

REASON. FAITH. SERVICE.



THE CATHOLIC UNIVERSITY OF AMERICA

Academic Scheduling Manual

1 **Getting Started**

Information on how to run a schedule of classes report to see what courses have been rolled from the previous semester.

2 **Building your class schedule in Cardinal Station before the scheduling deadline**

Information on how to enter course meeting pattern, capacity, room requests and other information into Cardinal Station.

3 **Scheduling Deadline, A.K.A FARD**

Information on what you still have access to once the scheduling deadline passes, and how to manage requests for changes to the schedule after this point.

4 **Changes**

What changes academic departments & schools can make after the deadline and what changes Enrollment Services has to manage.

5 **Registration Begins**

Information on the processes and procedures that take place once registration begins.

Table of Contents

Spring 2015 Changes & Reminders.....	6
New University Scheduling Pattern.....	6
Reminder about First Year Experience block scheduling.....	6
Non-Conforming Class Approval process	6
Class Schedule Compliance Report	7
New Procedures for Scheduling Comprehensive Exams.....	7
General Academic Scheduling Guidelines	11

1

Getting Started.....	12
Run Schedule of Classes Report	12

2

Building your class schedule in Cardinal Station before the scheduling deadline....	18
Scheduling a Class	18
Determining class information.....	19
Basic Data Tab	19
Instructional Mode	19
Meetings Tab	21
Meetings Tab- Meeting Pattern Information	22
The Catholic University of America Approved Scheduling Patterns	24
Four or Five day a week courses.....	26
Meetings Tab- Room Characteristic Information	26
Primary Codes	27
Secondary Codes	28
Software needs	29
Standard Image	29
Additional Software	29
Requesting New Software:	31
Enrollment Cntrl Tab	32
Using Historical Enrollment when setting Enrollment Capacities	33
Create Waitlist	34

Utilizing Reserve Capacities	35
Class Notes Tab	36
Adding a course note:	36

The screenshot displays the 'Cardinal Station for Staff' web application. The header includes the university logo, name, and a welcome message for 'Megan Jerabek!'. A search bar and navigation links are present. The left sidebar contains a 'Schedule of Classes' menu with options like 'Class Search', 'Schedule New Course', and 'Maintain Schedule of Classes'. The main content area shows details for a class in the 'EDUC' (Education) subject area, specifically 'Introduction to Teaching' (Catalog Nbr: 101). It lists 'Class Sections' for Session 1, Class Section 01, a Regular Academic Session, Lecture component, and 1.00 units. Below this, the 'Class Notes' section is active, showing a form for adding a note. The form includes fields for 'Sequence Number' (1), 'Print Location' (After), and 'Note Nbr' (p078). A text area contains the note 'Class to take place at Ft. Belvoir'. Buttons for 'Copy Note', 'Clear Note', 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' are at the bottom.

.....	39
Deleting a course note.....	39
How to manage class notes:	40
Scheduling Associated Classes	40
Dynamically Dated Courses	42
How to schedule a class in Dynamic Date (DD)	42
Scheduling Online Classes.....	44
The setup of online courses:	44
Scheduling Online courses.....	45
Scheduling Abroad Courses.....	46
Adding a New Class or an Additional Section	49
Adding an Instructor to the Instructor/Advisor Table.....	50
Instructor/Advisor Table Tab.....	51
Approved Courses Tab	52
Scheduling Back-to-Back Courses	53
Bound Courses	53
Faculty with Special Needs.....	53
Deleting a Class	54
Scheduling Comprehensive Exams.....	55

Steps to adding the Comprehensive Exam dates in Cardinal Station	55
Under the Basic Data Tab:	55
Comprehensive exam date guidelines:.....	56
Under the Meetings Tab.....	56
Class Schedule Compliance Report	57
<div style="border: 1px solid blue; padding: 5px; display: inline-block; width: 40px; text-align: center; margin-bottom: 5px;">3</div> Scheduling Deadline, also known as FARD Deadline.....	62
<div style="border: 1px solid blue; padding: 5px; display: inline-block; width: 40px; text-align: center; margin-bottom: 5px;">4</div> Changes	63
What each academic department & school has access to edit after the scheduling deadline ...	63
What changes need to be sent to Enrollment Services	64
<div style="border: 1px solid blue; padding: 5px; display: inline-block; width: 40px; text-align: center; margin-bottom: 5px;">5</div> Registration Begins	65
Assigning Class Permissions	65
Monitoring Course Enrollment	69
Closed Classes	70
Scheduling Final Exams	71
Exams in the course catalog.....	71
Scheduling final exams	72
Viewing Final Exams in Cardinal Station	73
Final Exam Query	73
Requesting space for a final exam study/review session	74
Appendix.....	75
Scheduling Tools	75
Classroom Characteristics.....	76

Spring 2015 Changes & Reminders

New University Scheduling Pattern

The new university scheduling grid will be used to schedule spring 2015 classes. Please check the Enrollment Services website for complete training on compliance with this new grid.

<http://enrollmentservices.cua.edu/scheduling/>

Reminder about First Year Experience block scheduling

During the spring 2015 semester, the First Year Experience learning community courses will be scheduled on MWF 9 am -11 am block, both during period 2, which will affect space availability for all courses.

- a. This leaves very limited availability in classrooms during these times.
- b. Courses with an enrollment higher than 15 should not be scheduled during this time block.
- c. Courses serving freshmen or expecting significant freshman enrollment should avoid this time period.
- d. Courses requiring digital presentation rooms should not be scheduled during this time block, as the rooms that hold 15 or less do not have technology.

Non-Conforming Class Approval process

- All courses that have a meeting pattern must meet according to the university scheduling grid, including courses that meet in department-controlled spaces.
- The conforming scheduling pattern does not apply to off-campus courses or to summer course.
- Classes that don't comply with the university scheduling policy and the constraints, and that don't receive approval by the published deadline; will not receive room assignments and will be hidden from the course offerings.
- Classroom priority is given to courses that adhere to the approved scheduling pattern over those that are non-conforming. Even when the non-conforming courses are approved.
- Approval of non-conforming courses does not guarantee the ability to room the course. The meeting pattern of courses may need to change in order to place them into classrooms due to high demand during particular meeting times.

To seek exceptions to the approved scheduling patterns, follow the below steps:

If scheduling a class at a non-conforming day/time would not negatively impact classroom usage, and student schedules, and has clear pedagogical reasoning, then the exception will be considered.

1. Academic schools and departments should build their course offerings to try to comply with the university scheduling grid while keeping in mind the constraints of student schedules, instructor availability, and known classroom limitations.

2. After the schedule is built, if there are courses that need to be offered outside the approved scheduling pattern, requests can be submitted to seek approval.
3. To seek non-conforming course consideration:
 - i. All classes that are meeting at non-conforming times should be reviewed by the academic chair/dean for the school/department the course is offered in.
 - ii. Academic departments should enter their entire semester schedule into Cardinal Station before seeking approval for any non-conforming courses.
 - iii. All courses which you seek to offer at a non-conforming time should be submitted for approval at the same time. We ask that departments aim to submit all their non-conforming time requests at once.
 - iv. Departments should complete and submit [non-conforming course approval form](#), listing all the non-conforming courses they hope to offer during the semester. When complete send to Enrollment Services via cua-classes@cua.edu
 - v. Be sure to request approval for non-conforming courses in a timely manner. All requests are due by the date published on the scheduling deadline.
 - vi. Enrollment Services is happy to review and approve non-conforming requests times prior to the deadline if it will assist your department in completing the semester schedule.
4. Enrollment Services will verify whether non-conforming course time has been approved.

Class Schedule Compliance Report

The class Schedule Compliance Report is a Cardinal Station tool developed to assist academic schools/departments see how their class schedule information in Cardinal Station adheres to the university schedule grid and constraints.

The Report is available in Cardinal Station navigate to CUA Custom > Student Records > Custom Reports > the report name is Class Scheduling Report.

You'll need to enter your Academic Organization and term information in the prompt in order to run the report.

Please be sure to run this report as you build your spring 2014 class offerings to ensure the schedule is in compliance with the university grid and constraints.

New Procedures for Scheduling Comprehensive Exams

The COMP and ORAL subject codes have been inactivated. Instead these exams will use departmental subject codes.

	Undergraduate Number	Master's Number	Doctoral Number
Comprehensive Exam	498	698A- Comps with classes 698B- Comps without classes	998A- Comps with classes 998B- Comps without classes

Dissertation guidance			996- Doctoral students who are working on their dissertation, including those who are planning on defending, should enroll in their departmental dissertation guidance course.
-----------------------	--	--	--

For example, the Spanish undergraduate comprehensive exam would be added in Cardinal Station as SPAN 498.

When building your spring 2015 offerings be sure to add comprehensive exams for each subject your school or department offers. You can utilize the [Course Schedule Request Form](#) to request that the comprehensive exam offering be added to the spring 15 schedule.

Once it is in the semester offerings in Cardinal Station you can add the applicable meeting pattern to the course notes to ensure students are aware of when the exam will be offered.

Steps to adding the Comprehensive Exam dates in Cardinal Station:

Navigate in Cardinal Station to Schedule of Classes > Maintain Schedule of classes and search for the appropriate course.

Under the Basic Data Tab:

All Comprehensive exams should be scheduling in session 1 for fall and spring. This allows students to have accurate add/drop deadlines for the course.

The screenshot shows the 'Basic Data' tab in Cardinal Station. The course information is as follows:

- Course ID: 003408
- Academic Institution: The Catholic Univ of America
- Term: Fall 2013
- Subject Area: PSY
- Catalog Nbr: 498
- Course Offering Nbr: 1
- Undergrad Psychology Research Apprenticeship-UG

The 'Class Sections' table shows the following details for Session 1:

- *Session: 1 (circled in red)
- *Class Section: 01 (circled in red)
- *Component: RES (Research)
- *Class Type: Enrollment
- *Associated Class: 1
- *Campus: MAIN
- *Location: MAIN
- Class Nbr: 0
- *Start/End Date: 08/26/2013 to 12/14/2013
- Event ID:

Buttons for 'Auto Create Component', 'Add Fee', and 'Schedule Print' are visible.

Under the Meetings Tab

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		Textbook		GL Interfac		
Course ID:	003408	Course Offering Nbr:	1															
Academic Institution:	The Catholic Univ of America																	
Term:	Fall 2013	Undergrad																
Subject Area:	PSY	Psychology																
Catalog Nbr:	498	Research Apprenticeship-UG																
Class Sections Find View All																		
Session:	1	Regular Academic Session	Class Nbr:	0														
Class Section:	01	Component:	Research	Event ID:														
Associated Class:	1																	
Meeting Pattern Find View All																		
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date						
<input type="text"/>	<input type="text"/>	<input type="text"/>	8:00AM	12:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/08/2013	10/08/2013					
Topic ID: <input type="text"/>			Free Format Topic: <input type="text"/>															
<input type="checkbox"/> 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													
<input type="text"/>		Prim Ins	<input checked="" type="checkbox"/>	Approve	<input type="text"/>													
Room Characteristics Personalize Find View All First 1 of 1 Last																		
*Room Characteristic													*Quantity					
46	COMPUTER LAB												1					

Adjust the start/end date to be just the date(s) the exam is being held.

We are moving away from having comprehensive exam dates set in the academic calendar. Departments are allowed to schedule comprehensive exams beginning the Monday after the add/drop deadline for the semester through the last day of withdrawal from classes with a "W" deadline.

- DO NOT enter the meeting start or end time. If the Comprehensive exam start/end time conflicts with another class the student will take, the student will be unable to register for the comprehensive exam.
- Fill in the room characteristic code to note the type of room needed for the exam.

Under the Enrollment Cntrl tab:

The screenshot shows the 'Enrollment Cntrl' tab in the Cardinal Station interface. The course is 'Psychology' (Undergrad, Research Apprenticeship-UG) with 'Course Offering Nbr: 1'. The 'Class Status' is 'Active'. The 'Enrollment Status' is 'Closed'. The 'Requested Room Capacity' is 10, and the 'Enrollment Capacity' is 10. The 'Total' is 0. Two callout boxes provide instructions: one for consent requirements and another for capacity and room capacity.

Callout 1 (Left): Adjust the consent requirement to reflect your department preference. Add Dept Cnsnt required if you wish all students to receive permissions prior to registering for the exam.

Callout 2 (Right): Adjust the enrollment capacity and requested room capacity to reflect the anticipated number of students taking the exams.

Noting the Exam date & Time:

Each department should identify the day/time of their comprehensive exam while building their semester schedule.

Date limitations:

- Cannot take place prior to the add/drop deadline for the semester
- Cannot take place on any Administrative Class days
- Cannot take place on Reading Days or university holidays
- Must be completed by the deadline to withdraw from classes with a "W" grade for that semester.

All comprehensive exam dates will be noted in Cardinal Station, under the course notes tab. This will allow students to be aware of the exam date at the point of registration. Please email your exam day/time information to Enrollment Services cua-classes@cua.edu by the scheduling deadline for the semester.

