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.

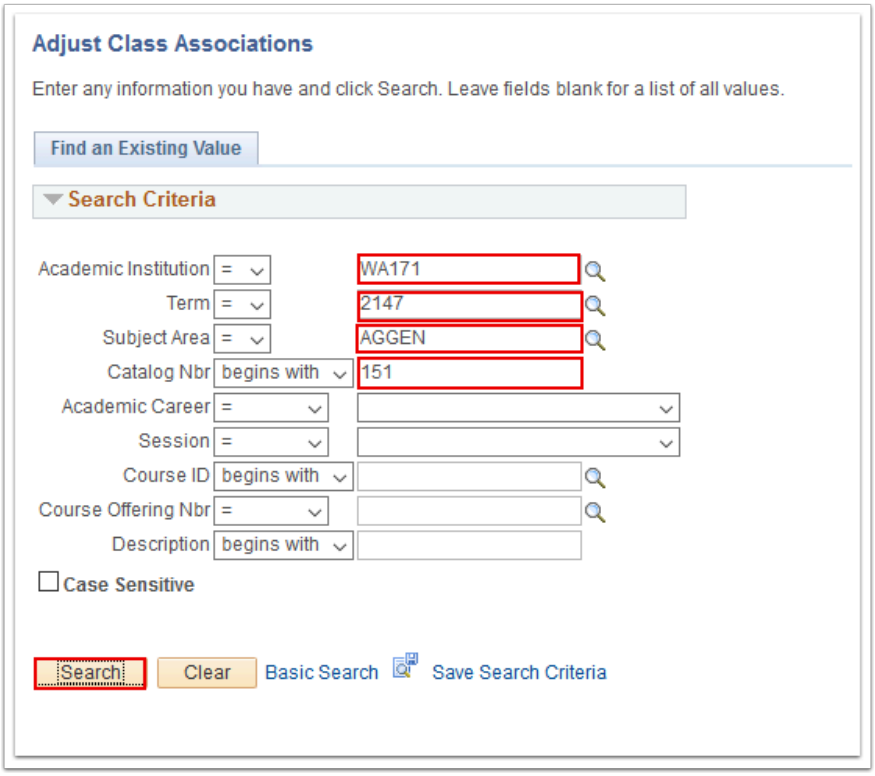
Adjust Class Associations Page

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

Overview of the Adjust Class Associations Page

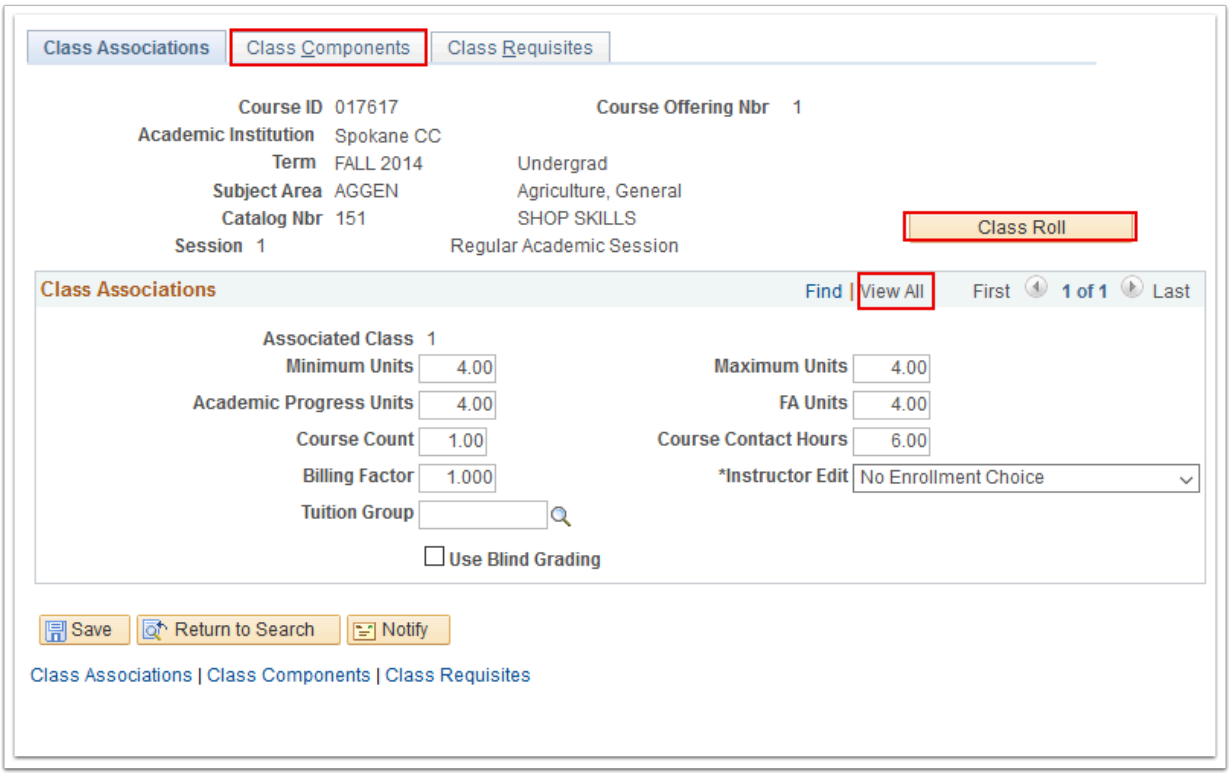
1. The **Adjust Class Associations** search page displays.
2. **Academic Institution:** enter or select the appropriate college code (e.g. WA171 for Spokane Community College).
3. **Term:** enter or lookup the term (e.g. 2147 for Fall 2014).
4. **Subject Area:** enter or lookup the subject (e.g. AGGEN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

