

## 9.2 Adjust Class Associations

**Purpose:** Use this document as a reference to review and modify class association processes in ctcLink.

**Audience:** Class Schedule staff.

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

- ZC CM Class Maintenance
- ZD CM Class Maintenance
- ZD FWL View Cnt Calc
- ZZ CM Local Configuration
- ZZ FWL Adjust Class
- 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.

ctcLink creates the Class Association page when you enter and save the schedule of classes. The associated class number links all class sections that constitute a single course offering. ctcLink populates all of the fields on this page by default from the course catalog.

### Adjust Class Associations Page

**Navigation:** NavBar > Navigator > Curriculum Management > Schedule of Classes > Adjust Class Associations

### Overview of the Adjust Class Associations Page

1. The **Adjust Class Associations** search page displays.
2. **Academic Institution:** enter or select the appropriate college code (e.g. WA171 for Spokane Community College).
3. **Term:** enter or lookup the term (e.g. 2147 for Fall 2014).
4. **Subject Area:** enter or lookup the subject (e.g. AGGEN for Agriculture, General).
5. **Catalog Nbr:** enter or lookup the catalog number (e.g. 151).

## 6. Select **Search**.

**Adjust Class Associations**

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 =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Session =

Course ID begins with

Course Offering Nbr =

Description begins with

☐ Case Sensitive

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

7. The Adjust Class Associations page displays.
8. The **Class Associations** tab defaults. Use it to adjust units, change instructor edit views, and select the blind grading option after scheduling a class.
9. If applicable, select **View All** to view all associated classes.
10. The **Class Roll** button is used if the class is scheduled and students are enrolled, and changes are made to the fields in the Class Associations component since in most cases this affects student enrollment. To update the enrollment records of each student in the class **Class Roll** button for all rows on the page. ctcLink creates enrollment maintenance transactions through a COBOL process and displays an enroll request ID related to these transactions. Best practice is to write down the enrollment request ID numbers for use on the Block Enrollment page. The COBOL process considers the following fields when updating student records:
  - a. Minimum Units.
  - b. Academic Progress Units (when minimum and maximum units are the same).
  - c. Financial Aid Units (when minimum and maximum units are the same).
  - d. Course Count (if set to Course Count Enrollment on the Academic Program - Course page).
  - e. Billing Factor.
  - f. Tuition Group.
  - g. Grading Basis.
  - h. Requirement Designation
11. Select the **Class Components** tab.

Class Associations
Class Components
Class Requisites

Course ID 017617
Course Offering Nbr 1

Academic Institution Spokane CC
Term FALL 2014
Undergrad
Subject Area AGGEN
Agriculture, General
Catalog Nbr 151
SHOP SKILLS
Session 1
Regular Academic Session

Class Roll

Class Associations

Find | View All | First 1 of 1 Last

Associated Class 1

Minimum Units 4.00
Maximum Units 4.00

Academic Progress Units 4.00
FA Units 4.00

Course Count 1.00
Course Contact Hours 6.00

Billing Factor 1.000
\*Instructor Edit No Enrollment Choice

Tuition Group
☐ Use Blind Grading

Save

Return to Search

Notify

Class Associations | Class Components | Class Requisites

💡 To update the students' records, navigate to the Block Enrollment page and run the block enrollment process using this enroll request ID. ctcLink uses the enrollment maintenance transactions grouped within this enroll request ID to update the student enrollment records that your changes have affected.

12. The **Class Components** tab displays. It is used to modify aspects of class components such as grading basis, course components, and requirement designations. ctcLink creates the record here when you enter and save the schedule of classes. The associated class number links all class sections that constitute a single course offering.
13. Select the **Class Requisites** tab.

