Print Class Schedule

Introduction

The Schedule of Classes is created each term (fall, spring and summer) based on the previous like term. Individual departments maintain the class schedule for their unit within SIS.

The process of creating a new term's schedule of classes begins with the University Registrar's Office rolling forward the class data from the last like term to create the new term. For example, this spring is rolled forward to create next spring's offerings.

Once this happens, you'll be notified by email and can begin editing your classes.

The first recommended step in this process is to print your class schedule. This printed schedule can then be used as a basis for making changes to your classes for the upcoming term.

Run the Print Class Schedule Process

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **GC7 Kcf_7YbhYf h]`Y**.

    Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Print Class Schedule.

2. Choose **Df]bh 7`Ugg GW\YX i`Y** and the run control search screen will appear.

3. If you have run this report before, click **GYUfW** for a list of run controls associated with your user ID.

    If this is the first time you have run this report, click the **5XX U BYk JU`i Y** tab to create a new Run Control ID.

    Run control IDs can be made of upper or lowercase letters and numbers. There can be no spaces, special characters or punctuation. To separate words in a run control ID, use an underscore.

    Enter a name in the run control ID field (we recommend including your net ID in it like abc123_print_schedule), and click **5XX**.

4. In the **5WUXYa]W lbgh]h ih]cb** field, type **7 5G91** if this field isn't already populated.

5. Click the **@cc_ i d HYfa** icon and select the term of the schedule you wish to print from the list.

6. Click the **@cc_ i d 5WUXYa]W Cf[Ub]nUh]cb BcXY** icon and select your department name from the list.

The report will show any classes assigned to this department, which may include classes from several subject codes.

7.   Leave the **GYgg]cb** field blank.   ESSENTIAL STEP

8. Choose All for **8]gd`Um ]b 7`Ugg GYUfW**.

9. Choose All for **Df]b**h **Ibg**h**fi**Wh**cf]b** G**W\YX**i**`Y**.

10. In the **7`Ugg G**h**Uh**i**g** group box, select all checkbox options.

11. Click the **FYdcf**h **Cd**h**]cbg** tab. The Report Options tab appears with several checkboxes you may need to select:

> Print Meeting Pattern Topic
> Print Sections Combined
> Print Class Enrollment Limits
> Report Only

12. Click the **Fib** button. The Process Scheduler Request screen appears.

13. Click **C?"**

14. Click the **DfcWYgg Acb]**h**cf** link. The Process Monitor appears.

15. Click the **FYZfYg** button periodically until the Run Status column displays **GiWWYgg** and the Distribution Status column displays **DcghYX**.

16. When **GiWWYgg** and **DcghYX** appear, click the **8YhU]`g** link. The Process Detail screen appears.

17. Click the **J]Yk @c[#HfUWYk.**   screen

This report is a convenient way to review and distribute your department's schedule during the preparation process. For example, run the report when scheduling starts and distribute it to your faculty so that they can mark any necessary changes on it. Run the report before the schedule is finalized to look for errors or missing data. Run the report a final time to distribute the final schedule to faculty and staff.

Run it again once you've updated your schedule to look for errors or missing data before you ask your SOC representative to mark your classes as Display in Class Search.

This report can also be generated at any point during the semester to monitor changes and see current enrollment numbers for your department's classes.

Refer to the remaining guides in this section to assist with edits to the schedule of classes. For help, contact courses@case.edu.