6. Select **Search**.



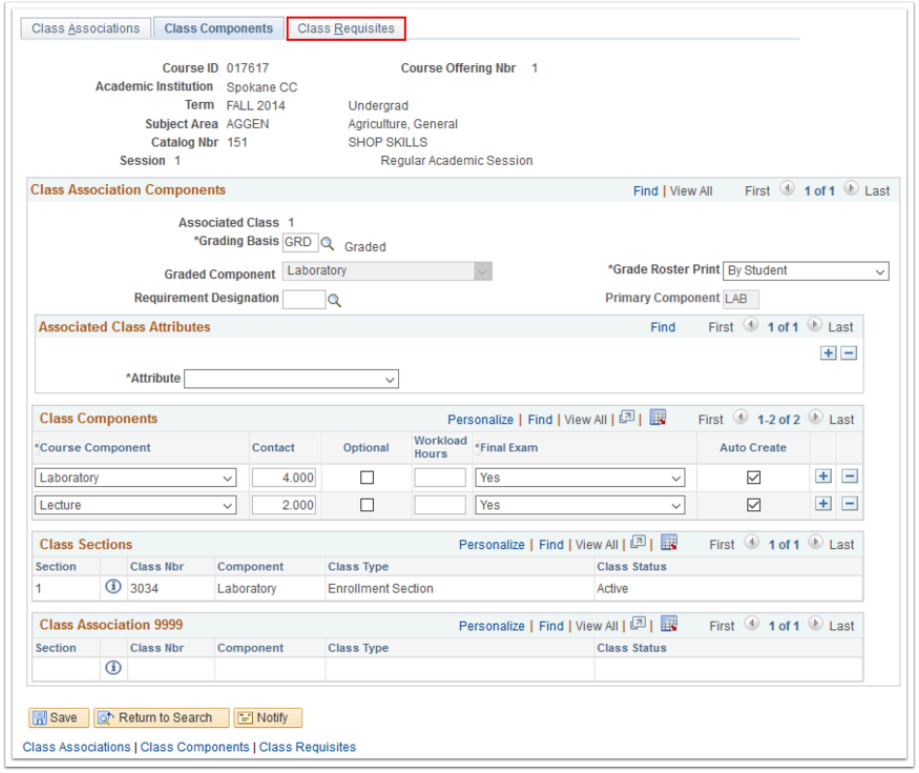
7. The Adjust Class Associations page displays.
8. The **Class Associations** tab defaults. Use it to adjust units, change instructor edit views, and select the blind grading option after scheduling a class.
9. If applicable, select **View All** to view all associated classes.
10. The **Class Roll** 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.

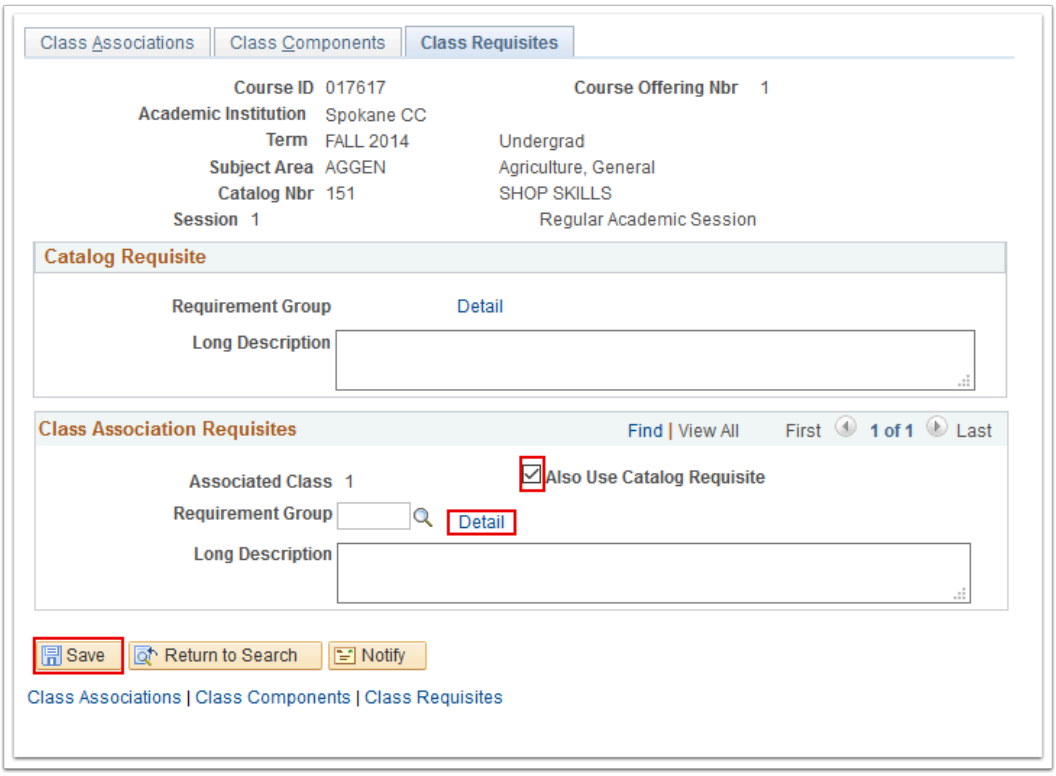


To update the students' records, navigate to the Block Enrollment page and run the block enrollment process using this enroll request ID. ctcLink uses the enrollment maintenance transactions grouped within this enroll request ID to update the student enrollment records that your changes have affected.

