduling grid/compliance guidelines
- Assigning classrooms
- Binding courses
- Making schedule changes at departments' request (capacity, binding classes)
- Creating final exam schedule

ACADEMIC DEAN'S PURVIEW

- Liaising w/vice-provost re: post add/drop transactions
- Entering permission time period permissions
- Entering career restriction permissions
- Permission to over-elect

FACILITIES' PURVIEW:

- Maintaining classroom furnishings/condition

TECH SERVICES' PURVIEW:

- Maintaining classroom technology
- Installing software
- Blackboard

Maintain Schedule of Classes

1. Academic Institution: Always CRDNL
2. Term: Type in four-digit term code OR click on magnifying glass icon to select the desired term from the list.
3. Subject area: Type in the subject area OR click on the magnifying glass to select the desired subject code from the list.
4. Catalog Nbr: Enter the catalog number (e.g. the catalog for MATH 108 is “108”). If you leave this blank, the results will show all course offerings that were scheduled for the entered subject code and term (even canceled sections).
5. Academic Career: If you wish to limit your results by career (undergrad, grad, etc.) you can select that career from this drop-down menu.

When you’ve entered the options you want, click “Search.”

The screenshot shows the 'Maintain Schedule of Classes' interface. At the top is a red navigation bar with links: Favorites, Main Menu, Curriculum Management, Schedule of Classes, and Maintain Schedule of Classes. Below this is the university's logo and the text 'Cardinal Students'. The main heading is 'Maintain Schedule of Classes', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A section titled 'Search Criteria' contains several search fields: Academic Institution (dropdown with CRDNL), Term (dropdown with 1171), Subject Area (dropdown with test), Catalog Nbr (dropdown with begins with), Academic Career (dropdown), Campus (dropdown with begins with), Description (dropdown with begins with), Course ID (dropdown with begins with), Course Offering Nbr (dropdown), and Academic Organization (dropdown with begins with). Each dropdown has a magnifying glass icon. Below these fields is a checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' with the value 300. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Basic Data Tab

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 016769 Course Offering Nbr: 1

Academic Institution: The Catholic Univ of America

Term: Spring 2017 Undergrad

Subject Area: TEST Test Courses

Catalog Nbr: 100 Test Course 2

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session: 1 Regular Academic Session Class Nbr: 27088

*Class Section: 02 *Start/End Date: 01/09/2017 to 05/06/2017

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1 Units: 2.00 Associated Class Attributes

*Campus: MAIN CUA Add Fee

*Location: MAIN The Catholic Univ of America

Course Administrator: Schedule Print

*Academic Organization: CRDNL Catholic University of America

Academic Group: CRDNL Catholic University of America

*Holiday Schedule: ACHS Academic Holiday Schedule

*Instruction Mode: P In Person

Primary Instr Section: 02

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Equivalent Course Group:

Class Attributes Personalize | Find | View All First 1 of 1 Last

*Course Attribute: *Course Attribute Value

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

This is the default landing page. Important fields you might adjust:

- **Session:** The length of time the course meets. (More info [here](#).)
 - Fall or spring: session 1 for regular/full-semester courses; DD for dynamically dated courses
 - Summer: 111, 114, ON1, 15, 16, ON2, 25, 26, or DD
- **Class Section:** Individual section number. Use the arrows to move between the different sections if more than one is scheduled.
- **Component:** Type of course (set in the course catalog), e.g. lecture, discussion, lab, seminar, directed reading, etc.
- **Class type:** Enrollment for courses students can register for (lecture sections); non-enrollment for required additional components (discussions, labs, screenings, etc.)
- **Associated class:** Links different course components together
- **Location:** MAIN, ABROAD, or OFF CAMPUS
- **Instruction mode:** in-person, online, blended, etc. (More info [here](#).)
- **Schedule print:** Defaults to checked. Unchecking will HIDE class from student search

Meetings tab

- **Facility ID:** If an Enrollment Services classroom is requested, leave this blank. If you are using department space, type it in here.
- **Capacity:** This is the *classroom* capacity of the room assigned, not the number of students enrolled.
- **Pat:** Meeting pattern, aka days the class meets (note: the MW, MF, WF patterns are not coded; if using one of those, leave this blank). Make sure checkboxes match what's in pattern field!
- **Mtg Start/End:** Start and end times of the course (must conform to [University Scheduling Grid](#)).
- **Topic:** If class has topics set in the course catalog, specify the topic here or enter free-form topic. To ensure topic is listed on the transcript, check the “Print Topic on Transcript” box. (More info [here](#).)
- **Instructor ID:** Person teaching course. Person has to be in the Instructor/Advisor Table.
- **Print box:** If unchecked, instructor information is hidden in student search.
- **Room characteristic:** Indicates which classroom features are desired. Click magnifying glass or check [ES website](#) for list of features.