General Academic Scheduling Guidelines

2. During the Fall and Spring semesters, the First Year Experience learning community courses will be scheduled during the MWF 9 am -11 am block, which will affect space availability for all courses.
 - a. This leaves very limited availability in classrooms during these times.
 - b. Courses with an enrollment higher than 15 should not be scheduled during this time block.
 - c. Courses serving freshmen or expecting significant freshman enrollment should avoid this time period.
 - d. Courses requiring digital presentation rooms should not be scheduled during this time block, as the rooms that hold 15 or less do not have technology.
1. Classes are not permitted to take place in spaces where the space capacity is less than the enrollment total of the course.
2. Notify Enrollment services of the specific location of *all* classes in which students are enrolled, even when offered off campus.
3. Classroom assignments are not applicable for any planned or emergency closings of the university, or reading days.
4. Courses may need to be moved out of their regular classroom at certain times during the semester. Such instances include when the regular classroom/building needs repairs, for university events that require use of the regular classroom. Enrollment Services will communicate such needs with the academic department and instructor.
5. Courses with an enrollment of five or under are not scheduled in Enrollment Services classrooms. Each school should arrange for office space for these courses.
6. Any course with an enrollment of zero at the add/drop deadline will be cancelled.

1 Getting Started

Run Schedule of Classes Report

When it is time to begin building the Schedule of Classes for an upcoming semester, the Office of Enrollment Services “rolls over” all ACTIVE courses (excluding cancelled classes) that were offered in the most recent like semester. For example, prior to scheduling the spring 2009 semester, we rolled over the schedule from spring 2008.

It is a good idea to begin the scheduling process by printing a Schedule of Classes Report for the semester in which you are scheduling.

Navigation: [Cardinal](#) Students > [Curriculum](#) Management > [Schedule](#) of Classes > Print Class Schedule

The screenshot shows the web application interface for The Catholic University of America. The header includes the university logo, name, and a welcome message for Wendy E. White. A search bar is located in the top right. Below the header, there are tabs for 'Station' and 'Guest'. The main content area is titled 'Print Class Schedule' and contains instructions to enter information and click Search. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there is a dropdown menu for 'Run Control ID' with 'begins with' selected, and a text input field. A checkbox for 'Case Sensitive' is also present. At the bottom, there are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. A footer section contains links for 'Find an Existing Value' and 'Add a New Value'.

Either:

1. Click on Search and click on your *already existing* Print_Class_Schedule Run Control ID

OR

1. *Add a New Value* and name the Run Control ID: Print_Class_Schedule

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [Sign out](#)

[Station](#) | [Guest](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

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

Run Control ID: Print_Class_Schedule [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Criteria

Academic Institution: The Catholic Univ of America

Term:

Academic Organization Node:

Session:

*Schedule Print:

*Print Instructor in Schedule:

Print By Campus: ☐

Campus:

Print By Location: ☐

Location Code:

Class Status

☒ Active ☐ Cancelled

☒ Stop Enrl ☐ Tentative

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

1. Enter the term whose Schedule of Classes you wish to review
2. Enter your Academic Organization (your department)
3. Enter the Session
 - a. it will be 1 or DD during the Spring and Fall semesters
 - b. it will be 15, 16, 25, 26, or DD during the summer
 - c. you may also leave this field blank if you want to see all classes regardless of which session they are currently listed.
4. The *Schedule Print is derived from the Schedule of Classes set up.
 - a. **ALL** gives you the option to show all scheduled classes.
 - b. **YES** will show only those that have the Schedule Print box in the Schedule of Classes checked (therefore classes that are viewable by students).
 - c. **NO** will show only those courses that *DO NOT* have the Schedule Print box in Schedule of Classes checked (therefore not viewable by students).
5. Check all Class Status boxes which you wish to include in your report

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [Sign out](#)

[Station](#) | [Guest](#)

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

Run Control ID: Print_Class_Schedule [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 1540559

Report Options

- ☒ Print Meeting Pattern/Instr
- ☐ Print Meeting Pattern Topic
- ☐ Print Class Attributes
- ☒ Print Class Notes
- ☒ Print Global Notes
- ☐ Print Sections Combined
- ☐ Print Class Characteristics
- ☐ Print Class Enrollment Limits
- ☒ Print Class Nbr for Non-Enroll
- ☐ Print Requirement Designation
- ☐ Print Reserve Capacities

☒ Report Only

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

6) Click "Report Options" tab

7) Select "Report Only" box

8) Select all other attributes which you wish to include in your report.

9) Press the "Run" button

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

Cardinal Station Home | Add to My Favorites | Sign out

Station Guest

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Process Scheduler Request

User ID: WHITEW

Run Control ID: Print_Class_Schedule

Server Name: PSNT Run Date: 12/03/2008 Run Time: 11:29:36AM [Reset to Current Date/Time](#)

Recurrence: PSCDB

Time Zone: PSNT

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

1) Make sure that Server Name is set to "PSNT"

2) Make Sure "Schedule of Classes" box is checked

3) Set type to "Web"

4) Set format to "PDF"

5) When finished- Press "OK"

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

Cardinal Station Home | Add to My Favorites | Sign out

Station Guest

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

[Print Class Schedule](#) Report Options

Run Control ID: Print_Class_Schedule [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 1540555

Report Options

- ☒ Print Meeting Pattern/Instr
- ☐ Print Meeting Pattern Topic
- ☐ Print Class Attributes
- ☒ Print Class Notes
- ☒ Print Global Notes
- ☐ Print Sections Combined
- ☐ Print Class Characteristics
- ☐ Print Class Enrollment Limits
- ☒ Print Class Nbr for Non-Enroll
- ☐ Print Requirement Designation
- ☐ Print Reserve Capacities

☒ Report Only

[Main Content](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click on "Process Monitor"

Wait for "Success" Message and Distribution Status to be "Posted"

The screenshot shows the 'Cardinal Station for Staff' web application. At the top, the university logo and name are displayed, along with a welcome message for 'Wendy E. White!'. A search bar and navigation links like 'Cardinal Station Home', 'Add to My Favorites', and 'Sign out' are present. Below the header, there are tabs for 'Station' and 'Guest'. A 'Process List' tab is active, and a 'Server List' sub-tab is selected. A 'View Process Request For' section contains input fields for 'User ID' (WHITEW), 'Server' (PSNT), 'Run Status', 'Type', 'Name', 'Instance', and 'Distribution Status'. A 'Refresh' button is highlighted with a yellow callout box that says: 'Click "Refresh" button until Run status is "Success" and "Distribution Status" is "Posted"'. Below this is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. Two rows are visible: one with Instance 1540559 and another with 1540556. Both show 'SQR Report' as the process type, 'SR201' as the process name, and 'WHITEW' as the user. The 'Run Status' and 'Distribution Status' for both are 'Success' and 'Posted' respectively, with these cells circled in red. A yellow callout box points to the 'Details' link for the second row, stating: 'Then clicked on "Details"'. At the bottom, there are 'Save' and 'Notify' buttons, and a link to 'Go back to Print Class Schedule'.

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Last: Days Refresh

Server: Name: Instance: to


Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1540559		SQR Report	SR201	WHITEW	12/03/2008 11:29:36AM EST	Success	Posted	Details
<input type="checkbox"/>	1540556		SQR Report	SR201	WHITEW	12/03/2008 11:18:28AM EST	Success	Posted	Details

[Go back to Print Class Schedule](#)

[Process List](#) | [Server List](#)



The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [S](#)

▶ Station
Guest

[New Window](#) | [Help](#) | [Customize Page](#) | [n](#)

Process Detail

Process

Instance: 1540559
Type: SQR Report

Name: SR201
Description: Schedule of Classes

Run Status: Success
Distribution Status: Posted

Run

Update Process

Run Control ID: Print_Class_Schedule
Location: Server
Server: PSNT
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time

Actions

Request Created On: 12/03/2008 11:30:53AM EST
Run Anytime After: 12/03/2008 11:29:36AM EST
Began Process At: 12/03/2008 11:31:08AM EST
Ended Process At: 12/03/2008 11:31:22AM EST

[Parameters](#)
Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

Choose "View Log/Trace"

Then select the file that ends in the ".PDF"
extension.
(e.g. SR201 154559.PDF)

17

2

Building your class schedule in Cardinal Station before the scheduling deadline

Scheduling a Class

Now that you have a schedule of classes report listing the courses that have been offered in the past, and the associated meeting pattern- you can begin to schedule for the upcoming semester.

In **Cardinal Station** navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The screenshot shows the 'Maintain Schedule of Classes' page in Cardinal Station. The page header includes the university logo, name, and a welcome message. The main content area has a title 'Maintain Schedule of Classes' and a subtitle 'Enter any information you have and click on Search'. Below this is a 'Find an Existing Value' section with various search criteria. Yellow callout boxes provide instructions for each field:

- Academic Institution:** Enter CRDNL for Academic Institution .
- Term:** Enter the term code for the semester you are scheduling. You can use the magnify glass to search.
- Subject Area:** Enter the abbreviation for Subject, or use magnify glass to search.
- Catalog Nbr:** Enter the catalog number of the course you are looking up, or leave empty to have all classes appear.
- Search:** Click "Search"

The form fields are as follows:

Field	Value
Academic Institution:	CRDNL
Term:	1091
Subject Area:	eng
Catalog Nbr:	101
Academic Career:	
Campus:	
Description:	
Course ID:	
Course Offering Nbr:	

At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Determining class information

In the next step is when you determine the meeting information for next semester's courses.

Basic Data Tab

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search
Cardinal Station Ho

Station Guest

New Window

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

Modify location if course meets somewhere other than CUA Campus. **ABROAD**
OFF CAMPUS
ON LINE
Are all options

Institution: 000102 The Catholic Univ of America
Area: Spring 2009
Pr: ENG
101

Course Offering Nbr: 1

Undergrad
English
Rhetoric and Composition

Auto Create Compo

Find | View All First 1 of 14

Class Nbr: 6019
*Start/End Date: 01/12/2009 05/09/2009
Event ID: 000051526

Regular Academic Session
LEC Lecture
Enrollment

*Campus: CUA
*Location: MAIN The Catholic Univ of America
Course Administrator:
*Academic Organization: ENGLISH English
Academic Group: ARTSC Arts & Sciences
*Holiday Schedule: ACHS Academic Holiday Schedule
*Instruction Mode: P In Person
Primary Instr Section: 01

Add Fee

☒ Schedule Print
☒ Student Specific Per
☒ Dynamic Date Calc Require
☒ Generate Class Mtg Attend
☒ Sync Attendance with Clas
☐ GL Interface Required

ONLY remove the check mark next to "Schedule Print" if you **DO NOT** want the course to appear in the schedule of classes. Students will **NOT** be able to view the class.

Class Topic

Print Topic in Schedule

Override Equivalent Course

Adjust instruction mode if needed. See below for additional information.

If this is a "Topics" course, use the magnifying glass to see available topics, and select the appropriate one.
If this is a new topic, first add the topic in the course catalog before assigning it in the schedule.

Instructional Mode

A courses' instructional mode is noted on the basic data tab in maintain schedule of classes. There are three instructional mode options.

P= Class is offered in person. This is the most common instructional mode.

OL= Class is offered online.

BL = Blended, class is a mixture of online and in person instruction.

Blended instructional mode is a new option that departments can now select.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID:	006465	Course Offering Nbr:		1					
Academic Institution:	The Catholic Univ of America			Graduate		Auto Create Component			
Term:	Summer 2012	Subject Area:		TR5		Theology and Religious Studies			
Catalog Nbr:	743A			Liturgical Catechesis					
Class Sections									
Find View All First 1 of 1 Last									
*Session:	DD	Dynamic Date Session		Class Nbr:		2251			
*Class Section:	01			*Start/End Date:		04/02/2012 07/13/2012			
*Component:	LEC	Lecture		Event ID:					
*Class Type:	Enrollment								
*Associated Class:	70	Units: 3.00		Add Fee					
*Campus:	MAIN	CUA							
*Location:	MAIN	The Catholic Univ of America		<input type="checkbox"/> Schedule Print					
Course Administrator:				<input checked="" type="checkbox"/> Student Specific Permissions					
*Academic Organization:	RELSTUDIES	Theology and Religious Studies		<input type="checkbox"/> Dynamic Date Calc Required					
Academic Group:	RELST	Theology and Religious Studies		<input type="checkbox"/> Generate Class Mtg Attendance					
*Holiday Schedule:	ACHS	Academic Holiday Schedule		<input checked="" type="checkbox"/> Sync Attendance with Class Mtg					
*Instruction Mode:	BL	Blended (in-person and online)		<input type="checkbox"/> GL Interface Required					
Primary Instr Section:	01								

Meetings Tab

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

Cardinal Station Home | Add to Favorites

Station Guest

New Window | Help | Customization

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

Course ID: 000102 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2009 Undergrad
Subject Area: ENG English
Catalog Nbr: 101 Rhetoric and Composition

Class Sections Find | View All First 1 of 14 Last

Session: 1 Regular Academic Session Class Nbr: 6019
Class Section: 01 Component: Lecture Event ID: 000051526

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
MARI 208 24 MWF 8:10AM 9:00AM ☒ ☐ ☒ ☐ ☒ ☐ ☐ 01/12/2009 05/09/2009

Marist 208 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
2301827	Sullivan, Kathleen M	Prim In:	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

Room Characteristics Customize | Find | First 1 of 1 Last

*Room Characteristic *Quantity
46 COMPUTER LAB 1

Save Return to Search Notify

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

Do not modify the start or end dates if you are scheduling in a regular session. (Session 1 in fall or spring; sessions 15, 16, 25, 26 in summer)

Facility ID:

DO NOT enter facility ID (Classroom) **unless** you are assigning departmentally controlled rooms (e.g. labs, departmental classrooms, or departmental seminar space). *Our scheduling software has departmental preferences built in.*

If the class is taking place off campus departments can enter the facility ID of **OFF CAMPUS** if desired.