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.



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**.

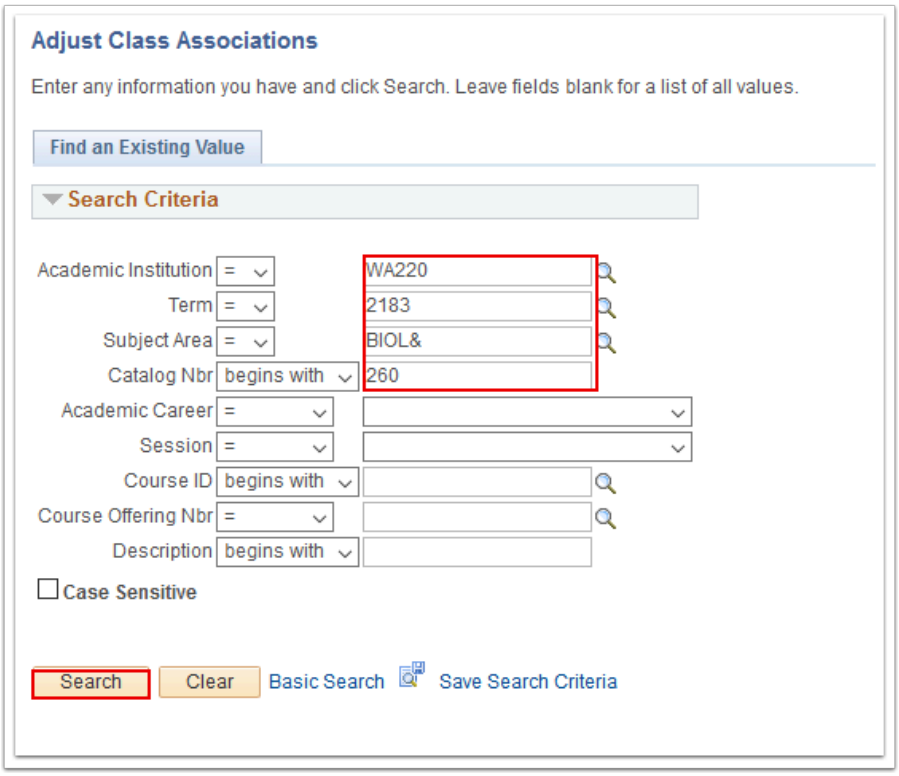


18. The process to review the Adjust Class Associations page is now complete.

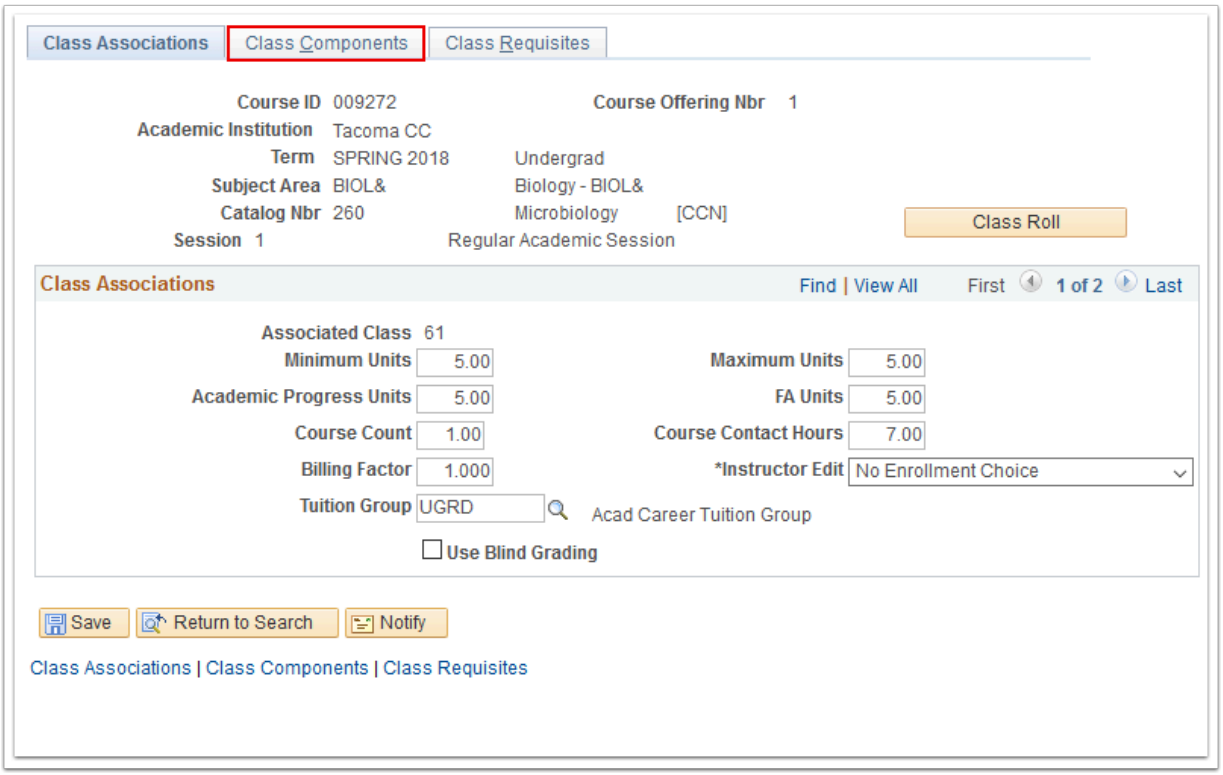
Modifying Class Components

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

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

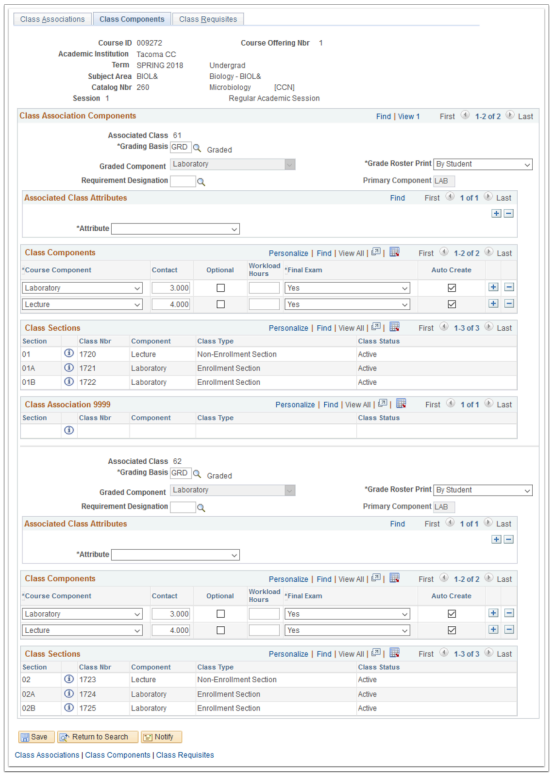


3. The **Adjust Class Associations** page displays.
4. Select the **Class Components** tab.



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.

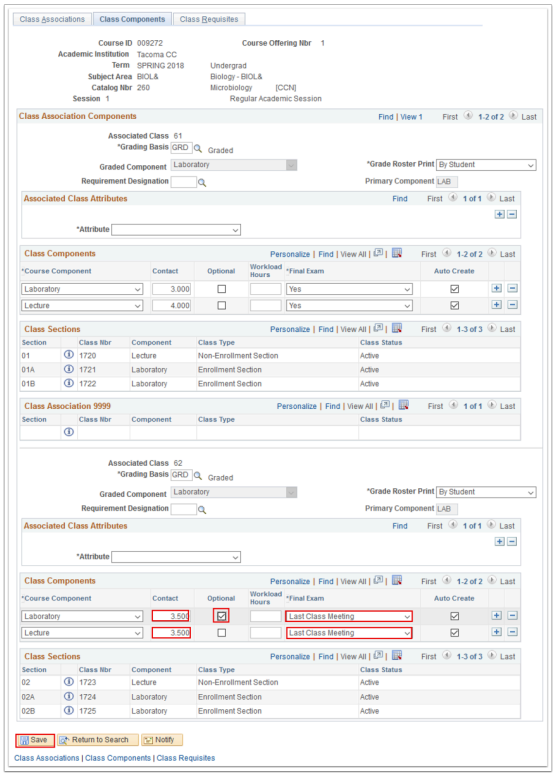