Class Associations | **Class Components** | **Class Requisites**

Course ID 017617 Course Offering Nbr 1  
 Academic Institution Spokane CC  
 Term FALL 2014 Undergrad  
 Subject Area AGGEN Agriculture, General  
 Catalog Nbr 151 SHOP SKILLS  
 Session 1 Regular Academic Session

**Class Association Components** Find | View All First 1 of 1 Last  
 Associated Class 1  
 \*Grading Basis GRD Graded  
 Graded Component Laboratory  
 Requirement Designation  
 \*Grade Roster Print By Student  
 Primary Component LAB

**Associated Class Attributes** Find First 1 of 1 Last  
 \*Attribute

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

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Laboratory	4.000	<input type="checkbox"/>		Yes	<input checked="" type="checkbox"/>
Lecture	2.000	<input type="checkbox"/>		Yes	<input checked="" type="checkbox"/>

**Class Sections** Personalize | Find | View All | First 1 of 1 Last  

Section	Class Nbr	Component	Class Type	Class Status
1	3034	Laboratory	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All | First 1 of 1 Last  

Section	Class Nbr	Component	Class Type	Class Status

Save Return to Search Notify  
 Class Associations | Class Components | Class Requisites

14. The **Class Requisites** tab displays. Use it to modify, and, if appropriate, add a requirement group to a class.
15. Select the **Also Use Catalog Requisite** check box to use the course catalog requisite as well as the class requisite in the enrollment process. If you have requisites in the course catalog and do not want to use them for the class offering, clear the Also Use Catalog Requisite check box.
16. Select **Detail** to access the Requirement Group Summary page to review the enrollment requisites for both the course and class. Enter the class requisite requirement group.
17. Select **Save**.

Class Associations

Class Components

Class Requisites

Course ID

017617

Course Offering Nbr

1

Academic Institution

Spokane CC

Term

FALL 2014

Subject Area

AGGEN

Catalog Nbr

151

Session

1

Undergrad

Agriculture, General

SHOP SKILLS

Regular Academic Session

Catalog Requisite

Requirement Group

Detail

Long Description

Class Association Requisites

Find | View All

First

1 of 1

Last

Associated Class

1

Requirement Group

Long Description

Also Use Catalog Requisite

☒

Detail

Save

Return to Search

Notify

Class Associations

Class Components

Class Requisites

18. The process to review the Adjust Class Associations page is now complete.

## Modifying Class Components

**i** Changing Class Components starts with a search for the existing class components using the **Adjust Class Associations** search page.

- From the **Adjust Class Associations** search page, enter the:
  - Institution**
  - Term**
  - Subject Area**
  - Catalog Nbr**
- Select **Search**.

### Adjust Class Associations

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	=	▼	BIOL&	
Catalog Nbr	begins with	▼	260	
Academic Career	=	▼		
Session	=	▼		
Course ID	begins with	▼		
Course Offering Nbr	=	▼		
Description	begins with	▼		

☐ Case Sensitive

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

3. The **Adjust Class Associations** page displays.
4. Select the **Class Components** tab.

[Class Associations](#) **[Class Components](#)** [Class Requisites](#)

Course ID 009272 Course Offering Nbr 1

Academic Institution Tacoma CC

Term SPRING 2018 Undergrad

Subject Area BIOL& Biology - BIOL&

Catalog Nbr 260 Microbiology [CCN]

Session 1 Regular Academic Session

[Class Roll](#)

**Class Associations** Find | View All First 1 of 2 Last

Associated Class 61	
Minimum Units 5.00	Maximum Units 5.00
Academic Progress Units 5.00	FA Units 5.00
Course Count 1.00	Course Contact Hours 7.00
Billing Factor 1.000	*Instructor Edit No Enrollment Choice
Tuition Group UGRD	Acad Career Tuition Group

☐ Use Blind Grading

[Save](#) [Return to Search](#) [Notify](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

5. The **Class Components** page displays.

6. In the example below, the lab sections plus the associated lecture section have the same associated class number. The system populates all of these fields by default from the course catalog.
7. Note: **Association number 9999** can be associated with any other **associated class number**. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course (such as lecture, lab and clinical) from within the same associated class group (or from group 9999). You can only assign association number 9999 to non-graded components.

8. Modify the course component information in the **Class Components** section.
9. Change the weekly **Contact** hours.
  - a. If this is a non-credit bearing course, take the total contact hours and divide by 11 weeks and enter result.
  - b. For credit-bearing courses, please refer to the [SBCTC policy manual](#) for contact hours to credit ratio policy guidelines.
  - c. Institutions should not deviate or alter unless a full impact-analysis that includes consideration of FWL and consultation with State Board has been completed.
10. Change the **Final Exam** status and which components to use (by selecting the **Optional** checkbox for components that are not needed).
11. Select **Save**.

