1 Getting Started

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

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.
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Spring 2014 Changes & Reminders

New University Scheduling Pattern
The new university scheduling grid will be used to schedule spring 2014 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 2014 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:
   1. 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.
2. 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.

3. 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.

4. 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 Meg Jerabek (Jerabek@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.

5. 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 course renumbering project done in advance of the fall 13 semesters adjusted the way in which the university offers and schedules comprehensive exams.

The COMP and ORAL subject codes have been inactivated. Instead these exams will use departmental subject codes.
<table>
<thead>
<tr>
<th>Exam Guidance</th>
<th>Undergraduate Number</th>
<th>Master’s Number</th>
<th>Doctoral Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Guidance</td>
<td>697</td>
<td>997</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>498</td>
<td>698A- Comps with classes</td>
<td>998A- Comps with classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>698B- Comps without classes</td>
<td>998B- Comps without classes</td>
</tr>
<tr>
<td>Dissertation guidance</td>
<td></td>
<td></td>
<td>996- Doctoral students who are working on their dissertation, including those who are planning on defending, should enroll in their departmental dissertation guidance course.</td>
</tr>
</tbody>
</table>

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

When building your spring 2014 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 14 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.
Under the Meetings Tab

- 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.

Adjust the start/end date to be just the date(s) the exam is being held.
Under the Enrollment Cntrl tab:

Noting the Exam date & Time:
Each department should identify the day/time of their comprehensive exam while building their semester schedule.

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 Megan Jerabek (Jerabek@cua.edu) by the scheduling deadline for the semester.

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

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.
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.
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

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
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
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
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”

Click on “Process Monitor”
Wait for “Success” Message and Distribution Status to be “Posted”

Click “Refresh” button until Run status is “Success” and “Distribution Status” is “Posted”

Then clicked on “Details”
Choose “View Log/Trace”
Then select the file that ends in the “.PDF” extension.
(e.g. SR201 154559.PDF)
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.

![Image of Cardinal Station interface for scheduling classes]

- 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 magnify glass to search.
- Enter the catalog number of the course you are looking up, or leave empty to have all classes appear.
- Click “Search”
Determining class information
In the next step is when you determine the meeting information for next semester’s courses.

Instructional Mode
A course’s instructional mode is noted on the basic data tab in maintain schedule of classes. There are three instruction mode options.

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

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

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

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)

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.

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.
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.*
Meetings Tab

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.

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.
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 Meg Jerabek Jerabek@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 a 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 scheduled 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

<table>
<thead>
<tr>
<th>Period</th>
<th>75 Minute Classes</th>
<th>50 Minute Classes</th>
<th>150 Minute Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>8:10-9:25</td>
<td>8:10-9:00</td>
<td>8:10 – 10:40</td>
</tr>
<tr>
<td>2</td>
<td>9:40-10:55</td>
<td>9:40-10:30</td>
<td>9:40 – 12:10</td>
</tr>
<tr>
<td>3</td>
<td>11:10-12:25</td>
<td>11:10 – 12:00</td>
<td>11:10 – 1:40</td>
</tr>
<tr>
<td>4</td>
<td>12:40-1:55</td>
<td>12:40 – 1:30</td>
<td>12:40 – 3:10</td>
</tr>
<tr>
<td>5</td>
<td>2:10-3:25</td>
<td>2:10-3:00</td>
<td>2:10 – 4:40</td>
</tr>
<tr>
<td>6</td>
<td>3:40-4:55</td>
<td>3:40-4:30</td>
<td>3:40 – 6:10</td>
</tr>
<tr>
<td>7</td>
<td>5:10-6:25</td>
<td>5:10-6:00</td>
<td>5:10 – 7:40</td>
</tr>
<tr>
<td>8**</td>
<td>6:40-7:55</td>
<td>6:40-7:30</td>
<td>6:40 – 9:10</td>
</tr>
</tbody>
</table>

*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.