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 016769 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2017 Undergrad
Subject Area: TEST Test Courses
Catalog Nbr: 100 Test Course 2

Class Sections Find | View All First 1 of 3 Last
Session: 1 Regular Academic Session Class Nbr: 27088
Class Section: 02 Component: Lecture Event ID:
Associated Class: 1 Units: 2.00

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
MCCT 114 35 MWF 12:40PM 1:55PM [X] [] [] [] [] [] [] 01/09/2017 05/06/2017
McCort-Wd 114 Topic ID: Free Format Topic:
[] Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last
Assignment Workload
ID Name *Instructor Role Print Access Contact
0800551 Smith, Carol J Prim Ins [] Approve [] [] []

Room Characteristics Personalize | Find | View All | First 1 of 1 Last
*Room Characteristic *Quantity
47 DIGITAL PRESENTATION ROOM 1 [] []

Academic Shift Personalize | Find | View All | First 1 of 1 Last
Academic Shift [] [] [] []

[Save] [Return to Search] [Notify]

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Enrollment Control tab

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Maintain Schedule of Classes

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Tabs: Basic Data | Meetings | **Enrollment Cntrl** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 016769 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2017 Undergrad
Subject Area: TEST Test Courses
Catalog Nbr: 100 Test Course 2

Enrollment Control Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 27088
Class Section: 02 Component: Lecture Event ID:
Associated Class: 1 Units: 2.00

*Class Status: **Active** Cancel Class

Class Type: Enrollment Enrollment Status: **Open**

*Add Consent: **Dept Cnsnt** Requested Room Capacity: 20 Total
*Drop Consent: No Consent Enrollment Capacity: 20 0
1st Auto Enroll Section: Wait List Capacity: 0
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section:
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Buttons: Save Return to Search Notify

Footer: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

- **Class Status:** Active, Stop Further Enrollment, Canceled, or Tentative
- **Add consent:** This is where you set whether or not a course requires department permissions to enroll. “Dept cnsnt” = permission is required; “No consent” = no permission needed (catalog requisites and/or reserve capacities still apply).
- **Requested room capacity:** This number is the value the rooming software (25Live) uses to determine what size classroom to assign.
- **Enrollment capacity:** This number is the value that Cardinal Station uses to determine how many students it will allow to enroll.
- **Wait List capacity:** This number is the value that Cardinal Station uses to determine how many students it will allow to enroll on the waitlist.
- **Enrollment Capacity Total:** This is the number of students enrolled in the course.
- **Wait List Capacity Total:** This is the number of students enrolled on the waitlist for the course.

Reserve Cap tab

You won't need to enter anything on this tab; Enrollment Services will take care of it. But you can view reserve capacities on this tab.

- **Population**: The students (or type of students) the seats are being held for.
- **Cap Enrl**: Number of seats that should be reserved for that population.
- **Expiration**: After this date, no more seats are reserved.
- **Enrollment total**: Number of students that are part of the reserve cap population enrolled in the course (i.e. the number of reserved seats that are taken)

The screenshot shows the 'Reserve Cap' tab for a course. The top navigation bar includes 'Favorites', 'Main Menu', 'Curriculum Management', 'Schedule of Classes', and 'Maintain Schedule of Classes'. The course details are: Course ID: 001527, Academic Institution: The Catholic Univ of America, Term: Fall 2017, Subject Area: DR, Catalog Nbr: 102, Course Offering Nbr: 1, Undergrad, Drama, Intro Alexandr Tech.

The 'Class Sections' section shows: Session: 1, Class Section: 01, Component: Lecture, Associated Class: 1, Units: 3.00, Regular Academic Session, Class Nbr: 1009, Event ID: 000085198.

The 'Reserve Capacity' section shows: *Reserve Capacity Sequence: 1, Enrollment Total: 3.