**Note:** Modifying the course components and the **contact hours** for each component creates inconsistency between this page and the **Meetings page in the Class Schedule**. Although you can edit the corresponding fields on the Meetings page, with

no impact elsewhere in the system, you should, for clarity, maintain consistency between these two pages.

The system itself performs no cross-reference verification to ensure that the corresponding values match. **Thus, to maintain consistency you should verify that the course component contact hours on this page equal the instructor contact hours on the Meetings page.**

Class Associations | Class Components | Class Requisites

Course ID 009272 Course Offering Nbr 1  
Academic Institution Tacoma CC  
Term SPRING 2018 Undergrad  
Subject Area BIOL& Biology - BIOL&  
Catalog Nbr 200 Microbiology [CCN]  
Session 1 Regular Academic Session

Class Association Components Find | View 1 First 1-2 of 2 Last

Associated Class 61  
\*Grading Basis GRD Graded  
\*Grade Roster Print By Student  
Graded Component Laboratory Primary Component LAB  
Requirement Designation

Associated Class Attributes Find First 1 of 1 Last

\*Attribute

Class Components Personalize | Find | View All | 1-2 of 2 Last

*Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create
Laboratory	3,000	<input checked="" type="checkbox"/>		Yes	<input checked="" type="checkbox"/>
Lecture	4,000	<input type="checkbox"/>		Yes	<input checked="" type="checkbox"/>

Class Sections Personalize | Find | View All | 1-3 of 3 Last

Section	Class Nbr	Component	Class Type	Class Status
01	1720	Lecture	Non-Enrollment Section	Active
01A	1721	Laboratory	Enrollment Section	Active
01B	1722	Laboratory	Enrollment Section	Active

Class Association 9999 Personalize | Find | View All | 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status

Associated Class 62  
\*Grading Basis GRD Graded  
\*Grade Roster Print By Student  
Graded Component Laboratory Primary Component LAB  
Requirement Designation

Associated Class Attributes Find First 1 of 1 Last

\*Attribute

Class Components Personalize | Find | View All | 1-2 of 2 Last

*Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create
Laboratory	3,500	<input checked="" type="checkbox"/>		Last Class Meeting	<input checked="" type="checkbox"/>
Lecture	3,500	<input type="checkbox"/>		Last Class Meeting	<input checked="" type="checkbox"/>

Class Sections Personalize | Find | View All | 1-3 of 3 Last

Section	Class Nbr	Component	Class Type	Class Status
02	1723	Lecture	Non-Enrollment Section	Active
02A	1724	Laboratory	Enrollment Section	Active
02B	1725	Laboratory	Enrollment Section	Active

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

11. The process to modify class components is now complete.

## Adjust Grade Basis

1. From the **Adjust Class Associations** search page, enter the **Academic Institution** and **Term**.
2. Enter additional **Search Criteria** to identify your class.
3. Select **Search**.



### Adjust Class Associations

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 =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Session =

Course ID begins with

Course Offering Nbr =

Description begins with

☐ Case Sensitive

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

4. The **Adjust Class Associations** page displays.
5. Select the **Class Components** tab.

[Class Associations](#) [Class Components](#) [Class Requisites](#)

Course ID 004714 Course Offering Nbr 1

Academic Institution Spokane Falls CC

Term SPRING 2018 Undergrad

Subject Area ART ART

Catalog Nbr 186 Oil Painting

Session 1 Regular Academic Session

[Class Roll](#)

**Class Associations** [Find](#) | [View All](#) First **1 of 1** Last

Associated Class 1

Minimum Units  Maximum Units

Academic Progress Units  FA Units

Course Count  Course Contact Hours

Billing Factor  \*Instructor Edit

Tuition Group

☐ Use Blind Grading

[Save](#) [Return to Search](#) [Notify](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

6. The **Class Components** tab displays.
7. If necessary, navigate to your specific class instance using the [] and [] scrolling icons in the **Associated Class Attributes** section.

