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Run Schedule of Classes Report

When it is time to begin building the Schedule of Classes for an upcoming semester, the Registrar’s Office “rolls over” all ACTIVE courses (this excludes cancelled classes) that were offered in the most recent like semester. For example, in order to work on the spring 2009 Schedule, we will roll over the Schedule from spring 2008.

It is a good idea to begin the scheduling process by printing a Schedule of Classes Report.

Navigation:  Home > 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 (it will be 1 or DD during the Spring and Fall semesters)
4. The *Schedule Print is derived from the Schedule of Classes set up. ALL gives you the option to show all scheduled classes, YES will show only those that have the Schedule Print box in the Schedule of Classes checked (therefore classes that are viewable by students), or choose NO to 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 on the Second Tab ‘Report Options’ and check the REPORT ONLY box and all other attributes which you wish to include in your report
7. Press the “Run” button
1. Make sure the Server Name is set to PSNT
2. Make sure the Schedule of Classes box is checked
3. Set the type to “Web”
4. Set the Format to “PDF”
5. Press the “OK” button
5. Click on “Process Monitor”.
6. Wait for a “Success” Message. (Note you may need to click the “Refresh” button a few times before the message appears.)
7. Click on “Details”.
1. Choose “View Log/Trace”
2. Choose the file that ends in the “.PDF” extension (e.g. SR201 154559.PDF)

It is a good idea to run this report again when you are finished setting up your schedule to make sure that it is accurate.
Enter class to start scheduling.

1. Enter CRDNL for Academic Institution.
2. Enter the term code for the term that you want to look up or use the magnifying glass to locate the code.
3. Enter the abbreviation for the Subject area that you are looking up. Use the magnifying glass to locate the code if you are uncertain.
4. Enter the catalog number of the course that you are looking up. You may choose not to enter the catalog number. In this case a list of all classes in the chosen subject area will appear.
5. Click the “Search” button.
6. Modify “Location” if the class will meet somewhere other than on the CUA Campus (e.g. off campus, online, etc.)

7. Remove the check mark next to “Schedule Print” if you **DO NOT** want the course to appear to be in the Schedule of Classes. Students will **NOT** be able to view this class but a class number is still scheduled.

8. If this is a “Topics” course, use the magnifying glass to see available topics. Select the correct topic. If this is a new topic, you need to email whitew@cua.edu requesting the topic to be added to the course catalog including the first term it is to be available for.

9. Select the “Meetings” Tab
a. **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.

b. Enter the meeting pattern for the class. Note that the meeting pattern and checked days should match. If your meeting pattern isn’t in the look up, leave the box blank and only check the appropriate days. If you have entered a non-conforming time it must be sent to the Dean for approval. All non-conforming times without Dean’s approval received by the Registrar’s Office will be deleted at the given due date.

c. 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.

d. 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.

e. Enter primary (and secondary if two instructors are listed) instructor information and check the appropriate “print” box. Please list only one instructor as “primary”. Use the magnifying 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 end of the semester.)
10. Enter the ‘Room Characteristic’ which describes the type of room in which the course should be scheduled. Please select only one Room Characteristic. Available choices are:

<table>
<thead>
<tr>
<th></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 Wendy White, <a href="mailto:whitew@cua.edu">whitew@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>
11. Enter room and enrollment capacities and consent type.
   a. Choose the “Enrollment Cntrl” tab

   b. 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 and Drop Consent is not currently supported, so please do not select it. Consent is only monitored on “enrollment” sections of courses. Please notify the Registrar’s Office if you wish to permanently modify the consent type default in the Course Catalog. Please keep in mind that you can assign a permission number to override the Department consent and Enrollment Capacity number.

c. The Requested Room Capacity and Enrollment Capacity fields will be populated with data from the course catalog. Many courses are set up in the catalog with a default section size of 30 so that the requested room capacity in the schedule defaults to 30. Please review your course offerings, paying particular attention to enrollment and requested room capacity. If the classes traditionally have 20 or fewer students enrolled, but the requested room capacities remain at 30, kindly amend the enrollment capacity and requested room capacity to a lower number. This measure will assist us in maximizing space and seat utilization across campus.
The Catholic University of America
Approved Scheduling Patterns

Classes that meet three times per week:
These classes should be scheduled for 50 minute periods on Mondays, Wednesdays, and Fridays, and should be scheduled according to the following start and stop times:

<table>
<thead>
<tr>
<th>Class start time</th>
<th>Class stop time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 am</td>
<td>9:00 am</td>
</tr>
<tr>
<td>9:10 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td>10:10 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>11:10 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>12:10 pm</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>1:10 pm</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>2:10 pm</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>3:10 pm</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>4:10 pm</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>5:10 pm</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>6:10 pm</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>7:10 pm</td>
<td>8:00 pm</td>
</tr>
<tr>
<td>8:10 pm</td>
<td>9:00 pm</td>
</tr>
<tr>
<td>9:10 pm</td>
<td>10:00 pm</td>
</tr>
</tbody>
</table>

Classes that meet twice per week:
These classes should be scheduled for 75 minute periods on Tuesdays and Thursdays, and should be scheduled according to the following start and stop times:

<table>
<thead>
<tr>
<th>Class start time</th>
<th>Class stop time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 am</td>
<td>9:25 am</td>
</tr>
<tr>
<td>9:35 am</td>
<td>10:50 am</td>
</tr>
<tr>
<td>11:10 am</td>
<td>12:25 pm</td>
</tr>
<tr>
<td>12:35 pm</td>
<td>1:50 pm</td>
</tr>
<tr>
<td>2:10 pm</td>
<td>3:25 pm</td>
</tr>
<tr>
<td>3:35 pm</td>
<td>4:50 pm</td>
</tr>
<tr>
<td>5:10 pm</td>
<td>6:25 pm</td>
</tr>
<tr>
<td>6:35 pm</td>
<td>7:50 pm</td>
</tr>
<tr>
<td>8:10 pm</td>
<td>9:25 pm</td>
</tr>
<tr>
<td>9:35 pm</td>
<td>10:50 pm</td>
</tr>
</tbody>
</table>

