

# 9.2 Adding or Changing Course Attributes and Values on Classes

**Purpose:** Use this document as a reference for adding or changing course attributes and course attribute values on classes in ctcLink.

**Audience:** Class Builders.

 You must have at least one of these local college managed security roles:

- ZC CM Class Builder
- ZD CM Class Attributes
- ZD CM Class Builder
- ZD FWL View Cnt Calc
- ZZ CM Class Attributes
- ZZ CM Class Text Book
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use course attributes for institutional research purposes, reporting, and to print repetitive text in the schedule of classes, for example, *Offered in Fall Only*. Course attributes are attached to classes on the Basic Data page. Unlike requirement designations, Course Attributes do not transfer to the ctcLink Academic Advisement application. An example of a course attribute used on classes is Course Intent (SINT) with course attribute values of: Academic, Personal Enrichment, or Workforce.

## Adding Course Attributes and Values in the Schedule of Classes

**Navigation:** NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. The **Maintain Schedule of Classes** search page displays.
2. Enter **Academic Institution**.
3. Enter **Term**.
4. Enter additional **Search Criteria** to identify the class.
5. Select **Search**.

### Maintain Schedule of Classes

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

Find an Existing Value

Search Criteria

Academic Institution = WA220

Term = 2183

Subject Area = ENGL&

Catalog Nbr begins with 101

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

6. The **Basic Data** tab displays.
7. In the **Class Sections** section, scroll through the class sections until you find the section you want to change.
8. In the **Class Attributes** section at the bottom of the page, select the plus sign **{+}** to add a new record (row).

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

Course ID 010453 Course Offering Nbr 1  
 Academic Institution Tacoma CC  
 Term SPRING 2018 Undergrad  
 Subject Area ENGL& English - ENGL&  
 Catalog Nbr 101 English Comp 1 [CCN]

Auto Create Component

Class Sections Q | | 10 of 43 | | View All

\*Session 1 Regular Academic Session Class Nbr 5742  
 \*Class Section 43FP \*Start/End Date 04/02/2018 06/15/2018  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class Units 5.00  
 \*Campus MAIN Main  
 \*Location WCC Cor/Women Location  
 Course Administrator  
 \*Academic Organization 220ENGL&SH English  
 Academic Group AHJMS Arts, Humanities/Sci Sciences  
 \*Holiday Schedule AHJCS Academic Holiday Calendar - CS  
 \*Instruction Mode P In Person  
 Primary Instr Section 43FP

Associated Class Attributes

Add Fee  
☐ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☐ Sync Attendance with Class Mtg  
☐ GL Interface Required

Class Topic  
 Course Topic ID  
☐ Print Topic in Schedule

Equivalent Course Group  
 Course Equivalent Course Group 00721 220 English Composition I  
 Class Equivalent Course Group  
☐ Override Equivalent Course

Legacy Item Number  
 \*Attribute Item Number  
 0

Class Attributes Q | | 1 of 2 | | View 2

*Course Attribute	Description	*Course Attribute Value	Description		
SFND	Fund Source	4	Grant and Contract Funded	+	-
SINT	Course Intent	ACADEMIC	Academic Course	+	-
				+	-

Save Return to Search Previous in List Next in List Notify

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

9. A new, blank row displays.
10. Select the magnifying glass next to the **Course Attribute** field.


Class Attributes Q | | 1-3 of 3 | | View 2

*Course Attribute	Description	*Course Attribute Value	Description		
SFND	Fund Source	4	Grant and Contract Funded	+	-
SINT	Course Intent	ACADEMIC	Academic Course	+	-
				+	-

Save Return to Search Previous in List Next in List Notify

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

11. The **Look Up Course Attribute** window displays.
12. Select the desired **Course Attribute**.

 **Note: Course Attribute Codes** beginning with S are reserved for SBCTC-Olympia use. Many of these "S" codes will be used for reporting purposes, for example, SFND-Fund Source, and SBST- I-Best.

For more information, see the [Student and Course Coding Manual v1.5](#) on the SBCTC website.

The screenshot shows a web application window titled "Maintain Schedule of Classes" with a sub-window titled "Look Up Course Attribute". The sub-window has a "Search" button, a "Clear" button, and a "Cancel" button. Below these buttons is a "Search Results" section with a "View 100" dropdown and a "1-36 of 36" dropdown. A table with two columns, "Course Attribute" and "Description", lists various attributes. The "LCCM" attribute is highlighted with a red box.

Course Attribute	Description
C010	Peninsula Defined Attributes
C030	Olympic Defined Attributes
C062	Central Seattle Attributes
C063	North Seattle Attributes
C064	South Seattle Attributes
C090	Highline Defined Attributes
C110	Pierce Defined Attributes
C120	Centralia Defined Attribute
C130	LCC Defined Attributes
C150	Wenatchee Defined Attributes
C171	Spokane Defined Attributes
C172	Spokane Falls Defined Attribut
C220	Tacoma Defined Attributes
C230	Edmonds Defined Attributes
C300	Cascadia Defined Attributes
DIST	Distinction pathway
FRCM	Free Course Materials
INST	Instructional Assistance
LCCM	Low Cost Course Material

13. The **Look Up Course Attribute** window disappears. The updated **Basic Data** page displays. Note that the new **Course Attribute** is populated.
14. Select the magnifying glass next to the **Course Attribute Value** field.
15. The **Look Up Course Attribute Value** window displays.
16. Select the desired **Course Attribute Value**.

**Class Topic**

Course Topic ID

**Equivalent Course Group**

Course Equivalent Course Group 00721 220 English Composition I

Class Equivalent Course Group

**Legacy Item Number**

\*Attribute Item Number

**Class Attributes**

Course Attribute	Description	Course Attribute Value	Description
SFND	Fund Source	4	Grant and Contract Funded
SINT	Course Intent	ACADEMIC	Academic Course
LCCM	Low Cost Course Material	<input type="text"/>	Low Cost Course Material

**Look Up Course Attribute Value**

Course Attribute LCCM

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Course Attribute Value	Description
LCCM	Low Cost Course Material

Save Return to Search Previous in List Next in List Notify

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

- The updated **Basic Data** page displays.
- Note that the new **Course Attribute Value** is populated.
- Select **Save**.

**Class Attributes**

1-3 of 3 View 2

Course Attribute	Description	Course Attribute Value	Description		
SFND	Fund Source	4	Grant and Contract Funded	+	-
SINT	Course Intent	ACADEMIC	Academic Course	+	-
LCCM	Low Cost Course Material	LCCM	Low Cost Course Material	+	-

Save Return to Search Previous in List Next in List Notify

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


## Changing Course Attributes and Values in the Schedule of Classes

**Navigation:** NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes


- To change a **Course Attribute** on a class, follow steps 1 through 8 for Adding Course Attributes and Values, with the following change:

- Use the minus sign **[-]** instead of the plus sign **[+]** to remove unneeded information; then add correct information following the same protocol as in steps 1 through 8.

2. Select **Save**.

 **Note: Course Attribute Codes** beginning with S are reserved for SBCTC-Olympia use. Many of these “S” codes will be used for reporting purposes, for example, SFND-Fund Source, and SBST-I-Best.

For more information, see the [Student and Course Coding Manual v1.5](#) on the SBCTC website.

 If colleges would like additional attributes added to courses, a request would need to be made with the Change Advisory Board.

3. Process complete.