8. Modify the course component information in the **Class Components** section**.**
9. Change the weekly **Contact** hours.
   a. If this is a non-credit bearing course, take the total contact hours and divide by 11 weeks and enter result.
   b. For credit-bearing courses, please refer to the **SBCTC 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.

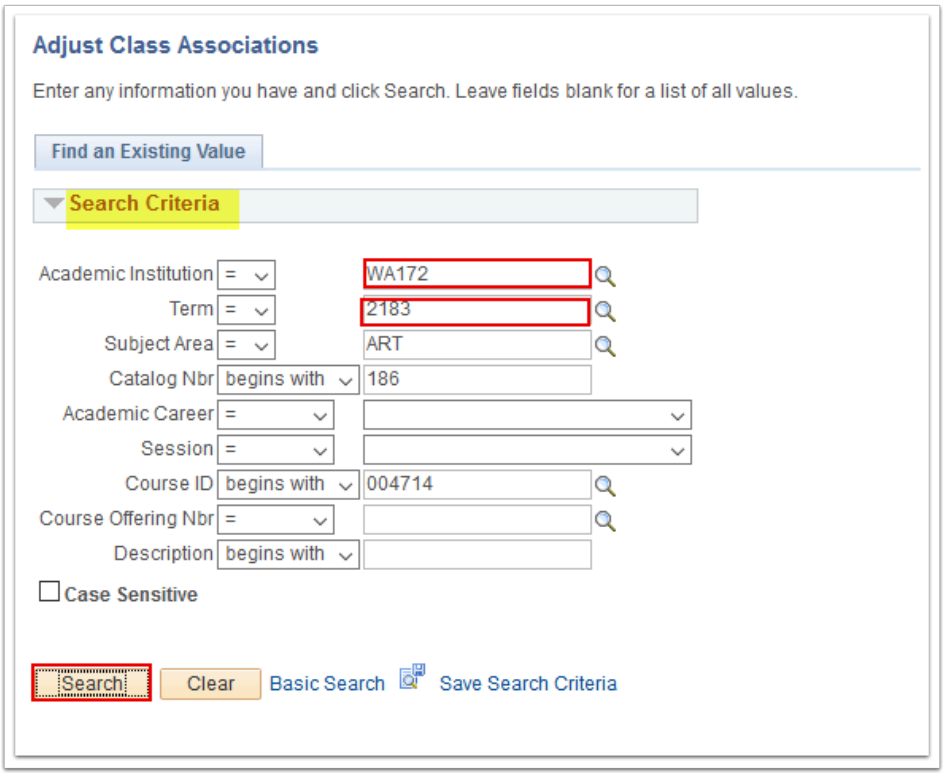
The system itself performs no cross-reference verification to ensure that the corresponding values match. ***Thus, to maintain consistency you should verify that the course component contact hours on this page equal the instructor contact hours on the Meetings page.***



