

## 9.2 Rolling Course Catalog Changes to Schedule of Classes

**Purpose:** Use this document as a reference for rolling data from the course catalog to schedule of classes in ctcLink.

**Audience:** Class Scheduling staff.

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

- ZC CM Course Catalog
- ZD CM Course Catalog
- ZD CM Course and Class Inquiry
- ZD CM Local Configuration
- ZZ CM Course Catalog
- ZZ CM Local Configuration

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

You also need to set the following SACR Security permission:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

**Navigation:** NavBar > Navigator > Curriculum Management > Roll Curriculum Data Forward > Course Roll

### Rolling Course Catalog to Schedule

**i** Use the **Course Roll** page to select a course offering that is already scheduled, and if necessary to synchronize the sessions with the latest course catalog information.

1. The **Course Roll** search page displays. Enter the appropriate search criteria:
  - a. **Academic Institution** - institution code (e.g. WA171 for Spokane Community College).
  - b. **Term** – enter or look up (e.g. 2147 for Fall 2014).
  - c. **Subject Area**– enter or look up (e.g. ENGL for English).
  - d. Enter additional search criteria to narrow results.

## 2. Select **Search**.

**Course Roll**

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	=	WA171	
Term	=	2147	
Subject Area	=	ENGL&	
Catalog Nbr	begins with	101	
Academic Career	=	Undergraduate	
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](#)

3. The **Course Roll** page displays.
4. Compare the course catalog information on the top of the page with the Institution, Career, Term, Academic Group, Subject, Catalog, and Description (course title) values for the scheduled class sections listed in the **Class Sections** grid.
5. If these values are different, select **Course Roll** to synchronize the scheduled class sections with the latest course catalog offering information. The system rolls the course catalog data down to the schedule of classes for each class section that is scheduled for the course during the term and session specified. The system processes the request and immediately displays the prospective changes to the schedule of classes results in the **Class Sections** grid.
6. Review the results of the roll process. If the results are not as expected, do not save the page. Simply exit the page, and no update to the schedule of classes occurs. If the results are as expected, select **Save** to confirm and update the schedule of classes.

## Course Roll

Course ID 014753
Engl Comp I [CCN]

Status Active

Institution WA171
Spokane CC

Eff Date 07/01/2014

Term 2147
2014 FALL

Term Begin Date: 09/22/2014

Subject Area ENGL&
English &

Career UGRD Academic

Catalog Nbr 101

Acad Group ARTSC ArtsSci

Course Roll

Class Sections
Personalize | Find | First 1.43 of 43 Last

Save
Return to Search
Previous in List
Next in List
Notify



From the Course Roll page, you can update the following:

- Course Description (the class title)
- Subject
- Catalog Number
- Academic Group
- Career

Change units on the [Adjust Class Associations](#) page.

7. Process complete.