Instructor

Enter primary and secondary instructor information and check the appropriate "print" box. Use the magnify glass to find instructor information.

If your desired instructor isn't in the lookup, s/he isn't in the Instructor/Advisor table. Please refer to section on **Adding an Instructor to the instructor/Advisor Table**. It is very important to list an instructor on each class as this allows access to class rosters throughout the semester and grade rosters at the midterm and end of the semester

Meetings Tab- Meeting Pattern Information

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

Cardinal Station Home | Add to Favorites

Station Guest

New Window | Help | Customization

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

Course ID: 000102 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2009 Undergrad
Subject Area: ENG English
Catalog Nbr: 101 Rhetoric and Composition

Class Sections Find | View All First 1 of 14 Last

Session: 1 Regular Academic Session Class Nbr: 6019
Class Section: 01 Component: Lecture Event ID: 000051526

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

MARI 208 24 MWF 8:10AM 9:00AM ☒ ☐ ☒ ☐ ☒ ☐ ☐ 01/12/2009 05/09/2009

Marist 208 Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All

Assignment Workload

ID	Name	*Instructor Role	Print	Acc
2301827	Sullivan, Kathleen M	Prim In:	<input checked="" type="checkbox"/>	Appr

Room Characteristics

*Room Characteristic

46 COMPUTER LAB

Save Return to Search Notify

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

Meeting Pattern:

Click the days of the week the course will meet. **Be sure you enter a conforming meeting pattern.**

Additional Instructions for Meeting Patterns:

- If the class has more than one meeting pattern, click the **+**. Again, do not enter facility ID unless you are assigning departmentally controlled rooms. Enter the additional meeting pattern making sure that the meeting pattern and checked days match.
- If the course is only meeting a few days during the semester, this can be correctly noted in Cardinal Station. On the meetings tab, enter the start/end date as the first day of the class (it will be the same date for start and end). Click the **+** and enter the second meeting pattern information and the start/end as the second day of the class (same date for start and end). Continue with the **+** for the amount of days class is being held during the semester.
- All scheduled courses must adhere to the approved scheduling pattern**
- To seek exceptions to the approved scheduling pattern:
 - Complete the [course approval form](#) and return it to Enrollment Services, cua-classes@cua.edu
 - Please be sure to reference the [Non-Conforming course approval instructions](#)

- If scheduling the class would not negatively impact classroom usage and student schedules, and has a clear pedagogical reasoning, exceptions will be considered.
- Any courses scheduled outside the approved scheduling pattern that did not receive approval by the published deadline will not receive classroom space, and will be hidden from the academic schedule until:
 - The meeting pattern is changed to be a conforming one
 - The exception is approved.
- The approved scheduling pattern does not apply to summer courses.
- Classroom priority is given to courses that adhere to the approved scheduling pattern over those that are non-conforming. Even when the non-conforming courses are approved.
- There is an First Year Experience Scheduling block during the fall and spring semesters from 9 am – 11 am on Monday, Wednesday, and Friday
 - This leaves very limited availability in classrooms during these times.
 - Courses with an enrollment higher than 15 should not be scheduled during this time block.
 - Courses serving freshmen or expecting significant freshman enrollment should avoid this time period.
 - Courses requiring digital presentation equipment should not be schedule during this time period, as the rooms that hold 15 students or less do not have digital presentation equipment.
- The meeting pattern of courses may need to change in order to place them into classrooms due to high demand during particular meeting times. This need will be communicated to academic schedulers by Enrollment Services.

The Catholic University of America Approved Scheduling Patterns

Period	75 Minute Classes	50 Minute Classes		150 Minute Classes
1*	8:10-9:25	8:10-9:00	FYE Classes MWF 9:10am & 10:10am	8:10 – 10:40
2	9:40-10:55	9:40-10:30		9:40 – 12:10
3	11:10-12:25	11:10 – 12:00		11:10 – 1:40
4	12:40-1:55	12:40 – 1:30		12:40 – 3:10
5	2:10-3:25	2:10-3:00		2:10 – 4:40
6	3:40-4:55	3:40-4:30		3:40 – 6:10
7	5:10-6:25	5:10-6:00		5:10 – 7:40
8**	6:40-7:55	6:40-7:30		6:40 – 9:10
<p>*Classes can start any time before or within period one as long as they end by 9:30 am.</p> <p>**There is no conforming time requirement for classes starting after 7:30 pm.</p>				

- Classes must begin and end according to the grid. All classes meeting for 75-minute sessions must begin at the start times in the first column and those in the 50 minute sessions must start at the times in the second column.
- Meeting patterns:
 - Monday/Wednesday/Friday- for 50-minutes classes that meet three times a week
 - Monday/Wednesday, Wednesday/Friday, Monday/Friday and Tuesday/Thursday- for 75-minute classes that meet two times per week
 - One day per week classes may be scheduled on any day of the week at the 150 minute class times.

Notes: courses that meet for 50 minutes, three times a week must meet on MWF. Unfortunately allowing any other three-day combinations would lead to extensive complications in student schedules.

Distribution Constraints:

Constraints are applied to all classes that have a meeting pattern. The constraints are applied to courses that meet in department spaces. Independent studies and courses without meeting

patterns won't be counted. Off-Campus courses are not counted, and the above schedule does not apply.

- Departments may schedule UP TO 50% of all their classes during periods 3-5 (prime time).
 - Classes that span multiple periods will be counted multiple times.
- Departments may schedule UP TO 50% of their courses in the T/TH meeting pattern.
- Of the classes offered two days per week on any combination of MWF, departments can only have up to 50% offered on MW. Departments must balance MW offerings with an equal number of MF and/or WF offerings.
- Once-per-week classes must start according to the 150-minute meeting blocks.
 - If the once-per-week class starts prior to period 7 it must be paired in a two-day per week meeting pattern (MW, WF, TR) indicated above. For example, a M class starting in period 2 must be balanced with another W class starting in the same period. This matching provision does not apply to classes offered on Friday, beginning with period 6 and later.

Additional clarifications:

- Departments offering 6 or fewer courses per semester do not have to meet this or other percentage constraints, but they are expected nonetheless to provide a reasonable spread of courses over the day and week.
- Classes can start any time before or within period one as long as they end by 9:30 am.
- There is no conforming time requirement for classes starting after 7:30 pm
- FYE sections will continue to meet at the 9:10 and 10:10 time on MWF.

Four or Five day a week courses

- ▶ Courses that meet more than three days a week can continue to do so. Courses should begin according to the 50 minute class times, and can meet on any day combination.
- ▶ Courses that meet four or five days a week are only counted once when calculating the T/TH 50% constraint.
- ▶ Courses that meet four or five days a week and are scheduled in the prime time (periods 3-6) are counted twice. Example, a course meets MTWR in period 2. The courses is counted as meeting twice during prime time, once for the MW prime-time pattern, once for the TR prime time pattern.

Meetings Tab- Room Characteristic Information

The Catholic University of America

Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to Favorites](#)

▶ [Station](#) [Guest](#)

[New Window](#) | [Help](#) | [Customize](#)

[Basic Data](#) |
 [Meetings](#) |
 [Enrollment Cntrl](#) |
 [Reserve Cap](#) |
 [Notes](#) |
 [Exam](#) |
 [LMS Data](#) |
 [GL Interface](#)

Course ID: 000102 Course Offering Nbr: 1

Academic Institution: The Catholic Univ of America

Term: Spring 2009 Undergrad

Subject Area: ENG English

Catalog Nbr: 101 Rhetoric and Composition

Class Sections [Find](#) | [View All](#) First 1 of 14 Last

Session: 1 Regular Academic Session Class Nbr: 6019

Class Section: 01 Component: Lecture Event ID: 000051526

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
MARI 208	24	MWF	8:10AM	9:00AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2009 05/09/2009
Marist 208												

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
2301827	Sullivan, Kathleen M	Prim In:	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

Room Characteristics

*Room Characteristic

46 COMPUTER LAB

[Save](#) [Return to Search](#) [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS D](#)

Room Characteristic

Enter the room characteristic that best describes the type of room in which the course should be scheduled.

Every class scheduled in Cardinal Station must have ONE primary room characteristic entered!

Please enter **only one primary room characteristic** and **only one secondary characteristic**.

To enter multiple codes:

26



After entering the **primary room characteristic**, click the button to add a new row.

Then enter the code associated with the secondary room characteristic you would like. Remember: Only enter one secondary code. Any features beyond two will be removed before rooming occurs.

Below are the available room characteristics to choose from.

Primary Codes

Primary codes are the core classroom features available. These are codes that most schedulers are very familiar with. You can enter only one primary classroom code per class.

Every class scheduled in Cardinal Station for a given semester **must have one primary room characteristic assigned to it.** Failure to enter a primary characteristic will result in the class being hidden from the course schedule and no space assigned.

46	Computer Lab: These classrooms are equipped with individual PCs for each student and an instructor's PC with projector.
47	Digital Presentation: These classrooms are equipped with a projector, computer, DVD, VCR and some have audio or recording capabilities. They are best suited for faculty who use a wide range of media.
48	No Classroom Needed: Please list 48 on any department controlled room assignments). (To comply with U.S. Department of Education and D.C. laws, we need to know the location of all off-campus classes. Please email this information to Enrollment Services cua-classes@cua.edu so it can be listed as a "note" on the course.
49	Regular Room – No Technology needed: Standard classroom
50	TV/VCR/DVD Room: These classrooms are equipped with a television, VCR and DVD player.
51	Smart Board: An interactive whiteboard, providing touch control of computer applications. A projector displays computer's video output on the whiteboard, which then acts as a large touch screen. The board comes with digital pens which allow you to write on the board. (Note: this technology is only available in MCGIV sub-basement. The largest room with a smartboard holds 16 students.)
52	Document Camera: A real-time image capture device for displaying an object to a large audience. Can

	be used to project an object, transparencies, and papers/books with text onto a screen. (Note: this technology is only available in Maloney 175)
--	---

Secondary Codes

Schedulers **can choose to request ONE** secondary space feature for each class. Please only request one secondary feature. Any features beyond two will be removed before rooming occurs.

Seating Style	53	Auditorium Style Seating: To request classrooms that have tiered seating as in large auditoriums.
	54	Tablet Desks: to request classrooms with tablet desks. This may be valuable for instructors who prefer to have their students move desks during class.
	55	Table and Chairs: to request classrooms with tables that seat multiple students.
	57	Black-out window coverings: to request classrooms with black-out curtains, necessary for showing films.
	58	Chalkboard: To request a classroom with chalkboard space.
	59	Whiteboard: To request a classroom with whiteboard space.
	60	Lab Demonstration Space: To request a classroom with the features necessary to conduct lab demonstrations.
	61	<p>Close to the Metro: Used for evening courses in which off-campus students are traveling to campus for classes. This feature can be used to request a classroom with proximity to the metro.</p> <p>This feature is only available to courses that are offered after 5 p.m. during the week, or anytime on Saturday. If this feature is entered for any courses that begin before 5 p.m. it will be removed.</p>

Software needs

Standard Image

Any courses that will utilize the software included in the standard image do not need to request that the software be available in their classroom since these softwares are on all computers in Enrollment Services classrooms.

Any software needs above and beyond those listed in the standard image need to be requested via Cardinal Station by the scheduling deadline.


CUA Classroom Computer Standard Image

The below software are in the standard image in CUA classrooms:

- Windows 7 Enterprise
- Microsoft Office Professional Plus 2013 (Word, Excel, Powerpoint, Outlook, OneNote, Publisher, Access)
- Adobe Acrobat (full)
- Adobe Flash Player
- Apple Quicktime
- Microsoft Forefront Client Security
- Google Chrome Enterprise
- Microsoft Internet Explorer
- Microsoft Silverlight
- Mozilla Firefox ESR
- nVision drilldown for PeopleSoft Financials
- Pidgin
- AutoDesk Suite 2014 (AutoCAD and Revit Architecture)
- DeepFreeze Agent
- Read/Write Gold
- SPSS & AMOS

The Instructor PC in all classrooms also has:

- Panopto
- Turning Point



Any Faculty requiring access to these software do not need to submit a special request, these software will be on all computers in Enrollment Services classrooms

Additional Software

Any software needs above and beyond those listed in the standard image need to be requested via Cardinal Station by the scheduling deadline.