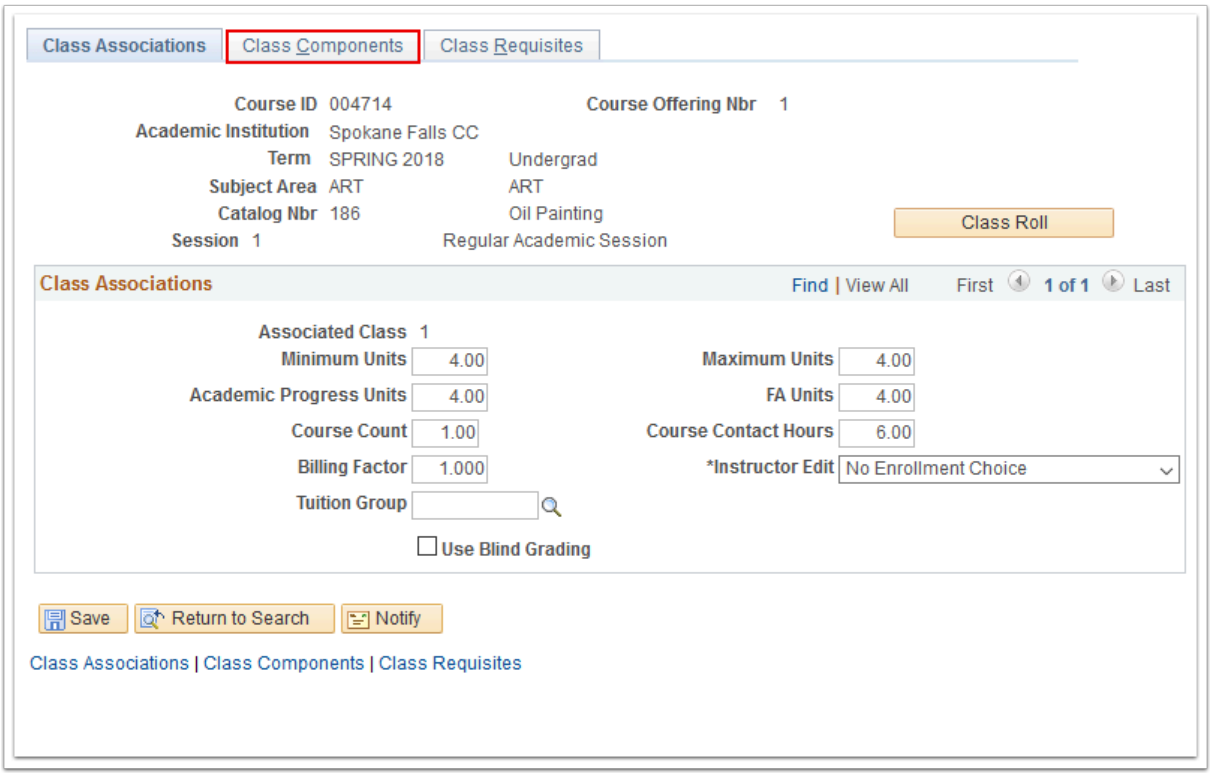
11. The process to modify class components is now complete.

Adjust Grade Basis

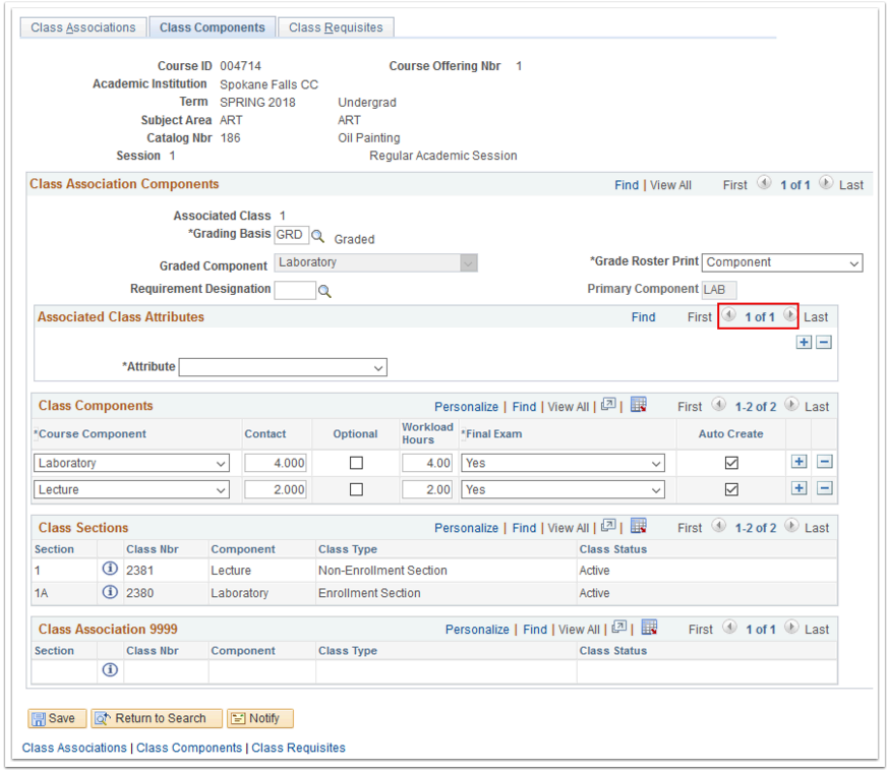
1. From the **Adjust Class Associations** search page, enter the **Academic Institution** and **Term.**
2. Enter additional **Search Criteria** to identify your class.
3. Select **Search**.