The 'Reserve Capacity Requirement Group' section shows two groups:

*Start Date	*Requirement Group	Cap Enrl
05/08/2017	001769 Drama or Social Work Majors	0
03/17/2017	001769 Drama or Social Work Majors	6

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The bottom navigation bar includes 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'.

Notes tab

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Maintain Schedule of Classes

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Tabs: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | **Notes** | Exam | LMS Data | Textbook | GL Interface

Course ID: 001527 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Fall 2017 Undergrad
Subject Area: DR Drama
Catalog Nbr: 102 Intro Alexandr Tech

Class Sections Find | View All First 1 of 2 Last

Session:	1	Regular Academic Session	Class Nbr:	1009
Class Section:	01	Component: Lecture	Event ID:	000085198
Associated Class:	1	Units: 3.00		

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: 1

*Print Location: After ☐ Even if Class Not in Schedule

Note Nbr:

Free Format Text:

Buttons: Save | Return to Search | Previous in List | Next in List | Notify

Footer: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

You can add a pre-programmed note by selecting one from the list (viewable by clicking the magnifying icon) or you can enter a free format note by typing in the box.

NOTA BENE (no pun intended):

- You cannot have a canned note AND a free format note on the same row; you must add a row using the plus sign button to add additional notes.

- These notes are INFORMATIONAL only. Students can see them when looking at the course in class search but having the information in a Class Note does NOT affect whether or not a student can register.

- Class notes roll from semester to semester, so make sure you update/delete them if they no longer apply!

Exam tab

When final exams are loaded into Cardinal Station (usually around midterm), exam info appears here. You don't have to enter anything here!

THE CATHOLIC UNIVERSITY of AMERICA

Cardinal Students

Navigation: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
------------	----------	------------------	-------------	-------	------	----------	----------	--------------

Course ID:	001527	Course Offering Nbr:	1
Academic Institution:	The Catholic Univ of America		
Term:	Fall 2017	Undergrad	
Subject Area:	DR	Drama	
Catalog Nbr:	102	Intro Alexandr Tech	

Class Sections				Find View All First ◀ 1 of 2 ▶ Last
Session:	1	Regular Academic Session	Class Nbr:	1009
Class Section:	01	Component: Lecture	Event ID:	000085198
Associated Class:	1	Units: 3.00		
Exam Seat Spacing:	<input type="text" value="1"/>	Final Exam: Yes		

Class Exam										Personalize 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" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Final ▼	<input type="text" value=""/>					

Save	Return to Search	Previous in List	Next in List	Notify
------	------------------	------------------	--------------	--------

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Setting up associated classes correctly

Courses with associated sections that were scheduled in the previous like term will roll already set up. But if you wish to add a new course with additional required components to a term, you must make sure it is correctly set up.

- **Set the Component correctly.** One section should be (usually) lecture, the other(s) should be discussion/lab/screening/etc.
- **Set the Class Type correctly.** The lecture should be an Enrollment section while the other components should be Non-Enroll.
- **Set the Associated Class numbers to match.** This number defaults to 1; change it to 55 or higher for courses with associated components. If sections aren't associated with each other, they should each have a unique number.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes
Course ID:	000108	Course Off			
Academic Institution:	The Catholic Univ of America				
Term:	Fall 2017	Undergrad			
Subject Area:	HIST	History			
Catalog Nbr:	257	Making of A			
Class Sections					
*Session:	1	Regular Academic Session			
*Class Section:	01				
*Component:	LEC	Lecture			
*Class Type:	Enrollment				
*Associated Class:	55	Units:		3.00	

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes
Course ID:	000108	Course Off			
Academic Institution:	The Catholic Univ of America				
Term:	Fall 2017	Undergrad			
Subject Area:	HIST	History			
Catalog Nbr:	257	Making of A			
Class Sections					
*Session:	1	Regular Academic Session			
*Class Section:	31				
*Component:	DIS	Discussion			
*Class Type:	Non-Enroll				
*Associated Class:	55	Units:		3.00	

If only one component type is listed, the course is not built in the catalog to require additional components. Email CUA-EnrollmentServices@cua.edu to change this.

Setting up associated classes correctly

CLASS TYPE

“Enroll” = this is a class that students can choose to register for (e.g. BIOL 103-01 lecture section)

“Non-enroll” = this is a class that is a required component of another course. Students cannot choose to enroll in *only* this class section. (e.g. BIOL 103-31 lab section)

Setting up associated classes correctly

ASSOCIATION NUMBER

This number is what indicates to Cardinal Station that two course sections (an enrollment section and a non-enroll section) are linked.