The following software are programmed in Cardinal Station and available to be requested for courses:

7-Zip	Infanview	Microsoft Project
Adobe Design/Web Premium CS6	Labview	Microsoft Visio
Audacity (Audio Editor)	Lanschool	MOSS
DSST Prometric Testing	Mathematica	MultiSIM
FEKO	Metlab	OnScreen Estimating
Java JDK (for developing Java programs)	Medcin	Microsoft Visual Studio Pro (Visual Basic, Visual J#, Visual C#, Visual C++)
JAVA JRE (for running Java programs)	Microsoft Expression Web	Oracle Crystal Ball
JAVA Netbeans	Microsoft MovieMaker	Oracle Databse 10g Express Edition
Qbasic/DOC Box	SAP2000	SolidWorks
SyncToy	Timberline	Turning Point
WinRATS	Xilinx	

In Cardinal Station > Maintain Schedule of Classes > on the “meetings” tab, note the classroom requirements in the room characteristic field.

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

Course ID: 000098 Course Offering Nbr: 1
 Academic Institution: The Catholic Univ of America
 Term: Spring 2014 Undergrad
 Subject Area: CSC Computer Science
 Catalog Nbr: 105 Introduction to Computers II

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 3755
 Class Section: 01 Component: Lecture Event ID: 000072650
 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
 PANG 301 30 R 6:40PM 9:10PM 01/13/2014 05/10/2014
 Pangborn 301 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
		Prim In: <input type="checkbox"/>	<input type="checkbox"/>	Approve <input type="checkbox"/>	<input type="checkbox"/>

Room Characteristics Personalize | Find | View All First 1-2 of 2 Last

*Room Characteristic	*Quantity
46 COMPUTER LAB	1
92 VISUAL BASICS	1

Save Return to Search Previous in List Next in List Notify

- First enter the primary classroom code for computer lab (46).
- Add a second row to request a secondary classroom code with the necessary computer software.
- The software requirement will be counted as the secondary classroom code.
- Departments can only request that these secondary software codes with classes that are also requesting a computer lab.
- These requirements should be entered for each class by the scheduling deadline.
- If there is a software need that is not included in the list above, please email Enrollment Services cua-classes@cua.edu with that need by the scheduling deadline.

Requesting New Software:

Complete the [New Software Request Form](#) by the scheduling deadline for the semester the software is required.

Enrollment Cntrl Tab

The Catholic University of America

Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#)

Station Guest
[New Window](#) | [Help](#)

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

Course ID: 000102

Academic Institution: The Catholic Univ of America

Term: Spring 2009

Subject Area: ENG

Catalog Nbr: 101

Course Offering Nbr: 1

Undergrad

English

Rhetoric and Composition

Enrollment Control
Find | View All
First 1 of 14 Last

Session: 1

Class Section: 01

*Class Status: Active

Class Type: Enrollment

*Add Consent: No Consent

*Drop Consent: No Consent

1st Auto Enroll Section:

2nd Auto Enroll Section:

Resection to Section:

☒ Auto Enroll from Wait List

Component: Lecture

Enrollment Status: Open

Requested Room Capacity:

Enrollment Capacity:

Wait List Capacity:

Minimum Enrollment Nbr:

☐ Cancel if Student Enrolled

Class Nbr: 6019

Event ID: 000051526

Cancel Class

Save
Return to

Both Requested Room Capacity and Enrollment Capacity numbers should be the same.

Consent

Consent type defaults from the catalog set up. If you wish to require department consent, click on the down arrow and choose "Dept Cnsnt". Instructor consent is not currently supported, so please do not select it.

Consent is only monitored on the 'enrollment' section of courses- usually the lecture portion.

Please keep in mind that you can assign permissions to override the Department Consent.

Requested Room Capacity/Enrollment Capacity

Departments must set requested enrollment capacities based on historical enrollment figures. Do not exceed the average historical enrollment by more than **three** students.

Adjusting Cap to reflect historical figure

*When we roll class data from the previous like semester, we automatically populated the enrollment capacity field for the class to match the **actual** enrollment for the prior like semester. It is the schedulers' responsibility to edit this figure if necessary.*


For example, if during spring 11 the actual enrollment for LC 101, was 10 students, then when we roll spring 11 classes to start spring 12 scheduling the enrollment cap for LC 101 will be 10 in the spring 12 schedule.

Using Historical Enrollment when setting Enrollment Capacities

- Enrollment Services requires academic departments to base requested enrollment capacities for a course on that course's historical enrollment. In general do not exceed the average historical enrollment by more than three students.

Historical Enrollment Query

- To assist with this, we have developed the following query: 9_IR_OFF_CLASS_JERABEK
- When you run the query, you'll be prompted to enter a semester code. The query will then pull up all courses scheduled for that semester
- You can export the query to excel, and then sort it to look at only your department's courses.
- The query will list the subject, catalog number and section number of all the courses scheduled for that semester.
 - It will also include the enrollment cap currently listed in maintain schedule of classes.
 - Additional columns list the historic enrollment figure for past semesters.



Term	Subject	Catalog	Sect	EnrCap	Current_Enrl	1121_Enrl	1118_Enrl	1111_Enrl	1108_Enrl	1101_Enrl	1098_Enrl
1131	MEG	342	01	25	0	14	0	22	0	19	0
1131	MEG	362	01	25	0	16	0	25	0	19	0
1131	MEG	442	01	25	0	23	0	18	0	15	0
1131	MEG	503	01	25	0	22	0	25	0	19	0
1131	MEG	392	01	25	0	18	0	24	0	0	0
1131	MEG	392	31	12	0	12	0	12	0	0	0
1131	MEG	392	32	12	0	6	0	2	0	0	0
1131	MEG	529	01	15	0	12	0	0	0	0	0
1131	MEG	510	01	25	0	4	0	0	0	6	0
1131	MEG	530	01	25	0	9	24	0	22	0	17

- Departments must set request enrollment capacities based on the historical enrollment figures.
 - Do not exceed the average historical enrollment by more than **three** students.
 - If a higher enrollment capacities is needed for a particular reason, please just email cua-classes@cua.edu with a description of the need.
 - For example, if a larger freshman class has been accepted for a particular program, and larger first-year classes are needed
- Beginning with Fall 2013, if an enrollment cap for a course exceeds the average historical enrollment by more than three students and justification has not been sent, Enrollment Services will adjust the enrollment capacity down to be in line with historical figures.

Create Waitlist

Students can register for a waitlist of a course once the course fills up.

Waitlists capacities are generally set to zero for all classes, if you wish to use the wait list functionality, follow the below directions.

In Cardinal Station navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

Go to the **Enrollment Cntrl. Tab**

The screenshot shows the 'Enrollment Control' form for course 000102. The form is divided into several sections. The top section contains course information: Course ID: 000102, Academic Institution: The Catholic Univ of America, Term: Spring 2009, Subject Area: ENG, Catalog Nbr: 101, Course Offering Nbr: 1, Undergrad, English, Rhetoric and Composition. The middle section contains enrollment control settings: Session: 1, Class Section: 01, Component: Lecture, Class Nbr: 6019, Event ID: 000051526. The bottom section contains capacity settings: Enrollment Status: Open, Requested Room Capacity: 18, Enrollment Capacity: 18, Wait List Capacity: 0, Minimum Enrollment Nbr: 0. The 'Auto Enroll from Wait List' checkbox is checked. The 'Save' button is highlighted with a yellow callout.

Enter the maximum number of students you will permit on the wait list.

“Auto Enroll from Wait List” will default to checked; uncheck if desired.

Click Save

Recommendation: Enrollment Services strongly encourages the use of waitlists to capture students interested in taking classes. While we want to use historical enrollment figures to make educated estimates as to the number of students who will enroll in a course, we do not want these figures to prevent interested students from being able to register for a course.

Utilizing the waitlist will allow us to capture students interested in taking a course •

Utilizing Reserve Capacities

Explanation: Reserve capacities can be used to cap enrollment in a particular section of a class for students belonging to a specific enrollment requirement group. Capping the enrollment of students in one enrollment requirement group can effectively be used to “reserve” the remaining seats in the section for students not in that enrollment requirement group. If, for example, a class has a total enrollment capacity of 25 students, and you want to ensure that at least 15 seats are available *only* to majors (or students with a particular number of credits, or students in the honors program, etc.), then the reserve capacity functionality can be used to cap the enrollment of non-majors at 10. The effect of this cap is that 15 seats are available only to majors.

Using this functionality is essential to providing a transparent registration process as students are able to see that seats are capped for students who fall into certain enrollment groups.

The first step to utilizing Reserve Capacities is to define an enrollment requirement group.

The enrollment requirement groups used to assign reserved capacities are the same as those used to assign pre-, co-, or anti-requisites to courses in the catalog. These groups can be built to look at academic plans (majors, minors, sub-plans, etc.), class standing, credits earned, GPA, student group membership, etc. – basically any “category” to which a student might belong. Enrollment requirement groups can NOT be built to include specific students (i.e., a department can’t pick and choose the specific students that will go into the group and, therefore, qualify for seats in a class).

When using reserve capacities, the department must first define the category of students for which they wish to cap seats. Since capping seats for one category of student effectively “reserves” them for another, it may be easier for the department to define the desired cap by identifying, instead, a category of students for which they wish to reserve seats.

The second step is to then apply a reserve capacity to a class.

You’ll need to email cua-classes@cua.edu to request a reserve capacity for a class section. You should indicate the course and section number, the number of seats you wish to cap, and for whom you wish to cap them. If it’s easier, you can let us know the number of seats you’re attempting to “reserve” and for whom...and we can let you know if there’s a way to reserve them by assigning a cap to another category of students.

Things to keep in mind:

Reserve capacities only take into consideration enrollment transactions occurring *after* they are added to the class section. If an enrollment cap is added to a class to limit enrollment of non-majors to 10 but 5 non-majors were already enrolled *prior* to the addition of that reserve cap then a total of 15 non-majors could conceivably enroll. For this reason, it is essential to add enrollment caps to class sections prior to the start of enrollment. Enrollment caps can, however, be added – or removed or adjusted – at any time.

Reserve capacities are effectively dated and can be inactivated or changed at any point. If, for example, you have a class of 100 seats and want to “reserve” 40 for incoming freshmen you can do so by assigning a reserve cap of 60 non-freshmen students to the class. Once freshmen enrollment has begun, if the remaining 40 seats haven’t been filled you can either remove the cap (effectively opening those seats up to anyone) or you can drop the cap so that some seats continue to be reserved for freshmen but some of the seats previously reserved for freshmen become available to upperclassmen. You can also plan ahead and set up this sort of staggered enrollment cap at the very beginning – just let us know the future dates when you want the cap to be changed (or removed) and what you want to change it to

Class Notes Tab

Class notes include information about a course that is not otherwise conveyed in the Cardinal Station system, or information that students should be aware of at registration.

The most common use of class notes include:


- The specific location of courses when they are off-campus. i.e. the building and address where the class meets.
- Information like, the course is only open to freshman.
- If a course that meets in person has additional online work.

Information to Know

- Class notes roll each semester. When Enrollment Services rolls curriculum data forward, class notes will roll. So if ENG 101 during the spring 2011 semester had a note associated with it, this note will appear in the spring 2012 schedule when the data is rolled.
- Class notes appear on the printed schedule of classes and online.
- Class notes are *not* free format text. They are pre-programmed notes managed by Enrollment Services that schedulers can choose to apply to a course they are scheduling.
- You can apply multiple notes to a course.

Adding a course note:

In Cardinal Station navigate to Curriculum Management >Schedule of Classes > Maintain Schedule of Classes.



The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Station

Guest

Maintain Schedule of Classes

Enter any information you have and click Search

Find an Existing Value

Academic Institution:

=

CRDNL

Term:

=

1091

Subject Area:

=

eng

Catalog Nbr:

begins with

101

Academic Career:

=

Campus:

begins with

Description:

begins with

Course ID:

begins with

Course Offering Nbr:

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Enter CRDNL for Academic Institution.

Enter the term code for the semester you are scheduling. You can use the magnify glass to search.

Enter the abbreviation for Subject, or use the magnify glass to search.

Enter the catalog number of the course you are looking up, or leave empty to have all classes

Click "Search"

Navigate to the "Notes" Tab

Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Exam

LMS Data

Textbook

Course ID:

000408

Course Offering Nbr:

1

Academic Institution:

The Catholic Univ of America

Term:

Summer 2011

Subject Area:

CPOL

Catalog Nbr:

528

Graduate

Politics: Off-Campus

Congressional Internship

Class Sections

Find | View All

First

1 of 1

Last

Session:

DD

Dynamic Date Session

Class Nbr:

1088

Class Section:

01

Component:

Internship

Event ID:

Associated Class:

70

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:

0074

Copy Note

Hall of States

444 N. Capitol St., NW

Washington, DC 20001

Click "Notes"

University of America
Cardinal Station for Staff

Welcome, Megan Jerabek!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [Sign out](#)

Subject Area: PHIL Philosophy
Catalog Nbr: 201 The Classical Mind

Class Sections Find | View All First 1 of 56 Last

Session: 1 Regular Academic Session Class Nbr: 1992
Class Section: 01 Component: Lecture Event ID: 000062902
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: Copy Note

Click the magnify glass to look up the note number that you would like to apply to the course.

Click the button to add a new note.