- 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

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.
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.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td><strong>Computer Lab</strong>: These classrooms are equipped with individual PCs for each student and an instructor's PC with projector.</td>
</tr>
<tr>
<td>47</td>
<td><strong>Digital Presentation</strong>: 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.</td>
</tr>
<tr>
<td>48</td>
<td><strong>No Classroom Needed</strong>: 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 Megan Jerabek (<a href="mailto:Jerabek@cua.edu">Jerabek@cua.edu</a>) so it can be listed as a “note” on the course.</td>
</tr>
<tr>
<td>49</td>
<td><strong>Regular Room – No Technology needed</strong>: Standard classroom</td>
</tr>
<tr>
<td>50</td>
<td><strong>TV/VCR/DVD Room</strong>: These classrooms are equipped with a television, VCR and DVD player.</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>Seating Style</th>
<th>Code</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>Auditorium Style Seating:</td>
<td>To request classrooms that have tiered seating as in large auditoriums.</td>
</tr>
<tr>
<td>54</td>
<td>Tablet Desks:</td>
<td>To request classrooms with tablet desks. This may be valuable for instructors who prefer to have their students move desks during class.</td>
</tr>
<tr>
<td>55</td>
<td>Table and Chairs:</td>
<td>To request classrooms with tables that seat multiple students.</td>
</tr>
<tr>
<td>56</td>
<td>Seminar style seating:</td>
<td>To request seminar style seating, similar to that of a large conference table. Great for upper level courses. Note all seminar style rooms are small, holding 19 students or less.</td>
</tr>
<tr>
<td>57</td>
<td>Black-out window coverings:</td>
<td>To request classrooms with black-out curtains, necessary for showing films.</td>
</tr>
<tr>
<td>58</td>
<td>Chalkboard:</td>
<td>To request a classroom with chalkboard space.</td>
</tr>
<tr>
<td>59</td>
<td>Whiteboard:</td>
<td>To request a classroom with whiteboard space.</td>
</tr>
<tr>
<td>60</td>
<td>Lab Demonstration Space:</td>
<td>To request a classroom with the features necessary to conduct lab demonstrations.</td>
</tr>
</tbody>
</table>
| 61            | 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.  
**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.** |
Software needs

For software that already exists on campus:
All software currently existing at CUA can be found on the Instructional Technology website. Each software has a corresponding characteristic code in Cardinal Station. Please include this code in the class data in maintain Schedule of Classes in Cardinal Station by the scheduling deadline. [http://instructionalservices.cua.edu/software.cfm](http://instructionalservices.cua.edu/software.cfm)

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

- 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. And each course is only able to request one 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 Meg Jerabek 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**

**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 and Enrollment Capacity number if appropriate.

**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.

<table>
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<th>Catalog</th>
<th>Section</th>
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<td>17</td>
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</tbody>
</table>

- 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

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 cu-enrollmentservices@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.
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 appear.

Click “Search”

Navigate to the “Notes” Tab

Click “Notes”
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.

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.
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.

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 Meg Jerabek at Jerabek@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:**

![Image of Cardinal Station interface](image)

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 as an associated class.

For courses with Associated Classes:

The example below demonstrates the appropriate setup 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:

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 898-02 has an association # of 71
- LSC 898-03 has an association # of 72
- LSC 898-04 has an association # of 73
- LSC 898-05 has an association # of 74
- LSC 898-06 has an association # of 75

On the “Meetings” Tab

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.

To note that a course is online:

- **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.

- **Choose the Instruction Mode = OL (for Online)**

- **On the Meetings Tab**
  - Enter Room Characteristic = 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](mailto: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](mailto: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.
**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 Meg at Jerabek@cua.edu.

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

Enter the instructor’s EMPLID and click Search.
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.
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](http://enrollmentservices.cua.edu/facultystaffinfo/back-to-back-courses-form.cfm)

The deadline by which this from must be received is found on the Enrollment Services Scheduling page: [http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm](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](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 from must be received is found on the Enrollment Services Scheduling page: [http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm](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](http://enrollmentservices.cua.edu/facultystaffinfo/Scheduling.cfm).

For short-term considerations such as a temporary use of crutches, etc please send requests to Megan Jerabek [Jerabek@cua.edu](mailto:Jerabek@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 Megan Jerabek at [Jerabek@cua.edu](mailto:Jerabek@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 course renumbering project done in advance of the fall 13 semesters adjusted the way in which the university offers and schedules comprehensive exams.