Example: HIST 235-01 lecture, HIST 235-31 discussion, and HIST 235-32 discussion all have an associated class number of 55.

Both discussion sections are linked to the one lecture section.

Students register for the HIST 235-01 lecture and **EITHER** HIST 235-31 discussion **OR** HIST 235-32 discussion.

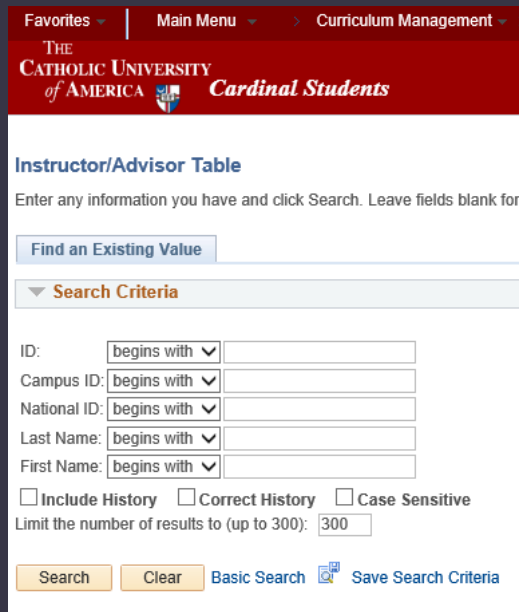
Example: ENGR 102-01 lecture and ENGR 102-31 lab each have the associated class number 55. ENGR 102-02 lecture and ENGR 102-32 lab each have the associated class number 56.

Students registering for ENGR 102-01 lecture **MUST** register for ENGR 102-31 lab; students registering for ENGR 102-02 lecture **MUST** register for ENGR 102-32 lab.

Instructor/Advisor Table

In order to be able to add an instructor to a course, the instructor must be correctly entered into the Instructor/Advisor Table.

Navigation: Cardinal Students > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table



The screenshot shows the 'Instructor/Advisor Table' search interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Curriculum Management'. Below this is the 'THE CATHOLIC UNIVERSITY of AMERICA' logo and the text 'Cardinal Students'. The main heading is 'Instructor/Advisor Table'. Below the heading, it says 'Enter any information you have and click Search. Leave fields blank for'. There is a button 'Find an Existing Value'. Below that is a section 'Search Criteria' with a dropdown arrow. The search criteria include: ID: (begins with dropdown), Campus ID: (begins with dropdown), National ID: (begins with dropdown), Last Name: (begins with dropdown), and First Name: (begins with dropdown). There are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. Below these is a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Enter the individual's EMPL ID. Don't search by name, as we have many repeat names here at CUA. The EMPL ID is unique and therefore the best way to search.
- If you don't have the EMPL ID and must search by name, MAKE SURE IT IS THE CORRECT INDIVIDUAL!

Instructor/Advisor Table

Navigation: Favorites | Main Menu | Curriculum Management | Instructor/Advisor Information | Instructor/Advisor Table

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

Instructor/Advisor Table | Approved Courses

Cardinal, Stacy Lynn N. 2202982

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 05/22/2017 *Status: Active

*Instructor Type: [Dropdown]

*Academic Institution: CRDNL The Catholic Univ of America

*Primary Acad Org: [Dropdown]

*Instructor Available: Available

☐ Advisor

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment: [Input]

*Academic Career: [Dropdown]

Academic Program: [Dropdown]

Academic Plan: [Dropdown]

Academic Sub-Plan: [Dropdown]

Buttons: Save | Return to Search | Notify | Update/Display | Include History | Correct History

Instructor/Advisor Table | Approved Courses

On the **Instructor/Advisor Table** tab:

- **Effective Date**: Must be a date that *pre-dates* the first day of the term you wish to add the person as an instructor to.
- **Status**: Set to “Active.”
- **Instructor Type**: Set as “Instructor” for staff and “Teaching Assistant” for student T.A.s
- **Advisor**: Check this box if the person is also an advisor.
- **Primary Acad Org**: Use the magnifying glass to select the correct Academic Org for your department.
- **Instructor Available**: Set to “Available.”