Look Up Note Nbr

Academic Institution: CRDNL

Note Nbr: begins with

Description: begins with

[Basic Lookup](#)

Search Results
View All First 1-45 of 45 Last

Note Nbr	Description
0004	Plus Additional Online Work
0007	Online Course
0055	Required lab - TBA
0061	Army. Ft. Belvoir, Night/Vis Lab
0067	Accelerated course
0068	SHRM LS. \$1,095
0069	SHRM LS. \$495
0070	SHRM LS. \$675
0071	SHRM LS. \$995

Enter the note number you want

Or look for the number associated with the text the

Click on the note that you would like added.

The screenshot shows the 'Cardinal Station for Staff' interface for The Catholic University of America. The user is logged in as Megan Jerabek. The left sidebar contains a navigation menu with options like 'Schedule of Classes', 'Class Search', 'Schedule New Course', 'Maintain Schedule of Classes', 'Schedule Class Meetings', 'Adjust Class Associations', 'Update Sections of a Class', 'Class Event Table', 'Print Class Schedule', 'Exam Code Table', 'Exam Code Table Report', 'Generate Exam Schedule', 'Class Notes Table', 'Class Notes Report', 'Class Notes Table Report', 'Global Notes Table', and 'Global Notes Table Report'. The main content area displays details for a class section: Subject Area: EDUC, Catalog Nbr: 101, Education, Introduction to Teaching. Below this is a 'Class Sections' table with one row: Session: 1, Class Section: 01, Component: Lecture, Associated Class: 1, Units: 1.00, Regular Academic Session, Class Nbr: 1080, Event ID: 000062469. The 'Class Notes' section is active, showing a form with fields for *Sequence Number (1), *Print Location (After), and Note Nbr (b078). A text area contains the note 'Class to take place at Ft. Belvoir'. A yellow callout bubble points to the 'Copy Note' button with the text 'Click'. Another yellow callout bubble points to the text area with the text 'The notes information will appear in the note'. At the bottom are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

Reminder: You can add multiple notes for a course. Just repeat these steps to add an additional note to a course.

Deleting a course note

To delete a note, click on the – button to delete the course note row.

This screenshot shows the 'Class Notes' section of the interface. It includes the same form fields as the previous screenshot: *Sequence Number (1), *Print Location (After), and Note Nbr. A yellow callout bubble points to the minus (-) button in the top right corner of the 'Class Notes' section with the text 'Click – button to delete a note.'.

The screenshot shows a 'Message from webpage' dialog box with a question mark icon. The text inside reads: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' There are 'OK' and 'Cancel' buttons at the bottom. A yellow callout bubble points to the dialog box with the text 'This dialogue box will appear. Click "OK"'.

The availability of class notes is based on note usage over the last academic year. If you would like us to consider adding any additional notes to those available for use, please email Enrollment Services at cua-classes@cua.edu

How to manage class notes:

- Review course notes for all offered courses before the scheduling deadline.
- Remember notes roll, so if a note is no longer applicable and needs to be removed please delete it.
- If a course is offered off-campus, the correct location **must be listed in the course notes tab**
- Be sure to add any applicable notes.

Scheduling Associated Classes

Associated classes are items such as labs, discussions, clinical, etc that are attached to a larger class such as a lecture.

Associated classes must be set up in the course catalog in order for them to be scheduled. If you are adding discussion sections, clinical, etc for the first time please contact Enrollment Services to first update the course catalog.

In **Cardinal Station** navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

On the **Basic Data** tab:

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

Course ID: 000607 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2009 Undergrad
Subject Area: BIOL Biology
Catalog Nbr: 106 Mechanisms of Life II

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session: 1 Regular Academic Session Class Nbr: 1045
*Class Section: 01 *Start/End Date: 01/12/2009 05/09/2009
*Component: LEC Lecture Event ID: 000051567
*Class Type: Enrollment
*Associated Class: 55
*Campus: MAIN CUA
*Location: MAIN The Catholic Univ of America
Course Administrator:

Add Fee

☒ Schedule Print
☒ Student Specific Permissions

Each section of a class *without* multiple components (e.g. labs or discussions) should have an

'Associated Class' number 1.

Each section of a class *with* multiple components should have an 'Associated Class' starting with 55. This numbering convention allows the courses to prompt students to register for both components of the class. The lab/studio/discussion section should be 31 or higher to designate it is an associated class.

For courses with Associated Classes:

The screenshot shows the 'Cardinal Station for Staff' interface for The Catholic University of America. The user is logged in as Wendy E. White. The interface displays course details for Course ID 000607, Course Offering Nbr 1, Academic Institution The Catholic Univ of America, Term Spring 2009, Subject Area BIOL, and Catalog Nbr 106. The Class Sections tab is active, showing details for Session 1, Class Section 01, Component LEC, and Class Type Enrollment. Two yellow callout boxes provide instructions: one points to the Component dropdown (LEC) and the other points to the Class Type dropdown (Enrollment).

The example below demonstrates the appropriate set up so that when a student registers for BIOL 106.01 the system will require them to register for BIOL 106.31 OR BIOL 106.32 as well:

BIOL 106 section 01 is a LECTURE; class type ENROLLMENT and the associated class of 55
 BIOL 106 section 31 is a LAB; class type NON-ENROLLMENT with the associated class of 55
 BIOL 106 section 32 is a LAB; class type NON-ENROLLMENT with the associated class of 55

Dynamically Dated Courses

Dynamically dated courses are those where the courses' start date and end date are different than the regular semester. For Fall and Spring semesters, dynamically dated courses are those that meet only for a portion of the full semester. For the summer, dynamically dated courses are those that meet for dates other than the dates of sessions 15, 16, 25, or 26.

Examples:

The Fall 2011 semester starts on Monday August 29th and ends on Monday December 12th.

A course should be dynamically dated if it meets: October 1st to December 12th.

You do not dynamically date a course if its start date and end date are different solely because of the days of the week in which it meets. For example if a course met on Tuesdays only- its actual first class date would be Tuesday August 30th and its last class date Tuesday December 6th. This class still meets during the full semester though. So it should not be dynamically dated.

How to schedule a class in Dynamic Date (DD)

On the "Basic Data" Tab:

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

Course ID: 001708 Course Offering Nbr: 1

Academic Institution: The Catholic Univ of America

Term: Summer 2011 Graduate

LSC: 898 Library & Information Science

Independent Study

Auto Create Comp

Find | View All First 6 of

*Session: DD Dynamic Date Session Class Nbr: 2306

*Class Section: 06 *Start/End Date: 05/23/2011 06/30/2011

*Component: IND Independent Study Event ID:

*Class Type: Enrollment

*Associated Class: 75 Units: 3.00 Add Fee

ous: MAIN CUA

MAIN The Catholic Univ of America

Administrator: LIBINFOSCI Library and Info Science

☒ Schedule Print

☒ Student Specific Permissions

For Session, write "DD"

Adjust the start and end date to reflect the dates that the course is meeting

If you enter a session code of **DD** Cardinal Station will automatically populated a associated class number of 70

Multiple sections of a class scheduled in DD:

If you have multiple sections of the same class scheduled in DD, each section needs to have a different "Associated Class" Number. For example, the course pictured above, has 6 sections of LSC 898 scheduled in DD. Each section of the course can have different start and end dates.

And each has to have a different association number. So the course it is set up as noted below:

LSC 898-01 has an association # of 70

LSC 898-04 has an association # of 73

LSC 898-02 has an association # of 71

LSC 898-05 has an association # of 74

LSC 898-03 has an association # of 72

LSC 898-06 has an association # of 75

On the "Meetings" Tab

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook												
Course ID:	001708				Course Offering Nbr:	1						
Academic Institution:	The Catholic Univ of America											
Term:	Summer 2011				Graduate							
Subject Area:	LSC				Library & Information Science							
Catalog Nbr:	898				Independent Study							
Class Sections Find View All First 6 of 6 Last												
Session:	DD		Dynamic Date Session		Class Nbr:	2306						
Class Section:	06		Component:	Independent Study		Event ID:						
Associated Class:	75		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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/23/2011 06/30/2011
			Topic ID:	Free Format Topic:								
<input type="checkbox"/> Print Topic On Transcript										Conta		

Adjust the start and end date to reflect the dates that the course is meeting.

Scheduling Online Classes

Reminder: That if a course *ever (event just once)* meets in-person, it is not considered an online course, but rather an in person course.

The setup of online courses:

- Have an instruction mode of OL
- Online class section codes:
 - Online courses offered through Deltek should have a class section code of D (i.e. sections would be D1, D2, etc.)
 - Online courses not offered through Deltek should have a class section code that begins with L (i.e. sections would be L1, L2, etc.)
- If the course will not be taking dates will not match those of the regular term, the course will be scheduled in Dynamic Date. If the specific class dates aren't known the course still needs to be scheduled in Dynamic Date, and the specific course dates entered once they are known.
- No meeting pattern will be entered for asynchronous online courses. Online courses that are synchronous should enter the meeting pattern for the course.
- A Facility ID of ONLINE will be entered for these courses.
- Term dates for online courses should fall within the term dates set on the academic calendar.
- All online courses should have course note 0007 "Online Course" applied to it in the Schedule of Classes.
- Technology Services has helped to develop a course note to be applied to all courses that are offered online. The note outlines what the minimum technical requirements are for courses taught online. The note helps ensure students are aware, at the time of registration, what technical requirements will be necessary to access course information.
 - Please add note #0105 to all Online courses.

Creating new online Deltek courses:

Submit a new course request and indicate in the notes section that the course is online. Courses can be setup to mirror existing courses (like the same number but a distinguishing letter with it) but they do have to be set up as different courses in the catalog. Departments can't simply schedule an existing course to be online. (This is because we have slightly different DD rules for Deltek courses and also because many Deltek courses have requisites that restrict enrollment to students in those programs.)

Cancelling online courses:

- Academic schools/departments wishing to cancel online courses after the start of registration will notify Enrollment Services.
- Enrollment Services will encourage departments to be sure they contact Deltek to notify them of the cancellation if it is a Deltek course.

Blended Courses:

- Have an instruction mode of BL
- Meeting patterns should be entered for all in person course meetings.

- No meeting pattern will be entered for asynchronous online meeting patterns. Online meeting patterns that are synchronous should enter the meeting information.
- Term dates for blended courses should fall within the term dates set on the academic calendar.
- All blended courses should have course note 0098 “Blended” applied to it in the Schedule of Classes.

Scheduling Online courses

- On the **Basic Data Tab**
 - Enter the Location = Main
 - Formerly you may have entered ONLINE as the location. This is no longer an option. Please select MAIN for the location of online courses.

The screenshot shows the 'Class Sections' form with the following fields and values:

*Session:	1	Regular Academic Session	Class Nbr:	
*Class Section:	01		*Start/End Date:	
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		
*Campus:	MAIN	CUA		
*Location:	MAIN	The Catholic Univ of America		
Course Administrator:				
*Academic Organization:	RELSTUDIES	Theology and Religious Studies		
Academic Group:	RELST	Theology and Religious Studies		
*Holiday Schedule:	ACHS	Academic Holiday Schedule		

- Choose the Instruction Mode = OL (for Online)

The screenshot shows the 'Class Sections' form with the following fields and values:

*Session:	1	Regular Academic Session	Class	
*Class Section:	01		*Start	
*Component:	LEC	Lecture	Event	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		
*Campus:	MAIN	CUA		
*Location:	MAIN	The Catholic Univ of America		
Course Administrator:				
*Academic Organization:	RELSTUDIES	Theology and Religious Studies		
Academic Group:	RELST	Theology and Religious Studies		
*Holiday Schedule:	ACHS	Academic Holiday Schedule		
*Instruction Mode:	OL	Online		
Primary Instr Section:	01			

- On the **Meetings Tab**
 - Enter Room Characteristic = 48, No Classroom Needed

Room Characteristics	
<u>*Room Characteristic</u>	
48	NO CLASSROOM NEEDED

- On the **Notes Tab**
 - Technology Services and Enrollment Services encourages this note be added to all online courses. Please go into Cardinal Station and add note #0105 to all courses with the Instruction Mode of Online (OL).

Scheduling Abroad Courses

Note: CUA courses taught in another country as part of a degree program offered entirely in that country are to be designated as off-campus and not abroad. The off-campus designation will be entered following the same steps outlined in part I below, with the one exception being that OFF CAMPUS will be entered instead of ABROAD in the Location and Facility ID fields.

If the entirety of a course is offered abroad in a given semester, the below steps must be taken to ensure that the abroad nature of the course is reflected in the schedule and on the student's academic record.

These instructions do not apply to courses in which only a portion of the course is offered abroad (such as an on-campus course that includes a supplementary trip abroad). See Section II (below) for instructions on how to address these cases.

Course Scheduling

- The academic department should submit a [Course Scheduling Request](#) to have the abroad course added to the class schedule.
- Once added to the schedule, the department scheduler will need to make the following notations to the abroad section(s) of the course on the Maintain Schedule of Classes page in Cardinal Station:
 - On the Basic Data tab:
 - Enter ABROAD in the Location field
 - Select the appropriate location topic in the Course Topic ID field
 - If the appropriate location does not already exist as a topic accessible through the magnifying glass next to this field, email cua-enrollmentservices@cua.edu to have a new topic created.
 - Select the Print Topic in Schedule checkbox to the right of the above field
 - On the Meetings tab:
 - Enter ABROAD in the Facility ID field
 - Select the appropriate location topic in the Topic ID field
 - DO NOT enter information in the Free Format Topic field. If the appropriate location does not already exist as a topic accessible through the magnifying glass next to the Topic ID field, email cua-enrollmentservices@cua.edu to have a new topic created.
 - Select the Print Topic in Transcript checkbox below the above field

- Enter 48 (No Classroom Needed) in the Room Characteristics field

Section 2: If an on-campus course has a supplementary trip abroad (either required or optional), the below steps must be taken to ensure that the trip is reflected in the schedule and on the student's academic record. These instructions do not apply to courses in which the entire course is offered abroad in a given semester. See Section I (above) for instructions on how to address these cases.