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

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<th>Doctoral Number</th>
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<td>997</td>
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<td>Comprehensive Exam</td>
<td>498</td>
<td>998A- Comps with classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>698B- Comps without classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>998B- Comps without classes</td>
</tr>
<tr>
<td>Dissertation guidance</td>
<td></td>
<td>996- Doctoral students who are working on their dissertation, including those who are planning on defending, should enroll in their departmental dissertation guidance course.</td>
</tr>
</tbody>
</table>

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

When building your spring 2014 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 14 schedule. Once it is in the semester offerings in Cardinal Station you can add the applicable meeting information 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:**

Navigating 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.
Under the Meetings Tab

- **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.

Adjust the start/end date to be just the date(s) the exam is being held.
Under the Enrollment Cntrl tab:

Noting the Exam date & Time:
Each department should identify the day/time of their comprehensive exam while building their semester schedule.

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 Megan Jerabek (Jerabek@cua.edu) by the scheduling deadline for the semester.

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

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.

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

(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 is the responsibility of the academic school/department to notify all registered students if a course is being cancelled.
Requests to hide 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
Enter CRDNL for Academic
Enter appropriate information for:
- Term
- Subject Area
- Catalog Number
Click Search
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.

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 **+**
• 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:

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
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: 
- Campus Phone Extension: 
- Campus Email Address: 
- For what term: 
- If for the summer what session: 
- Subject: 
- Catalog: 
- Section: 
- Current Enrollment Capacity (as appears in Cardinal Station): 
- What would you like the new enrollment capacity to be? 
- Would you like department consent required for enrollment? Yes/No 
- Explanation: 

*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.
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](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.
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 Meg Jerabek (jerabek@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 Meg Jerabek at jerabek@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.
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.

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](http://enrollmentservices.cua.edu/scheduling) has some valuable resources, including:

- **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 Courses** - This presentation goes through the few steps that you need to do to schedule an abroad course.
- **Faculty Guide to academic scheduling** - this guide contains important information faculty should know when planning their course offerings, prepared for spring 2013 semester.
- **Utilizing Reserve Capacities** for classes - this presentation goes over how to utilize reserve capacities when setting up courses.
- **New University Scheduling Grid** - this new scheduling structure will be effective for the Fall 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.

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>46</td>
<td><strong>Computer Lab</strong>: These classrooms are equipped with individual PCs for each student and an instructor's PC with projector.</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td><strong>Digital Presentation</strong>: 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.</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td><strong>No Classroom Needed</strong>: 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 Megan Jerabek (<a href="mailto:Jerabek@cua.edu">Jerabek@cua.edu</a>) so it can be listed as a “note” on the course.)</td>
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</tr>
<tr>
<td>49</td>
<td><strong>Regular Room – No Technology needed</strong>: Standard classroom</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td><strong>TV/VCR/DVD Room</strong>: These classrooms are equipped with a television, VCR and DVD player.</td>
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</tr>
<tr>
<td>51</td>
<td><strong>Smart Board</strong>: 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.)</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td><strong>Document Camera</strong>: 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)</td>
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</table>

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

<table>
<thead>
<tr>
<th>Seating Style</th>
<th>53</th>
<th><strong>Auditorium Style Seating</strong>: To request classrooms that have tiered seating as in large auditoriums.</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td><strong>Tablet Desks</strong>: to request classrooms with tablet desks. This may be valuable for instructors who prefer to have their students move desks during class.</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td><strong>Table and Chairs</strong>: to request classrooms with tables that seat multiple students.</td>
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<tr>
<td>56</td>
<td><strong>Seminar style seating</strong>: To request seminar style seating, similar to that of a large conference table. Great for upper level courses. Note all seminar style rooms are small, holding 19 students or less.</td>
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<tr>
<td>57</td>
<td><strong>Black-out window coverings</strong>: to request classrooms with black-out curtains, necessary for showing films.</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td><strong>Chalkboard</strong>: To request a classroom with chalkboard space.</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td><strong>Whiteboard</strong>: To request a classroom with whiteboard space.</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td><strong>Lab Demonstration Space</strong>: To request a classroom with the features necessary to conduct lab demonstrations.</td>
<td></td>
</tr>
</tbody>
</table>
| 61 | **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. 

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. |