

Frequently Asked Questions

I'm having trouble adding an instructor to a course?

First, check to make sure the instructor is in the Instructor/Advisor table. ***And that the date s/he was added is prior to the start of the semester in which you are trying to assign his/her.***

Second, if you are trying to assign an instructor to a bound course- you will need to contact Enrollment Services (ES). Only ES staff can update instructor information for courses that are bound.

What is the approved scheduling pattern?

The approved scheduling pattern is the university class meeting pattern. All courses meeting on CUA's campus should be scheduled according to this pattern. You can find a full version here: <http://enrollmentservices.cua.edu/facultystaffinfo/ApprovedClassTimes.cfm>

What do I do if I have a course we want to schedule outside the approved scheduling pattern?

Schedulers must forward a request to approve non-conforming day/time patterns to the dean of the school in which the course is offered. The dean will then consult with Provost Brennan. Provost Brennan will notify Enrollment Services of approved scheduling exceptions

What if the deadline to schedule classes has passed and I have a new class I want scheduled, or change to an existing class I have scheduled.

To add a new course at anytime during the schedule process, complete the Schedule Class Request form.

To make changes to courses email Meg Jerabek at Jerabek@cua.edu . See note below regarding timeline for changes.

Why can't changes to the schedule of classes be made during the room placement process?

Once the deadline for academic schedulers to make changes in Cardinal Station has passed, Enrollment Services begins their scheduling process. Making changes during the scheduling process can damage the data utilized by the scheduling software. Therefore while classes are being placed, no changes can be made.

If you identify necessary changes please email them to Megan Jerabek at Jerabek@cua.edu, but remember that changes will likely not be processed for several weeks.