Course Scheduling

- The academic department should submit a [Course Scheduling Request](#) to have the above course for the supplemental trip added to the class schedule.
- Once added to the schedule, the department scheduler will need to make the following notations on the Maintain Schedule of Classes page in Cardinal Station:
 - On the Basic Data tab:
 - Enter DD in the Session field so that the course is dynamically dated
 - Enter 70 in the Associated Class field (required for DD courses)
 - If multiple sections of the trip are scheduled, the Associated Class field on each section should be sequential beginning with 70 (70, 71, 72, etc.)
 - Enter the start and end dates of the trip in the Start/End Date fields
 - Enter ABROAD in the Location field
 - Select the appropriate location topic in the Course Topic ID field
 - If the appropriate location does not already exist as a topic accessible through the magnifying glass next to this field, email cua-enrollmentservices@cua.edu to have a new topic created.
 - Select the Print Topic in Schedule checkbox to the right of the above field
 - On the Meetings tab:
 - Enter the start and end dates of the trip in the Start/End Date fields
 - Enter ABROAD in the Facility ID field
 - Select the appropriate location topic in the Topic ID field
 - DO NOT enter information in the Free Format Topic field. If the appropriate location does not already exist as a topic accessible through the magnifying glass next to the Topic ID field, email cua-enrollmentservices@cua.edu to have a new topic created.
 - Select the Print Topic in Transcript checkbox below the above field
 - Enter 48 (No Classroom Needed) in the Room Characteristics field

Course Enrollment

- Students will need to register for the above course for the supplemental trip the same as they do for all other courses.
 - If the department has set the course to require consent, permission will need to be granted via the Class Permissions page before the student is able to register.
 - Since these supplemental trips require concurrent enrollment in the on-campus version of the course, no student should be granted "Requisites Not Met" permissions for enrollment in the trip course.
 - If an instance occurs where a student is approved to participate in such an abroad trip but is not concurrently enrolled in the on-campus course that the trip is meant to supplement the academic department should consult the Office of Enrollment Services for assistance.
 - Since the trip courses will be dynamically dated, students will be able to enroll in the course even after the add/drop deadline for the semester has passed.

- Once enrolled in the supplementary abroad course, a student will not be able to drop the on-campus course without also dropping the abroad course. Any attempt to do so will be met with an error message stating, "You cannot drop this class without also dropping its co-requisite. Another class (or classes) in your schedule requires concurrent enrollment in this class." Students receiving this error will need to drop both courses in the same enrollment transaction

Adding a New Class or an Additional Section

To add a course that already exists in the course catalog to the schedule of classes for the semester you are building- please fill out the "Course Schedule Request Form" available on the Office of Enrollment Services' Website:

<http://enrollmentservices.cua.edu/facultystaffinfo/schedule-request.cfm>

Once the course/section has been added, you will be notified via email. This will allow you to edit the meeting pattern and enrollment information as previously discussed.

Registration and Records
Student Financial Services
Cardinal Station Navigation Guides
Faculty / Staff Information
Forms
Parent Information
Contact Enrollment Services
Cardinal Station
University Catalogs

Course Schedule Request Form

Note: To use this form, your course must already exist in the catalog.

If you need to add a course to the catalog, please visit our [New Course Request Form](#).

Use this form to schedule a course or add a new section.

Name:
Campus Phone Extension:
Campus Email Address:
Schedule Term:
If for the summer, what session

	Course Subject:	Catalog No:	Section:	Meeting Pattern:	Class Start Time:	Class End Time:	Requested Classroom Code:
Ex:	TRS	301	01	MWF	1:10 p.m.	2:00 p.m.	46
1.							
2.							
-							

Adding an Instructor to the Instructor/Advisor Table

Remember, it is very important to list an instructor on each class as this allows access to class rosters throughout the semester and grade rosters at the midterm and end of the semester.

Academic schedulers always have access to add to/edit the Instructor/Advisor table, even after the deadline for submitting academic schedules.

The only courses where academic schedulers won't be able to add instructor information is for bound courses. To edit instructor information for these courses, please email Enrollment Services at cua-classes@cua.edu

In Cardinal Station navigate to Cardinal Students > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

The screenshot shows the 'Instructor/Advisor Table' search page in Cardinal Station. The header includes the CUA logo and a welcome message for Megan Jerabek. The page title is 'Instructor/Advisor Table' with a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with five search criteria: ID, Campus ID, National ID, Last Name, and First Name. Each criterion has a 'begins with' dropdown menu and a text input field. A yellow callout box points to the ID input field with the text 'Enter the instructor's EMPLID and click Search.' Below the search fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'.

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

Find an Existing Value

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the instructor's EMPLID and click Search.

Instructor/Advisor Table Tab

The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Cardinal Station

Station Guest

Instructor/Advisor Table Approved Courses

Hellen Mardaga 07/24/2008

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 07/24/2008 *Status: Active

*Instructor Type: Instructor ☒ Advisor

*Academic Institution: CRDNL The Catholic Univ of America

*Primary Acad Org: RELSTUDIES Theology and Religious Studies

*Instructor Available: Available

Instructor/Advisor Role Find | View All First Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Return to Search Notify play Include History

The Effective Date will default to today's date. If the term has already started, change the effective date to before the first day of the term.


Choose "Instructor" for faculty or "TA" for teaching assistants. **Do Not** select any other designation.

If the instructor will also be an **Advisor** click the Advisor box.

Choose the instructor's **Primary Acad Org.**

Do not complete the fields in the **Instructor/Advisor Role** section.

Approved Courses Tab



The Catholic University of America

Cardinal Station for Staff

Welcome, Wendy E. White!

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#)

[Station](#) | [Guest](#)

[New Window](#) | [Help](#) | [Customize](#)

[Instructor/Advisor Table](#) | **Approved Courses**

William G Coffas0801234

Instructor Details

[Find](#) | [View All](#) | First Last

Effective Date:11/14/2008

Status:Active

Instructor Type:☐ Advisor

Academic Institution:CRDNLThe Catholic Univ of America

Primary Acad Org:

Course Description

[Customize](#) | [Find](#) | [View All](#) | First Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offering	Catalog Nbr	Campus
1	ENGLISH					
2	MEDIASTDS					

[Instructor/Advisor Table](#) | [Approved Courses](#)

Enter the **Acad Org** or **Subject Area** in which the Instructor is authorized to teach.

Use the Insert button to enter additional **Acad Org** or **Subject Areas**.

Click "Save"

Scheduling Back-to-Back Courses

Back-to-back courses are courses that you would like scheduled together- in the same (or nearby) room. Back-to-back courses are taught by the same instructor with the second class starting very shortly after the conclusion of the first. Back to back requests can be submitted for courses that are scheduled within 15 minutes of each other. Please keep in mind other factors, such as type and size of classroom required also affect the ability to schedule back-to-back courses. For Example:

Please fill out the Back-to-Back request form found at:

<http://enrollmentservices.cua.edu/facultystaffinfo/back-to-back-courses-form.cfm>

The deadline by which this form must be received is found on the Enrollment Services Scheduling page: <http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm>

Bound Courses

Bound classes are those taught by the same instructor, in the same room, on the same day and at the same time.

To bind courses, you must complete the Bound Course Form at

<http://enrollmentservices.cua.edu/facultystaffinfo/bound-classes-form.cfm>

For the purpose of percentage constraints, bound courses count only once.

If the cross listing is between multiple academic departments, then schedulers will need to note who the “owning” department is on the bound course request form.

The bound course(s) will be counted as a single class when calculating the “owning” department’s constraint compliance.

For example: If MDIA 201 and ENG 201 are bound, the departments will need to agree who is the “owning” department, and the course will count as one class for the owning department. In the above example, if the departments agree that MDIA is the “owning” department, the course will count in MDIA’s constraint compliance, but not in ENG’s.

The deadline by which this form must be received is found on the Enrollment Services Scheduling page: <http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm>

Faculty with Special Needs

Faculty who need special classroom assignments due to a disability must contact the University’s Equal Opportunity Officer, in Human Resources to establish the need for an accommodation and to request a reasonable accommodation.

Once HR has approved an accommodation, additional requests do not need to be resubmitted- the request is good throughout the faculties’ time at the University.

Contact information for the Equal Opportunity Officer and due dates for these requests can be found on the calendar at <http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm>

It is important that faculty with accommodations be assigned to their courses by the published deadline in order to give Enrollment Services an opportunity to assign their courses to the proper space.

For short-term considerations such as a temporary use of crutches, etc please send requests to Enrollment Services cua-classes@cua.edu

Deleting a Class

If you are not going to offer a class that is showing up on your preliminary schedule, please DELETE the class. DO NOT cancel it. Once students have started registering, then classes that will no longer be offered must be cancelled. Please email Enrollment Services at cua-classes@cua.edu to have a class cancelled after registration has started.

In Cardinal Station Navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The class will no longer appear on the schedule.

Scheduling Comprehensive Exams

The COMP and ORAL subject codes have been inactivated. Instead these exams will use departmental subject codes.

	Undergraduate Number	Master's Number	Doctoral Number
Exam Guidance		697	997
Comprehensive Exam	498	698A- Comps with classes 698B- Comps without classes	998A- Comps with classes 998B- Comps without classes
Dissertation guidance			996- Doctoral students who are working on their dissertation, including those who are planning on defending, should enroll in their departmental dissertation guidance course.

For example, the Spanish undergraduate comprehensive exam would be added in Cardinal Station as SPAN 498.

Steps to adding the Comprehensive Exam dates in Cardinal Station:

Navigate in Cardinal Station to Schedule of Classes > Maintain Schedule of classes and search for the appropriate course.

Under the Basic Data Tab:

All Comprehensive exams should be scheduling in session 1 for fall and spring. This allows students to have accurate add/drop deadlines for the course.

[Ne](#)

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

Course ID: 003408 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Fall 2013 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 498 Research Apprenticeship-UG [Auto Create Component](#)

Class Sections Find | View All First 1 of 1 Last

*Session: **1** Regular Academic Session Class Nbr: 0
*Class Section: 01 *Start/End Date: 08/26/2013 12/14/2013
*Component: RES Research Event ID:
*Class Type: Enrollment
*Associated Class: 1

Comprehensive exam date guidelines:

- We are moving away from having comprehensive exam dates set in the academic calendar. Departments are allowed to schedule comprehensive exam beginning the Monday after the add/drop deadline for the semester through the last day to withdraw from classes with a “W” deadline.
- Each department should identify the day/time of their comprehensive exam while building their semester schedule.
- Date limitations:
 - Cannot take place prior to the add/drop deadline for the semester
 - Cannot take place on any Administrative Class days
 - Cannot take place on Reading Days or university holidays
 - Must be completed by the deadline to withdraw from classes with a “W” grade for that semester.
- All comprehensive exam dates will be noted in Cardinal Station, under the course notes tab. This will allow students to be aware of the exam date at the point of registration. Please email your exam day/time information to Enrollment Services at cua-classes@cua.edu by the scheduling deadline for the semester.

Under the Meetings Tab

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

Course ID: 003408 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Fall 2013 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 498 Research Apprenticeship-UG

Class Sections Find | View All

Session:	1	Regular Academic Session	Class Nbr:	0
Class Section:	01	Component: Research	Event ID:	
Associated Class:	1			

Meeting Pattern Find | View All 1 of 1

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	8:00AM	12:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/08/2013 10/08/2013

Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#)

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

- **DO NOT** enter the meeting start or end time. If the Comprehensive exam start/end time conflicts with another class the student will take, the student will be unable to register for the comprehensive exam.
- Fill in the room characteristic code to note the type of room needed for the exam.

Under the Enrollment Cntrl tab:

Adjust the consent requirement to reflect your department preference.

Add Dept Cnsnt required if you wish all students to receive permissions prior to registering for the exam.

Add Drop Consent required if you wish students to receive permission before dropping

The screenshot shows the 'Enrollment Cntrl' tab in Cardinal Station. The form includes the following fields and options:

- Course Offering Nbr:** 1
- Undergrad Psychology:** Research Apprenticeship-UG
- Regular Academic Session:** Research
- Class Nbr:** 0
- Event ID:**
- Enrollment Status:** Closed
- Requested Room Capacity:** 10
- Enrollment Capacity:** 10
- Wait List Capacity:** 0
- Add Consent:** Dept Cnsnt (dropdown)
- Drop Consent:** No Consent (dropdown)
- 1st Auto Enroll Section:**

Adjust the enrollment capacity and requested room capacity to reflect the anticipated number of students taking the exams.