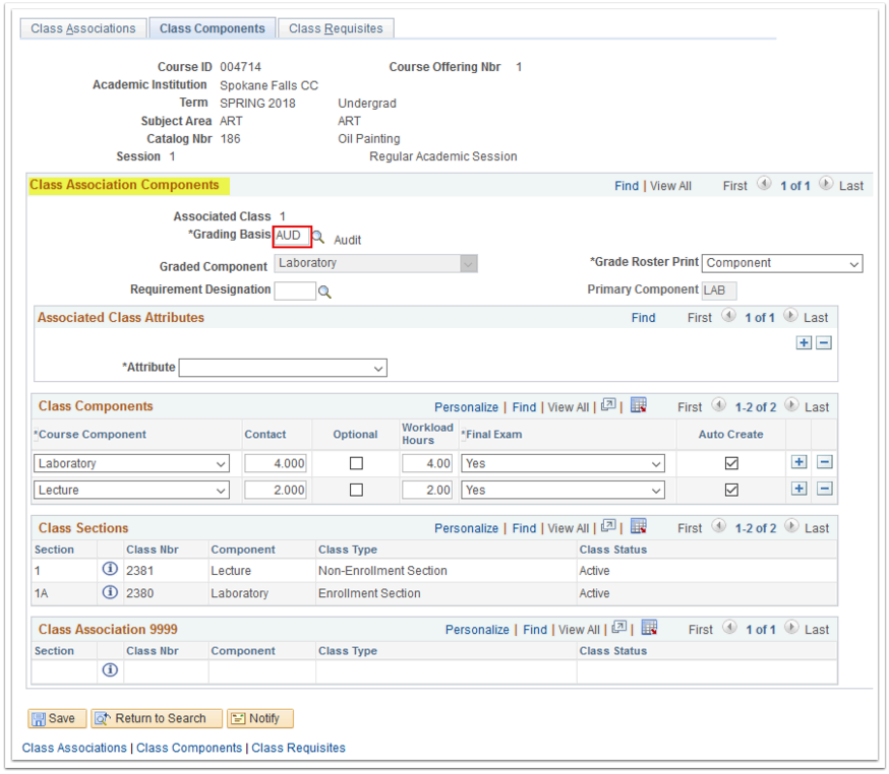
4. The **Adjust Class Associations** page displays.
5. Select the **Class Components** tab.



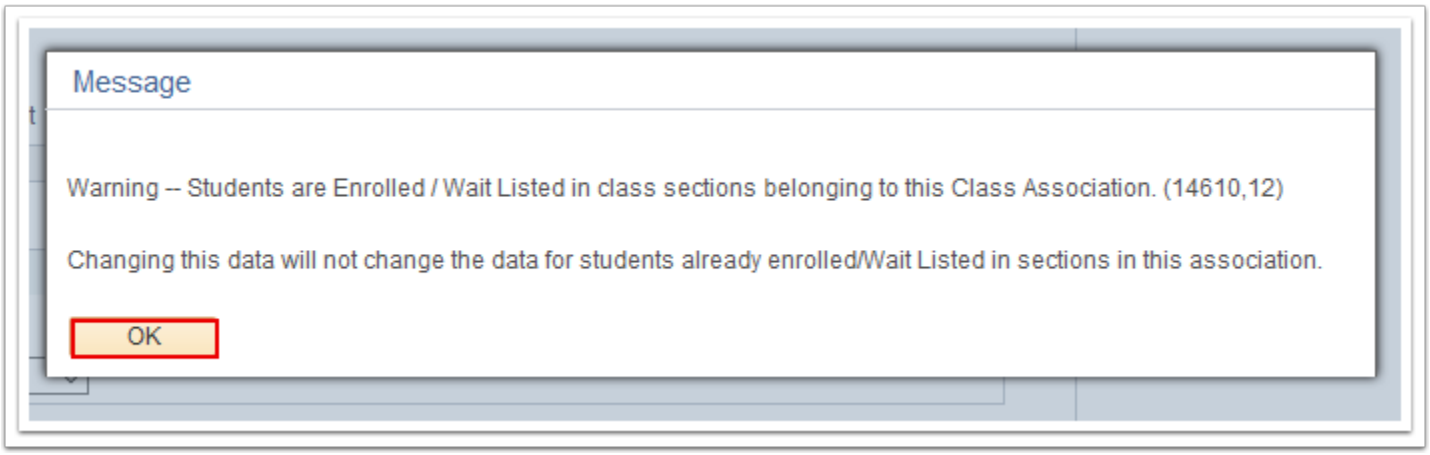
6. The **Class Components** tab displays.
7. If necessary, navigate to your specific class instance using the [<] and [>] scrolling icons in the **Associated Class Attributes** section.