DO NOT CLICK SAVE YET!

Instructor/Advisor Table




On the **Approved Courses** tab:

- Choose the correct **Acad Org**
- If the instructor will be teaching in more than one academic org (e.g. Honors and Music), use the **Plus Sign Button** to add an additional row.
- Now you can click Save.
- This instructor is now available to be added to a class scheduled in Maintain Schedule of Classes.

Navigation: Favorites | Main Menu | Curriculum Management | Instructor/Advisor Information | **Instructor/Advisor Table**

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Instructor/Advisor Table | **Approved Courses**

Cardinal, Stacy Lynn N. 2202982   


Instructor Details Find | View All First 1 of 1 Last

Effective Date: 05/22/2017 Status: Active

Instructor Type: ☐ Advisor

Academic Institution: CRDNL The Catholic Univ of America

Primary Acad Org:

Course Description Personalize | Find |  First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Save | Return to Search | Notify | Update/Display | Include History | Correct History

Instructor/Advisor Table | Approved Courses

Is your course ready for registration?

Use this checklist.

- ☐ Session is correct.
- ☐ Class dates are correct.
- ☐ Component type is correct for all sections.
- ☐ Associated class number matches section number OR is 55+.
- ☐ Location is listed as MAIN, ABROAD, or OFF CAMPUS as necessary.
- ☐ Instruction mode is correct.
- ☐ Schedule print box is checked.
- ☐ Course topic is entered.
- ☐ Meeting days and times are correct and match the University Scheduling Grid
- ☐ Any classroom pre-assignments (in department space you own) are entered.
- ☐ Correct instructor is listed (or instructor information is blank if instructor not confirmed yet).
- ☐ Room characteristics: one primary code is entered (and one secondary code is entered, if desired)
- ☐ Department consent is set if desired.
- ☐ Requested room capacity and enrollment capacity are set as desired (requested room capacity MUST match or exceed enrollment capacity).
- ☐ Waitlist capacity is listed if desired.
- ☐ Reserve capacities, if desired, are requested from Enrollment Services.
- ☐ Class notes have been updated or added, as needed.
- ☐ Bound section form is completed for any needed sections.

Is your schedule ready for registration?

Use this checklist.

- ☐ Course meeting patterns follow the [University Scheduling Grid](#).
 - ☐ Classes with non-conforming times were submitted for ES approval using the [Non-Conforming Course Approval form](#)
- ☐ You have requested any additional courses or course sections added to the schedule using the [Course Schedule Request form](#)
- ☐ You have requested any needed capacity adjustments using the [Adjust Course Capacity form](#)
- ☐ You have requested any bound classes using the [Bound Course request form](#)
- ☐ You have indicated any software needs for specific courses by emailing CUA-Classes@cua.edu
- ☐ You have notified Enrollment Services of any faculty with classroom accommodation needs
- ☐ You have [run a compliance report](#) (a.k.a. Class Scheduling Report) and used the data to ensure that your term schedule falls within the compliance guidelines.

After the scheduling deadline

- Email any changes to Enrollment Services at CUA-Classes@cua.edu or use a webform.
 - Capacity changes: <http://enrollmentservices.cua.edu/facultystaffinfo/CourseCapacity.cfm>
 - Adding class or class section: <http://enrollmentservices.cua.edu/facultystaffinfo/schedule-request.cfm>
 - Bound course request: <http://enrollmentservices.cua.edu/facultystaffinfo/bound-classes-form.cfm>
- A moratorium on schedule changes is imposed for about 3 weeks after the FARD while bulk classroom scheduling goes on. Changes requested after the FARD will be made in the order they are received after bulk scheduling is complete.
- In-person classes will only be open for registration when a classroom is assigned.

QUESTIONS?

DON'T FORGET OUR UPCOMING ENROLLMENT SERVICES SEMINARS

Cardinal Students

Tuesday, June 20 - 3:30pm to 4:30pm - McGivney 014 • Thursday, June 22 - 10:00am to 11:00am - McGivney 014

New Student Processing: From Admit to Enrolled

Tuesday, July 18 - 3:30pm to 4:30pm - McGivney 012 • Thursday, July 20 - 10:00am to 11:00am - McGivney 012
Thursday, August 17 - 10:00am to 11:00am - McGivney 014 • Tuesday, August 22 - 3:30pm to 4:30pm - McGivney 014