Class Schedule Compliance Report

Before the published scheduling deadline all academic schools/departments should run the class schedule compliance report to ensure their academic scheduled entered into Cardinal Station complies with the university schedule grid and constraints.

The report is available in Cardinal Station, navigate to CUA Custom > Student Records > Custom Reports > the report name is Class Scheduling Report.

Here are the steps to running this report: In Cardinal Station, follow the navigation listed above. It will take you to the report run page.



The Catholic University of America
Cardinal Station

Menu -

- Custom Reports
 - CUA Official Transcript
 - CUA Unofficial Transcript
 - Class Scheduling Report**
 - Consortium Enrollment Report
 - Consortium Final Grades Report
 - Grade Distribution
 - Mailing Labels by Addr Group
 - Mailing to Parents
 - Semester Class Count
 - Session Enrollment Report
 - Missing Grades - Other
 - Missing Grades
 - Graduating Oth

Class Scheduling Report

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

Find an Existing Value
Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

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

Search
[Advanced Search](#)

Simply click search without entering anything in the Run Control ID box. Your name should then appear in the search results below.

Class Scheduling Report

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

Find an Existing Value
Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

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

Search
[Advanced Search](#)

Search Results

View All
First
1-7 of 7
Last

Run Control ID	Language Code
JERABEK	English

Click on your name. This will bring up the report prompt page.

Class Scheduling Report

Run Control ID: JERABEK

[Report Manager](#)
[Process Monitor](#)

Run

*Academic Organization: PSYCH

Psychology

*Term: 1138

Fall 2013

Save

Return to Search

Previous in List

Next in List

Notify

Use the magnify glass to identify your academic organization, and enter 1138 as the term.

Click the Run button.

The Process screen will come up.

Process Scheduler Request

User ID: JERABEK

Run Control ID: JERABEK

Server Name: PSNT

Run Date: 02/04/2013

Recurrence:

Run Time: 8:54:53AM

Reset to Current Date/Time

Time Zone: EST

Eastern Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Scheduling Report	CUSR0065	SQR Report	Web	PDF	Distribution

OK

Cancel

Simply ensure the Sever Name field is populated with PSNT. Then Click OK.

You will be redirected back to the report prompt page. Now click on Process Monitor

Class Scheduling Report

Run Control ID: JERABEK

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 2598408

*Academic Organization: PSYCH

Psychology

*Term: 1138

Fall 2013

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

[Add](#) [Update/Display](#)

Your process list will populate. This report will appear as Process Type = SQR report. When it has been generated, the Run Status will = posted. To view the report click on the blue underlined Details link.

Process List Server List

Actions

User ID: JERABEK Type: Last: 1 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"/>	2598490		SQR Report	CUSR0065	JERABEK	02/04/2013 8:54:53AM EST	Success	Posted	Details

On the next page, click on the blue underlined View Log/Trace link.

Process Detail

Process

Instance: 2598490 Type: SQR Report

Name: CUSR0065 Description: Class Scheduling Report

Run Status: Success Distribution Status: Posted

Run

Run Control ID: JERABEK Update Process

Location: Server ☐ Hold Request

Server: PSNT ☐ Queue Request

Recurrence: ☐ Cancel Request

☐ Delete Request

☐ Restart Request

Date/Time

Request Created On: 02/04/2013 8:59:13AM EST

Run Anytime After: 02/04/2013 8:54:53AM EST

Began Process At: 02/04/2013 8:59:29AM EST

Ended Process At: 02/04/2013 8:59:44AM EST

Actions

[Parameters](#) Transfer

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK Cancel

On the next page, click on the PDF that is generated. Each report will have a different filename, simply select that one that ends in PDF.

View Log/Trace

Report		
Report ID:	1092974	Process Instance: 2598490 Message Log
Name:	CUSR0065	Process Type: SQR Report
Run Status:	Success	

Class Scheduling Report

Distribution Details	
Distribution Node:	XCOPY
Expiration Date:	05/05/2013

File List		
Name	File Size (bytes)	Datetime Created
CUSR0065_2598490.PDF	6,552	02/04/2013 8:59:44.319000AM EST
CUSR0065_2598490.out	17,683	02/04/2013 8:59:44.319000AM EST
SQR_CUSR0065_2598490.log	1,680	02/04/2013 8:59:44.319000AM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	JERABEK

The report will then pop-up in a separate browser. You can view and print the report from there.



Scheduling Deadline, also known as FARD Deadline

All deadlines are published on the Enrollment Services Scheduling website.

<http://enrollmentservices.cua.edu/scheduling/>


Once the scheduling deadline has passed, all academic schools and departments lose access to make edits in Cardinal Station. All requests for changes must be submitted to Enrollment Services via email cua-classes@cua.edu

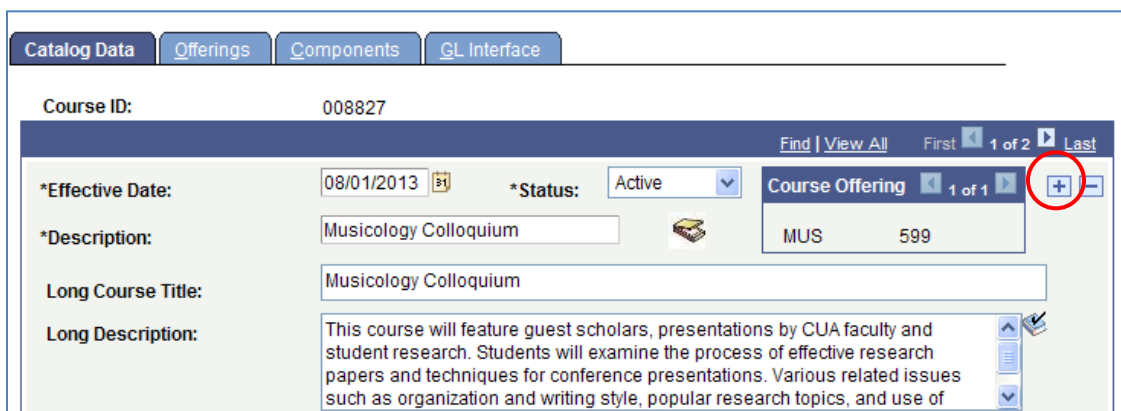
During this time Enrollment Services will be assigning classrooms to all courses. After this process is complete we will work on processing all requests we've received to adjust class offerings.

4 Changes

What each academic department & school has access to edit after the scheduling deadline

- [Edit the instructor name](#) in Cardinal Station
- **Edit department consent requirements:** departments can add/remove department consent for courses. to do so navigate to the Enrollment Cntrl tab and adjust the “add consent” field to either require or remove department consent requirements.
- **Adjust waitlist capacity-** have access to add/adjust the waitlist capacity for courses after the scheduling deadline. Again on the Enrollment Control tab, schedulers have access to edit the wait list capacity number.
- **Add Course Topics in the Course Catalog-** Academic schools/departments now have access to add course topics in the course catalog. Adding topics is very similar to adding course descriptions. Navigate: Curriculum Management > Course Catalog > Course

Catalog and search for the course you are adjusting. Click the  button to add a new row.



The screenshot shows the 'Course Catalog' interface. At the top, there are tabs: 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. Below these, the 'Course ID' is 008827. The main section is titled 'Course Offering' and shows '1 of 1' entries. A red circle highlights a '+' button in the top right corner of the 'Course Offering' section. The course details include:

- *Effective Date: 08/01/2013
- *Status: Active
- *Description: Musicology Colloquium
- Long Course Title: Musicology Colloquium
- Long Description: This course will feature guest scholars, presentations by CUA faculty and student research. Students will examine the process of effective research papers and techniques for conference presentations. Various related issues such as organization and writing style, popular research topics, and use of

(Note, topics must be added to the catalog *prior* to the start of the semester they will be assigned to).

Scroll down to the “Course Topics” section, select the + button in that section to add a row and enter the new topic Description, Short Description, and Formal Description on the new row.

Click Save

Note: DO NOT remove or overwrite existing topics. Use the + button in the topic section to add a new row for each new topic.

- **Entering course topics into the Class Schedule:** schedulers now have access to add course topic information to the class schedule. Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, and search for the class.

On the Basic Data tab, scroll to the Class Topic section and use the magnify class to search for available topics. Remember: the magnify class is only going to pull up topics that have been entered in the course catalog for that course.

- **Edit instructor information for bound courses:** Navigate: Curriculum Management > Schedule of Classes > Schedule Class Meeting, and search for the course. On the 'Schedule Class Meetings' page academic schedulers will be able to update the instructor information for bound courses.
- **Edit class notes-** each academic school/department has access to enter standard course notes.

What changes need to be sent to Enrollment Services

- Adjustments to course capacities via the [Adjust Course Capacity form](#)
- [Bound Course Requests](#)
- Requests to add courses to the semester offerings via the [Course Schedule Request Form](#)
- Late requests for room requirements, such as requiring digital presentation technology, computer lab, [software](#), etc.

- Requests to adjust the day or time of the course.
- Requests to cancel courses. (Note: we do not *delete* courses from the schedule after the scheduling deadline, but we will cancel them). It the responsibility of the academic school/department to notify all registered students if a course is being cancelled.
- Requests to hid courses from student view
- Requests to stop further enrollment
- Requests for custom class notes to be added

Unless otherwise noted to use a request form, all requests should be emailed to cua-classes@cua.edu



Registration Begins

Below are the processes and procedures that take place once registration begins.

Assigning Class Permissions

In order for students to register for department consent courses, permission must be assigned to them in the Cardinal Student system. If a student is granted a waiver of the prerequisite, permission must also be assigned in the Cardinal Student system.

In **Cardinal Station** navigate to Cardinal Students > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Public University of America

Cardinal Station for Staff

Welcome, Megan Jerabek!

Search:

[Cardinal Station Home](#) | [Add to L](#)

[New Win](#)

Class Permissions

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

Find an Existing Value

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

☐ Case Sensitive

Click Search

Search

Clear


[Basic Search](#)

[Save Search Criteria](#)

Enter CRDNL for Academic

Enter appropriate information for:
Term
Subject Area
Catalog Number

66

 The Catholic University of America
Cardinal Station for Staff

Welcome, Wendy E. White!

Station Guest

Permission to Add **Permission to Drop**

Course ID: 000544 Course Offering Nbr: 1
 Academic Institution: The Catholic Univ of America
 Term: Spring 2009 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 103 General Biology I

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 1044 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor: Howard, Barbara J.

☒ Student Specific Permissions

Defaults

Expiration Date: 05/09/2009

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Class Permission Data Customize | View All | First | Last

General Info Permission Comments

Seq #	Number	ID	Status	Permission Use Date	Expiration Date	
1		<input type="text"/>	Not Used		05/09/2009	<input type="button" value="+"/> <input type="button" value="-"/>

In the **ID** field- enter the EMPLID for the student for whom you are granting permission to register.

To enter more EMPLIDs, insert rows by clicking

You must designate what you are overriding and granting permission for - there are two options:

- **Closed Class** – Once a course’s enrollment capacity has been reached it will automatically become a closed class, not allowing any additional students to register. Once a course is closed, departments can request, using the adjust class capacity form, to increase the enrollment capacity for the course. If departments would like to open up additional seats, but would like to control what students are able to register, then we can set that up using department consent.
- **Requisites Not Met** – You are allowing a student to enroll in the class section even though s/he has not met the prerequisite requirement(s) of the course.
- **Consent Required** – This course requires “Departmental Consent” for enrollment. You are granting this consent.

- Career Restriction – You are allowing a student to enroll in the course section which is outside of her/his enrollment career (e.g. a Law student enrolling in a Graduate course).
- Permission Time Period – This permission should only be used by dean's offices. Once the drop/add period has concluded for a semester, students may be granted enrollment permission by the Dean of Undergraduate Studies or the Dean of Graduate Studies, following appeal by their academic dean.

Option 1: you wish **ALL** students you are adding to the permission list to be granted permission for one of all of these fields. Then you choose the appropriate fields under the **Defaults** section:

Cardinal Station for Staff

Welcome, Wendy E. White!

Station Guest

Permission to Add **Permission to Drop**

Course ID: 000682 Course Offering Nbr: 1
 Academic Institution: The Catholic Univ of America
 Term: Spring 2009 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 452 Coordinating Seminar

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 1047 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Seminar Instructor: Howard, Barbara J.
 Ficke, Marion B.

☒ Student Specific Permissions

Defaults

Expiration Date: 05/09/2009

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:


Class Permission Data Customize | Find | First 1 of 1 Last

General Info **Permission** Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Option 2: Specific permissions for individual students

Click the Permissions Tab under the Class Permissions Data and select the appropriate boxes you wish to grant permission for a specific student. Any and all combinations of these select boxes are allowed

 **The Catholic University of America**
Cardinal Station for Staff

Welcome, Wendy E. White!

Station Guest

Permission to Add **Permission to Drop**

Course ID: 000544 Course Offering Nbr: 1
 Academic Institution: The Catholic Univ of America
 Term: Spring 2009 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 103 General Biology I

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 1044 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor: Howard, Barbara J.