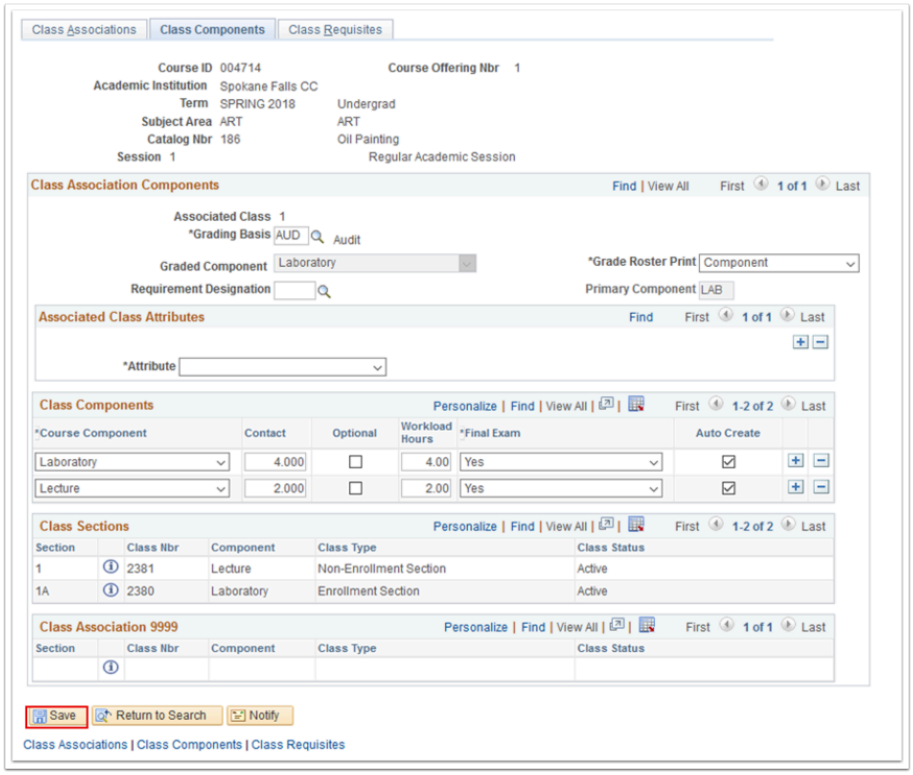
8. In the Class Association Components section, select the applicable **Grading Basis**.



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**.