Classes that meet one day per week:
These classes should be spread evenly throughout the week. Classes that meet on Monday, Wednesday, or Friday should use start times consistent with the “three times per week” schedule above. Classes that meet on Tuesday or Thursday should use start times consistent with the “twice per week” schedule above.
Waitlist

Waitlist maximums are generally set to zero for all classes. If you wish to use the waitlist functionality, be sure to reset the maximum number. It is suggested that you use a low waitlist number, such as five (5) so that students do not have unrealistic expectations of getting in to the class. Apparently, when students see a course offered with a large waitlist capacity, they anticipate that the department will add another section if the number of students on the waitlist is high. Not all departments are able to add a new section. If your department plans to open a new section once the waitlist gets large, then use a higher number, not to exceed the class size of the added section.

1. Enter the wait list capacity. (The ‘Auto Enroll from Wait List’ will default, uncheck if desired.)
2. Click Save
Adding a New Class or an Additional Section

In order to add a new class or an additional section of an already existing course, please fill out the “Course Schedule Request Form” available on the Registrar’s Office website (http://registrar.cua.edu/facultyinfo/scheduleRequest.cfm). You will be notified by email when the new course or section has been added. You may then schedule it (see “Scheduling a Class”).

![Course Schedule Request Form](image-url)
Adding an Instructor to the Instructor/Advisor Table

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

1. At the Search Screen enter the instructor’s EMPLID and click **Search**.
2. 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.**
3. Choose the **Instructor Type** of **Instructor** for faculty or **TA** for teaching assistants from the drop down. **Do not** select any other designation.
4. If the instructor will also be an **Advisor**, click the Advisor box.
5. Choose the instructor’s **Primary Acad Org**.
6. Do not complete the fields under the **Instructor/Advisor Role** section.
7. Click on the **Approved Courses** tab.

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

9. If the Instructor is authorized for more than one **Acad Org** or **Subject Area**, insert an additional row by clicking **+**, and enter the additional **Acad Org** or **Subject Area**.

10. Click **Save**.
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 Wendy White at whitew@cua.edu to have a class cancelled after registration has started.

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

1. Place your cursor in any field on the “Basic Data” tab.
2. Click the “Delete Row” (button.
3. Click Save
4. The class will no longer appear on your schedule.
Assigning Class Permissions

Navigation: Home > Cardinal Students > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

1. At the Search Screen enter the Academic Institution (CRDNL), Term, Subject Area, and Catalog Number and click Search.

2. Enter the EMPLID of the student for whom you are granting permission to register for the course in the ID field.

3. To enter more EMPLIDs, insert rows by clicking +.
4. You must designate what you are overriding and granting permission for - there are two options of how to do this (see screenshot below):

   a. If you wish ALL students you are adding to the permission list be granted permission for one or all of these fields, check the appropriate boxes under the **Defaults** section.

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

      (1) For example: 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) To allow a student to register for a course where the enrollment limit has been met, click the **Closed Class** select box.

12. Click **Save**.
Scheduling Associated Classes (e.g. labs and discussions)

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

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 section should be 31 or higher to designate it is an associated class.

You will also need to change the ‘Component’ and ‘Class Type’ for the LAB/STUDIO/DIS. The Class Type should be Non-Enroll for the additional component so that students only enroll for the LEC (they will then be prompted to add the LAB/STUDIO/DIS component). Be sure to also change the Component. If the component you wish to add is not available in the magnifying glass you will need to contact Wendy whitew@cua.edu to add it to the Course Catalog.

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 106.02 OR BIOL 106.03 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
Scheduling Back-to-Back Courses

Back-to-Back courses are paired courses that you would like scheduled in the same (or nearby) room back-to-back. Back-to-back courses are taught by the same instructor with the second class starting very shortly after the conclusion of the first. For example:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 311-01</td>
<td>MWF 10:10 am – 11:00 am</td>
</tr>
<tr>
<td>ARCH 308-01</td>
<td>MWF 11:10 am – 12:00 pm</td>
</tr>
</tbody>
</table>

Please fill out the Back-to-Back Request form at [http://registrar.cua.edu/scheduling/FORMS.cfm](http://registrar.cua.edu/scheduling/FORMS.cfm). The deadline by which this list must be received is found at [http://registrar.cua.edu/Scheduling/](http://registrar.cua.edu/Scheduling/). We will enter the courses into the room scheduling software prior to assigning classrooms so that, as often as possible, both classes are assigned to the same room. Please note that technology classrooms cannot be scheduled back-to-back.

Bound Classes (formerly known as Cross-Listed Courses)

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

Please fill out the Bound Courses Form at [http://registrar.cua.edu/scheduling/FORMS.cfm](http://registrar.cua.edu/scheduling/FORMS.cfm). The deadline by which this list must be received is found at [http://registrar.cua.edu/Scheduling/](http://registrar.cua.edu/Scheduling/). **Time Saving Technique:** Enter the instructor and scheduling information for one class only. The second class will be populated with the same information once the Registrar’s Office binds the two classes together. (Caveat: Once registration begins, classes cannot be bound).

Faculty with Special Needs

Faculty who need special classroom assignments due to a disability must contact the University’s Equal Opportunity Officer to establish the need for an accommodation for a disability and to request a reasonable accommodation. The EOO and due date for these requests can be found on the calendar at [http://registrar.cua.edu/Scheduling/](http://registrar.cua.edu/Scheduling/).