

## 9.2 Scheduling a Class with Multiple Components

**Purpose:** Use this document as a reference for scheduling classes with multiple components in ctcLink.

**Audience:** Class Schedulers.

 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.

Class components can be added when scheduling a new course or after the primary component has been scheduled. This guide will reference the specific adjustments that need to be considered when scheduling a multiple component course. See the [Schedule New Classes](#) QRG for more details on basic class scheduling.

In order to schedule a multiple component course, the course must be set up for multiple components, to confirm the set up for multiple components see the QRG for [Creating Multiple Course Components](#) which reviews the process for course catalog set up.

# Scheduling a Class with Multiple Components

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

1. The **Maintain Schedule of Classes** search page displays.
2. Enter Search Criteria.
3. 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	=	WA172	
Term	=	2167	
Subject Area	=		
Catalog Nbr	begins with		
Academic Career	=		
Campus	begins with		
Description	begins with		
Course ID	begins with	001657	
Course Offering Nbr	=		
Academic Organization	begins with		

☐ Case Sensitive

**Search** [Clear](#) [Basic Search](#) [Save Search Criteria](#)

## **Avoiding “Ghost” Combined Sections Bug**

- If you have already combined sections of a class and need to create additional sections, if you use the Auto Create button those class sections will generate with a preexisting Combined Section hyperlink. This occurs even when the section is not part of a Combined Section and it will affect your ability to include that section in a Combined Section.
- For this reason, if you have already combined sections of a course and you need to generate additional sections, do not use the Auto Create button.

4. The **Basic Data** tab displays. There are several fields that you will want to modify specifically for multiple component courses.

- a. **Class Section:** You may want to identify the class section numbers with a number/letter combination, i.e. Lecture section is section 20 and the lab section is 20L.
- b. **Component:** When adding a new section the system will add the Primary component identified at the course catalog first. You can select the **Auto Create Components** button to have the system add the additional components identified at the course level.
- c. **Class Type:** The primary component will be identified as the Enrollment section. This will be the section that the student selects when they enroll.
- d. **Associated Class:** Use a unique associated class number for each grouping of components. For example: A BIOL 101 class with a Lecture and two Lab sections should all have the same class association number.
- e. Select **Meetings**.

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

Course ID 001657 Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term FALL 2016 Undergrad  
 Subject Area BIOL& Biology &  
 Catalog Nbr 160 General Biology w/Lab |CCN

Auto Create Component

**Class Sections** Find | View All First 16 of 16 Last

\*Session 1 Regular Academic Session Class Nbr 2595  
 \*Class Section N7A \*Start/End Date 09/19/2016 12/09/2016  
 \*Component LAB Laboratory Event ID 000012542  
 \*Class Type Enrollment Section  
 \*Associated Class 7 Units 5.00  
 \*Campus MAIN Associated Class Attributes  
 \*Location FMAIN Add Fee  
 Course Administrator 101003590 Main Campus - Spokane Falls  
 \*Academic Organization 172LIFESCI Davis, Jordan  
 Academic Group MTHSC Life Sciences  
 \*Holiday Schedule AHCCS Math and Science  
 \*Instruction Mode P Academic Holiday Calendar - CS  
 Primary Instr Section 1 In Person

☒ 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 00369 172 General Biology w/Lab  
 Class Equivalent Course Group Override Equivalent Course

**Class Attributes** Personalize | Find | View All First 1-2 of 3 Last

Course Attribute	Description	Course Attribute Value	Description
SCCN	Common Course Number	COMMONCRS	Common Course Number
SFND	Fund Source	1	Fully State Funded

Save Return to Search Notify

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

5. The **Class Meetings** tab displays. Use it to identify the meeting pattern and instructors for each component of the course. The components can have different meeting patterns and instructors. When the Enrollment and Non Enrollment components meet simultaneously, the meeting pattern should be added to the primary component.
6. Select **Enrollment Control**.

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

Course ID 001657 Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term FALL 2016 Undergrad  
 Subject Area BIOL& Biology &  
 Catalog Nbr 160 General Biology w/Lab [CCN]

**Class Sections** Find | View All First 16 of 16  
 Session 1 Regular Academic Session Class Nbr 2595  
 Class Section N7A Component Laboratory Event ID 000012542  
 Associated Class 7 Units 5.00

**Meeting Pattern** Find | View All First 1 of 1 Last  
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 SF0280201 25 TTH 8:30PM 8:30PM ☐ ☒ ☐ ☒ ☐ ☐ ☐ 09/19/2016 12/09/2016  
 SCENC 0201 Topic ID Free Format Topic  
☐ Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last  
 Assignment Workload  

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
101000707	Rice, Lucian	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1	

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last  

*Room Characteristic	Description	*Quantity
		1

**Academic Shift** Personalize | Find | View All | First 1 of 1 Last  

Academic Shift	Description

Save Return to Search Notify

- The **Enrollment Control** tab displays. Use it to input the capacity and consent details for each component of the course.
- Identify the **Auto Enroll Sections**: On the **Enrollment sections only**, input the section number for the class section that will be automatically added when the student enrolls. This does not need to be entered on the Non-Enrollment sections. In case of multiple Non-Enrollment sections to one Enrollment section, leave the Auto Enroll Sections field(s) blank.
- Select **Save**.

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
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Course ID 001657      Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term FALL 2016      Undergrad  
 Subject Area BIOL&      Biology &  
 Catalog Nbr 160      General Biology w/Lab [CCN]

**Enrollment Control**      Find | View All      First 16 of 16 Last

Session 1      Regular Academic Session      Class Nbr 2595  
 Class Section N7A      Component Laboratory      Event ID 000012542  
 Associated Class 7      Units 5.00

\*Class Status      

Class Type Enrollment      Enrollment Status Open

*Add Consent <input type="text" value="No Special Consent Required"/>	Requested Room Capacity <input type="text" value="24"/>	Total 18 0
*Drop Consent <input type="text" value="No Special Consent Required"/>	Enrollment Capacity <input type="text" value="24"/>	
1st Auto Enroll Section <input type="text" value="N7"/>	Wait List Capacity <input type="text" value="24"/>	
2nd Auto Enroll Section <input type="text"/>	Minimum Enrollment Nbr <input type="text"/>	
Resection to Section <input type="text"/>		

☒ Auto Enroll from Wait List      ☐ Cancel if Student Enrolled

      

[Basic Data](#) | [Meetings](#) | [Enrollment Control](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

10. Process complete.