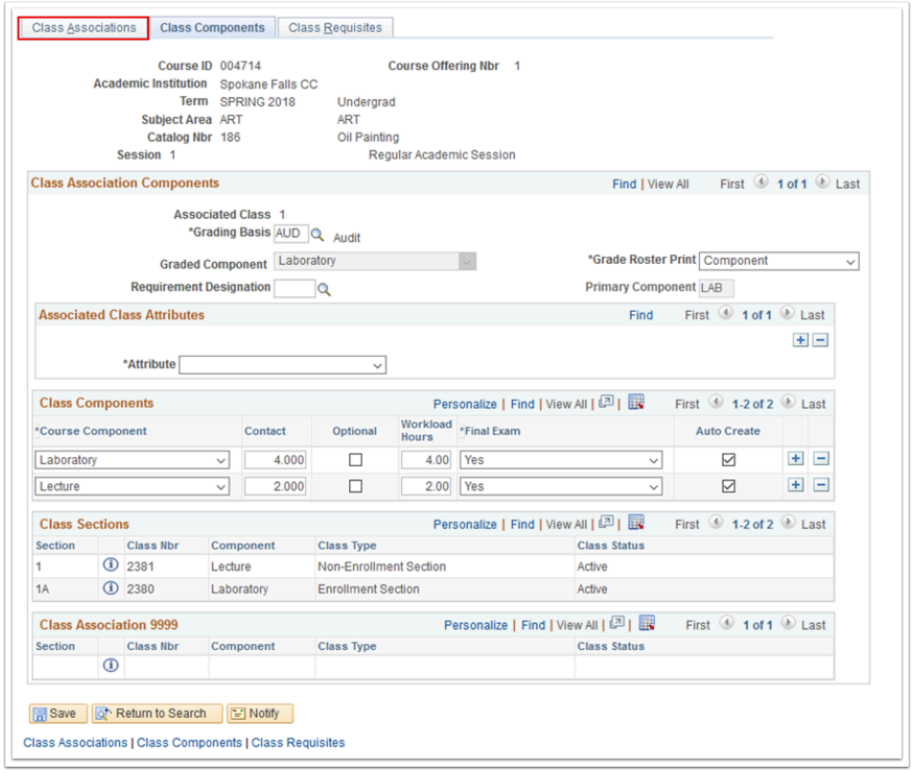


13. The process to adjust the grade basis is now complete.

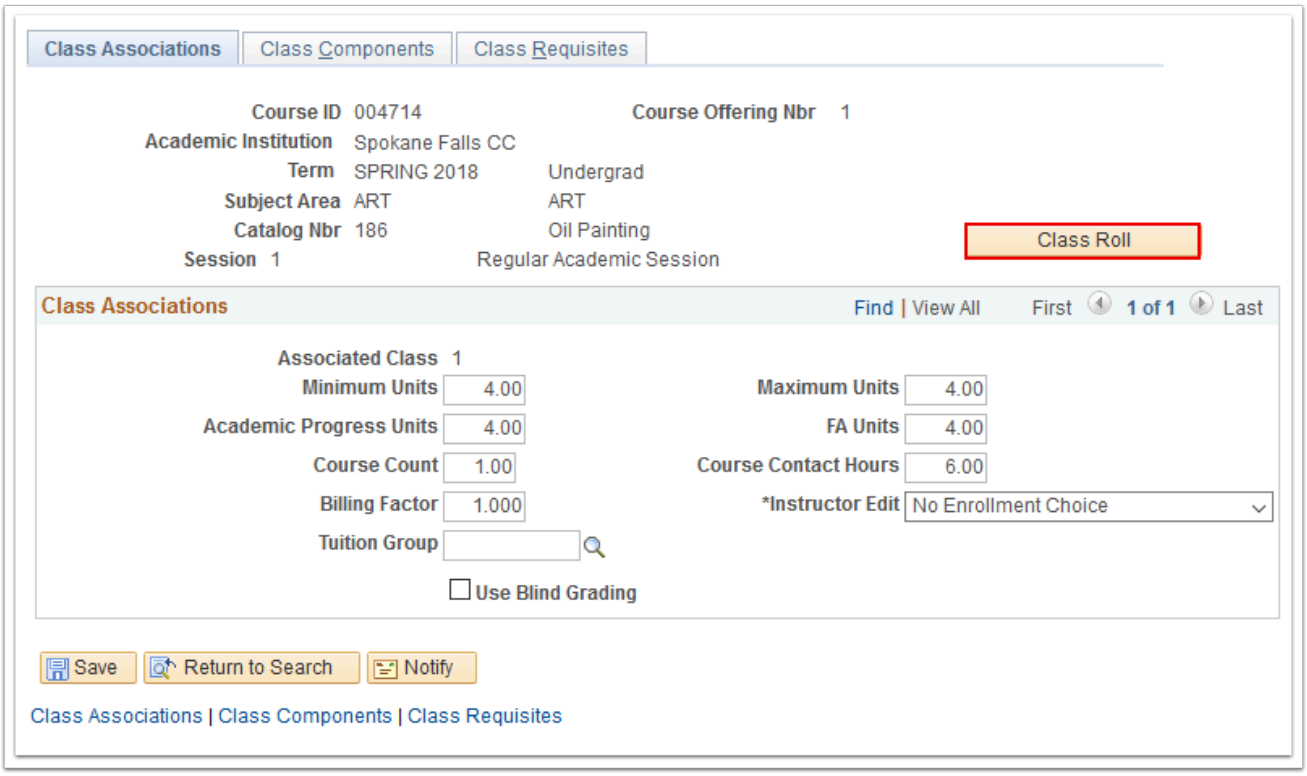
Class Roll

> ⚠ 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.

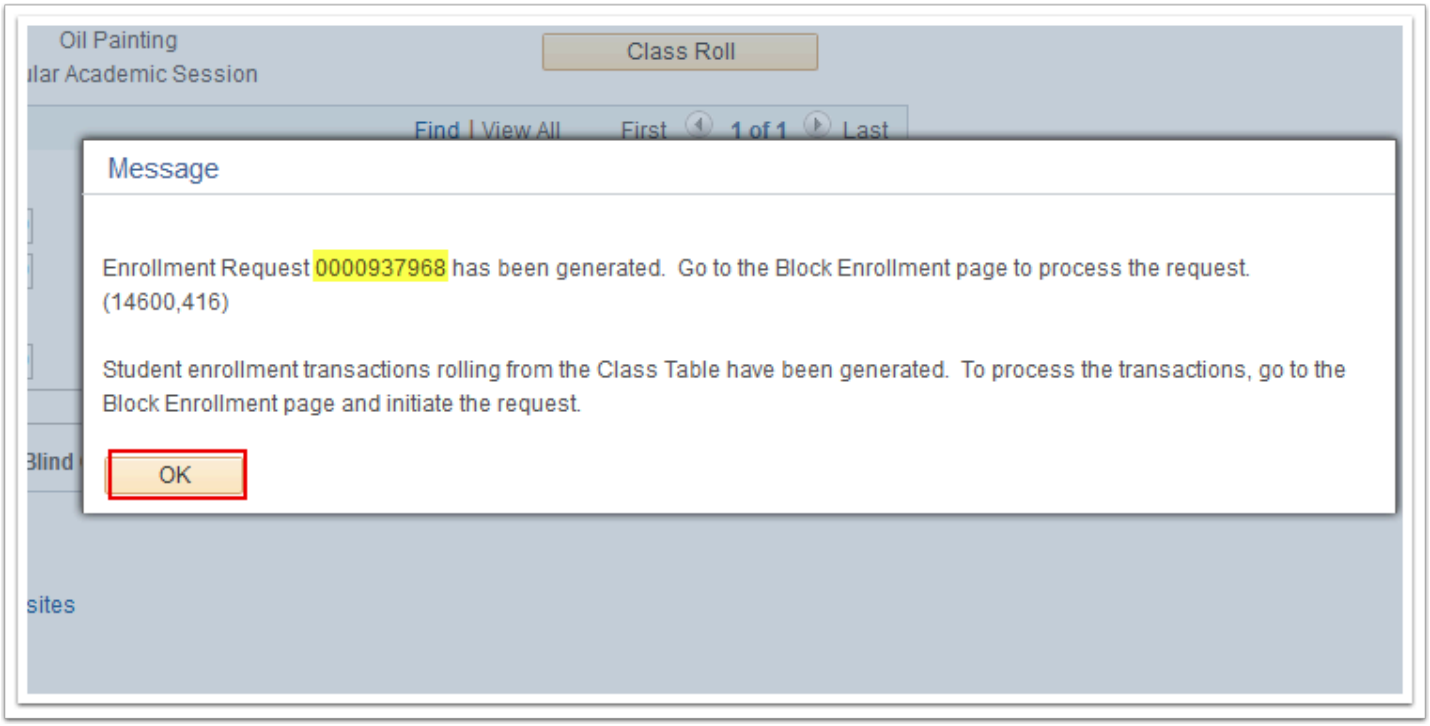
1. From the Adjust Class Associations page, select the **Class Associations** tab.



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



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**.



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.