☒ Student Specific Permissions

Defaults

Expiration Date: 05/09/2009

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: Generate

Class Permission Data Customize | Find | First 1 of 1 Last

General Info **Permission** Comments

Seq #	Number	ID	Status	Permission Use Date	Expiration Date
1		<input type="text"/>	Not Used		05/09/2009

For example:

- 1) To waive the requisites requirement for a student and allow them to register without fulfilling the pre- or co-requisites assigned to the course, click the *Requisites Not Met* select box.
- 2) Do not allow a student to register for a course where the enrollment limit has been met.

Monitoring Course Enrollment

As registration begins we urge all departments to monitor course enrollments to determine if an increased class capacity may be needed.

How to Monitor Enrollment:

- The same 9_IR_OFF_CLASS_JERABEK query has an actual enrollment column next to the requested enrollment column. This will give schedulers an easy tool to see when the current course enrollment is approaching the enrollment capacity.

Adjusting Course Enrollment:

- If a course's enrollment is approaching the capacity, and the department would like to raise the enrollment capacity they can complete an online form to request an increase in the class capacity. [The Adjust Class Capacity form](#) is available on the Academic

Scheduling website. The form is accepted at any time up until the add/drop date for the semester.

- [Adjust Course Capacity Form](#)

Adjusting Course Capacity

This form should be used if an academic department wants to adjust the enrollment capacity for a course that is already scheduled for a particular semester.

* = required field

* Requestor Name:	<input type="text"/>
* Campus Phone Extension:	<input type="text"/>
* Campus Email Address:	<input type="text"/>
* For what term:	<input type="text"/>
If for the summer, what session:	<input type="text"/>
* Subject:	<input type="text"/>
* Catalog:	<input type="text"/>
* Section:	<input type="text"/>
* current Enrollment Capacity (as appears in Cardinal Station):	<input type="text"/>
* What would you like the new enrollment capacity to be?	<input type="text"/>
Would you like department consent required for enrollment?	<input type="text" value="No"/>
Explanation	<input type="text"/>

If the new enrollment capacity being requested is far greater than the historical enrollment figures, please provide a brief explanation of what is prompting the difference.

Submit

Closed Classes

Once a course's enrollment capacity has been reached it will automatically become a closed class, not allowing any additional students to register.

- Once a course is closed, departments can request, using the adjust class capacity form, to increase the enrollment capacity for the course. The ability to increase the enrollment capacity will depend on the capacity of the classroom assigned to it, or on the ability to relocate the class to a larger room.
- If after the enrollment capacity has been reached, departments would like to open up additional seats, but would like to control what students are able to register, then we can set that up using department consent.
- Schedulers should use the adjust class capacity form, and on the form note that they would like the Department Consent turned on for that course. That will increase the class capacity, but require that all additional students registering receive department

consent. Academic departments can then issue consent to students they give permission to enroll in the course.

- Tip: Is your class full but you keep getting requests to add individual students? Use the Adjust Class Capacity form and ask that the class capacity be raised to whatever the classroom capacity is, and that department consent be added. This will allow the department to give consent to as many (or as few) students as they want, while still ensuring classroom fire safety standards are met.
- This process will be taking the place of the closed class consent that was historically given to students. By increasing the enrollment capacity and then requiring department consent to register, there will no longer be a need to issue closed class consent to students.
- Enrollment Services will no longer be processing closed class permissions.

Scheduling Final Exams

Final Exams are governed by the Final Exam Policy. (Found here: <http://policies.cua.edu/academicundergrad/finalexam.cfm>). Final exam periods are assigned by the Office of Enrollment Services for each scheduled class; instructors are not permitted to reschedule a course's final exam.

Exams in the course catalog

Each class has a final exam setting in the course catalog. A course is either marked "yes" that it has a final exam or "no" that it does not. In the course catalog, you can navigate to the components tab to see whether a course is marked to have a final exam or not.

Catalog Data	Offerings	Components	GL Interface
Course ID: 009527			
Effective Date: 01/01/2007 Status			
Description: Introduction to Christianity			
Course Component			
*Course Component: Lecture			
Instructor Contact Hours: 3.000			
Default Section Size: 30			
Workload Hours:			
OEE Workload Hours:			
*Final Exam: Yes			

Catalog Data	Offerings	Components	GL Interface
Course ID: 000650			
Effective Date: 05/18/2012 Status			
Description: Readings in Procedural Law			
Course Component			
*Course Component: Lecture			
Instructor Contact Hours: 3.000			
Default Section Size: 30			
Workload Hours:			
OEE Workload Hours:			
*Final Exam: No			

If any courses *never* offer a final exam, courses such as independent studies, directed readings, etc.- then you want to make sure to set the final exam field to “no” in the course catalog. Doing so will ensure your students and faculty schedules are accurate.

If the final exam field is set to “no” then Enrollment Services will not assign an exam date/time/room to the course.

Scheduling final exams

The final exam schedule is always posted on the Enrollment Services website *prior* to the start of registration for the semester. This is done so that students are aware of the courses’ final exam date/time prior to registration. Also instructors can check the final exam date/time for their courses and include this information in the syllabus. Visit <http://enrollmentservices.cua.edu> to view the final exam schedule.

A course’s final exam date/time is based on the meeting pattern. Specifically it is based on the *first* day the course meets and the *first* hour it meets.

Enrollment Services begins the final exam scheduling and rooming process after the add/drop deadline for the semester. It can take several weeks to assign exams.

Exams are **not** assigned for: courses marked to not have a final exam in the course catalog; courses with an enrollment of zero; courses whose end date is prior to the last date of classes (these are dynamically dated courses); abroad and off-campus courses.

For the most part- final exams are given in the same room in which the lecture component has been held. If an alternative space has been identified for the final exam, Enrollment Services will inform the instructor of the room change.

For classes scheduled in department-controlled spaces, the academic scheduler for that department is responsible for ensuring there are no conflicts. If you require an alternative location for any exam due to a room conflict, Enrollment Services can assist. Please email Enrollment Services at cua-classes@cua.edu *at least one month prior to the start of final exams*.

A faculty member can request an alternative exam location. For example, they may want a larger room, so students can spread out. Or they may want an alternative style (computer lab, digital presentation equipment, etc.). To request an alternative exam location please email Enrollment Services at cua-classes@cua.edu at least one month prior to the start of final exams.

Viewing Final Exams in Cardinal Station

You can view final exam information for a course by going to “Maintain Schedule of Classes” and searching for the applicable course. There is an “Exam” tab you can click on to see the courses’ exam date, time, and location.

The screenshot shows the 'Exam' tab selected in the Cardinal Station interface. The top navigation bar includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam (highlighted with a red circle), LMS Data, and Textbook. Below the tabs, course details are displayed: Course ID: 000039, Academic Institution: The Catholic Univ of America, Term: Spring 2011, Subject Area: ECON, Catalog Nbr: 101, Course Offering Nbr: 1, Undergrad, Economics, Prin of Macroeconomics. The 'Class Sections' section shows Session: 1, Class Section: 01, Component: Lecture, Associated Class: 1, Exam Seat Spacing: 1, Class Nbr: 1081, Event ID: 000059695, Units: 3.00, and Final Exam: Yes. The 'Class Exam' section shows Exam Time Code: TR12, Combined Exam: ☐, Exam Date: 05/03/2011, Exam Start: 1:30PM, Exam End: 3:30PM, Class Exam Type: Final, Facility ID: MCMA 013, Building: McMahon, and Room: 013.

Final Exam Query

Schedulers can run the 9_SR_Final_Exam query in Cardinal Station to get a list of all their department’s final exams. This may help in fielding questions from students and instructors.

In Cardinal Station go to Cardinal People > HCM/CS Reporting Tools > HCM/CS Query > HCM/CS Query Manager.

The screenshot shows the HCM/CS Query Manager interface. The left sidebar contains a menu with options: My Favorites, Cardinal Students, Cardinal People, HCM/CS Reporting Tools, HCM/CS Query, HCM/CS Query Manager (selected), HCM/CS PS/nVision, HCM/CS Report Manager, HCM/CS PeopleTools, Employee Self-Service, Administrative Services, and Class Search / Browse. The main area is titled 'Query Manager' and contains the text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are links for 'Find an Existing Query' and 'Create New Query'. A search box is labeled '*Search By:' with a dropdown menu set to 'Query Name' and a text input field. A 'Search' button is next to the input field. Below the search box are links for 'Advanced Search' and 'Spreadsheet of CUA Public Q'.

To search for the query, type in “9_SR_Final_Exam” in the search box. Click run to excel. A window will pop up that will prompt you for the term and the academic org. After you enter the appropriate information, click “view results”. This spreadsheet will list all of your department

courses that have final exams scheduled and include the exam date, start/end times, location, and instructor's name.

Requesting space for a final exam study/review session

You can also request space for an exam study/review session.

The below briefly describes how an academic scheduler should request space for either of these two situations.

To request space for a review session, please submit a request through the

<http://events.cua.edu> website.

- Be sure to note the date and time for the review session, as well as anticipated attendance.
- You **must include** the course information of the review session- i.e. note that the review session is for TRS 201-01.
- If the review session is occurring during finals week we ask that the times of the session conform as much as possible to the exam periods. For example if exams are taking place from 10:30am – 12:30 pm, we ask that the review session be scheduled for that time as compared to scheduling one from 10 am to 12 pm. This helps to find available space for the review session, as well as limits the amount of noise occurring in academic buildings while exams are taking place.
- Be sure that the date/time requested to hold a review session is *prior to* the assigned exam block for that course.
- If you are scheduling a review session during reading days remember: students cannot be required to attend, and no new information can be presented in which students will be held responsible for.

Appendix

Scheduling Tools

Enrollment Services has worked to develop additional scheduling tools for academic schools and departments. Our website, <http://enrollmentservices.cua.edu/scheduling> has some valuable resources, including:

- [New University Scheduling Grid](#)- Outlines the new grid and associated constraints.
- [Reserve Capacities](#)- Enrollment Services has put together [this comprehensive explanation](#) on how to utilize reserve capacities when setting up classes.
- [Managing course capacities and student registration](#)- this reviews ways to improve the processing for setting course capacities and managing the student registration system. (prepared for fall 13)
- [Final Exam Information](#)-This presentation goes over some important information about how final exams are scheduled, and how you can make adjustments to your final exam schedule. (prepared for spring 13)
- [Checking your class schedule](#)-This presentation goes over some of the common problems that occur when creating a class schedule.
Use this information to go through your class schedule and make sure you're avoiding these common oversights.
- [Managing Instructors for Courses](#)- This presentation reviews how to manage instructors in the instructor/advisor table and how to assign them to courses. It also reviews some of the most common problems academic schedulers encounter in this process.
- [Scheduling Abroad Course](#)s- This presentation goes through the few steps that you need to do to schedule an abroad course. Please also reference this information on [scheduling abroad trips](#).
- [Faculty guide to Spring 2013 Scheduling](#)- this [guide](#) contains some important information faculty should know when planning their courses for the spring 2013 semester.
- Using Historical enrollment Figures -please review this [training materials](#) on how to use historical enrollment figures when building your spring 2013 schedules.

Classroom Characteristics

Primary Classroom Characteristic- Academic Schedulers Must request ONE of the below primary classroom characteristics.

46	Computer Lab: These classrooms are equipped with individual PCs for each student and an instructor's PC with projector.
47	Digital Presentation: These classrooms are equipped with a projector, computer, DVD, VCR and some have audio or recording capabilities. They are best suited for faculty who use a wide range of media.
48	No Classroom Needed: Please list 48 on any department controlled room assignments). (To comply with U.S. Department of Education and D.C. laws, we need to know the location of all off-campus classes. Please email this information to Enrollment Services cua-classes@cua.edu so it can be listed as a “note” on the course.
49	Regular Room – No Technology needed: Standard classroom
50	TV/VCR/DVD Room: These classrooms are equipped with a television, VCR and DVD player.
51	Smart Board: An interactive whiteboard, providing touch control of computer applications. A projector displays computer’s video output on the whiteboard, which then acts as a large touch screen. The board comes with digital pens which allow you to write on the board. (Note: this technology is only available in MCGIV sub-basement. The largest room with a smartboard holds 16 students.)
52	Document Camera: A real-time image capture device for displaying an object to a large audience. Can be used to project an object, transparencies, and papers/books with text onto a screen. (Note: this technology is only available in Maloney 175 and Gowan 126)

Secondary Space Features- Academic schedulers can choose to request ONE additional secondary space feature.

Seating Style	53	Auditorium Style Seating: To request classrooms that have tiered seating as in large auditoriums.
	54	Tablet Desks: to request classrooms with tablet desks. This may be valuable for instructors who prefer to have their students move desks during class.
	55	Table and Chairs: to request classrooms with tables that seat multiple students.
	57	Black-out window coverings: to request classrooms with black-out curtains, necessary for showing films.
	58	Chalkboard: To request a classroom with chalkboard space.
	59	Whiteboard: To request a classroom with whiteboard space.

	60	Lab Demonstration Space: To request a classroom with the features necessary to conduct lab demonstrations.
	61	<p>Close to the Metro: Used for evening courses in which off-campus students are traveling to campus for classes. This feature can be used to request a classroom with proximity to the metro.</p> <p>This feature is only available to courses that are offered after 5 p.m. during the week, or anytime on Saturday. If this feature is entered for any courses that begin before 5 p.m. it will be removed.</p>