Class Associations | **Class Components** | Class Requisites

Course ID 004714 Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term SPRING 2018 Undergrad  
 Subject Area ART ART  
 Catalog Nbr 186 Oil Painting  
 Session 1 Regular Academic Session

**Class Association Components** Find | View All First 1 of 1 Last

Associated Class 1  
 \*Grading Basis GRD Graded  
 Graded Component Laboratory \*Grade Roster Print Component  
 Requirement Designation Primary Component LAB

**Associated Class Attributes** Find First 1 of 1 Last

\*Attribute

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

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Laboratory	4.000	<input type="checkbox"/>	4.00	Yes	<input checked="" type="checkbox"/>
Lecture	2.000	<input type="checkbox"/>	2.00	Yes	<input checked="" type="checkbox"/>

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

Section	Class Nbr	Component	Class Type	Class Status
1	2381	Lecture	Non-Enrollment Section	Active
1A	2380	Laboratory	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
1				

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

8. In the Class Association Components section, select the applicable **Grading Basis**.

Class Associations | **Class Components** | Class Requisites

Course ID 004714 Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term SPRING 2018 Undergrad  
 Subject Area ART ART  
 Catalog Nbr 186 Oil Painting  
 Session 1 Regular Academic Session

**Class Association Components** Find | View All First 1 of 1 Last

Associated Class 1  
 \*Grading Basis AUD Audit  
 Graded Component Laboratory \*Grade Roster Print Component  
 Requirement Designation Primary Component LAB

**Associated Class Attributes** Find First 1 of 1 Last

\*Attribute

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

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Laboratory	4.000	<input type="checkbox"/>	4.00	Yes	<input checked="" type="checkbox"/>
Lecture	2.000	<input type="checkbox"/>	2.00	Yes	<input checked="" type="checkbox"/>

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

Section	Class Nbr	Component	Class Type	Class Status
1	2381	Lecture	Non-Enrollment Section	Active
1A	2380	Laboratory	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All | First 1 of 1 Last

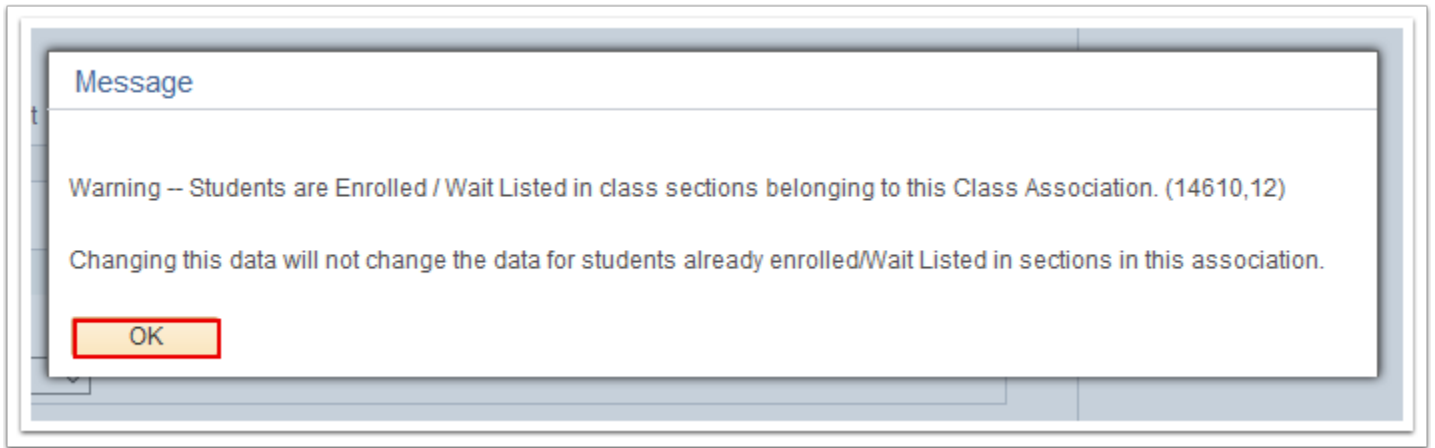
Section	Class Nbr	Component	Class Type	Class Status
1				

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

9. If the Grading Basis is adjusted after enrollment has already occurred, a warning message window displays.

10. Select **OK**.



11. The **Class Components** tab displays.
12. Select **Save**.

Class Associations | **Class Components** | Class Requisites

Course ID 004714 Course Offering Nbr 1  
 Academic Institution Spokane Falls CC  
 Term SPRING 2018 Undergrad  
 Subject Area ART ART  
 Catalog Nbr 186 Oil Painting  
 Session 1 Regular Academic Session

**Class Association Components** Find | View All First 1 of 1 Last  
 Associated Class 1  
 \*Grading Basis AUD Audit  
 Graded Component Laboratory \*Grade Roster Print Component  
 Requirement Designation Primary Component LAB

**Associated Class Attributes** Find First 1 of 1 Last  
 \*Attribute

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

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Laboratory	4.000	<input type="checkbox"/>	4.00	Yes	<input checked="" type="checkbox"/>
Lecture	2.000	<input type="checkbox"/>	2.00	Yes	<input checked="" type="checkbox"/>

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

Section	Class Nbr	Component	Class Type	Class Status
1	2381	Lecture	Non-Enrollment Section	Active
1A	2380	Laboratory	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All First 1 of 1 Last  


Section	Class Nbr	Component	Class Type	Class Status

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

13. The process to adjust the grade basis is now complete.

# Class Roll

 If the grade basis is adjusted after enrollment has already occurred, you must use the Class Roll process to update students' enrollment record. In this case, ensure the following steps of this QRG are completed.

1. From the Adjust Class Associations page, select the **Class Associations** tab.

Class AssociationsClass ComponentsClass Requisites

Course ID 004714Course Offering Nbr 1

Academic Institution Spokane Falls CC

Term SPRING 2018Undergrad

Subject Area ARTART

Catalog Nbr 186Oil Painting

Session 1Regular Academic Session

Class Association ComponentsFind | View AllFirst1 of 1Last

Associated Class 1

\*Grading BasisAUDAudit

Graded ComponentLaboratory

\*Grade Roster PrintComponent

Requirement Designation

Primary ComponentLAB

Associated Class AttributesFindFirst1 of 1Last

\*Attribute

Class ComponentsPersonalize | Find | View All | 1-2 of 2Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Laboratory	4.000	<input type="checkbox"/>	4.00	Yes	<input checked="" type="checkbox"/>
Lecture	2.000	<input type="checkbox"/>	2.00	Yes	<input checked="" type="checkbox"/>

Class SectionsPersonalize | Find | View All | 1-2 of 2Last

Section	Class Nbr	Component	Class Type	Class Status
1	2381	Lecture	Non-Enrollment Section	Active
1A	2380	Laboratory	Enrollment Section	Active

Class Association 9999Personalize | Find | View All | 1 of 1Last

Section	Class Nbr	Component	Class Type	Class Status

SaveReturn to SearchNotify

Class Associations | Class Components | Class Requisites

2. The **Class Associations** tab displays.
3. Select the **Class Roll** button.

Class Associations
Class Components
Class Requisites

Course ID 004714

Course Offering Nbr 1

Academic Institution Spokane Falls CC

Term SPRING 2018

Undergrad

Subject Area ART

ART

Catalog Nbr 186

Oil Painting

Session 1

Regular Academic Session

Class Roll

Class Associations

Find | View All First 1 of 1 Last

Associated Class 1

Minimum Units 4.00

Maximum Units 4.00

Academic Progress Units 4.00

FA Units 4.00

Course Count 1.00

Course Contact Hours 6.00

Billing Factor 1.000

\*Instructor Edit No Enrollment Choice

Tuition Group

Use Blind Grading

Save

Return to Search

Notify

Class Associations | Class Components | Class Requisites

4. A message window displays. An enrollment request number is generated. A college staff member with applicable security access must process this enrollment request in order to update students' enrollment record.
5. Make note of the enrollment request number.
6. Select **OK**.

Oil Painting

Regular Academic Session

Class Roll

Find | View All First 1 of 1 Last

Message

Enrollment Request 0000937968 has been generated. Go to the Block Enrollment page to process the request. (14600,416)

Student enrollment transactions rolling from the Class Table have been generated. To process the transactions, go to the Block Enrollment page and initiate the request.

OK

7. Refer to [\*Processing Block Enroll with a Pre-Generated Enrollment Request ID\*](#) QRG to process the enrollment request.
8. The class roll request process is now complete.
9. Processes complete.