Viewing Class Reserve Summary

Business Process Guide

Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/29/12</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td>02/07/14</td>
<td>Updated navigation paths for MyCWU.</td>
<td>all</td>
</tr>
<tr>
<td>08/30/17</td>
<td>Added disclaimer note</td>
<td>2</td>
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**Attention:** Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

## 1.0 Viewing Class Reserve Summary

The **Class Reserve Summary** page provides details regarding the **Reserved** seating for a class.

**Navigation:**

- Main Menu > Campus Solutions > CWU Student Administration > Student Records > Curriculum Management > Class Reserve Summary

Follow the navigation path above to access the **Class Reserve Summary** search page.

![Class Reserve Summary search page]

### Steps for Viewing Class Reserve Summary:

1. On the **Class Reserve Summary** search page, if **CWUID** does not default into the **Academic Institution** field, click the magnifying glass 🔍 to the right of the **Academic Institution** field. When the **Look Up Academic Institution** page appears, click the **Look Up** button. Then click on the link for **Central Washington University** in the **Search Results**.

2. Enter the **Term**:

   - **1**st digit is the century (0=1900’s and 1=2000’s);
   - **2**nd and **3**rd digits are the last two digits of the year;
   - **4**th digit is the month in which the term begins (9=Fall, 1=Winter, 3=Spring, 6=Summer).

   **Examples** - Spring 2012 = 1123, Summer 2013 = 1136, Fall 2014 = 1149

   You may also click the magnifying glass 🔍 to the right of the **Term** field, followed by the
3. Enter the **Subject Area**. Subject Area is the course prefix. If you are unsure of the code for the Subject Area, you may click the magnifying glass button to the right of the Subject Area field, specify additional criteria (i.e. Subject Area begins with H), then click the **Look Up** button, and finally click on the Subject Area of your choice under the **Search Results**.

4. Enter the **Catalog Nbr**, or, if you want to view all courses under a specific Subject Area, leave the Catalog Nbr field blank.

5. You may also search for a course by its **Description**. This comes in handy when searching for Special Topics, Seminars and Workshops. To do so, enter a keyword or phrase that would be found in the description of the course into the **Description** field.

6. Click the **Search** button.

7. To clear the information you entered into the fields on this page, click the **Clear** button.

8. If you did not specify a campus and the course or subject area you specified is offered at more than one campus for the term you chose, then you will need to click on your choice in the **Search Results** that appear at the bottom of the page.
### Active

<table>
<thead>
<tr>
<th>Group</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yakima IDS</td>
<td>02/08/2009</td>
<td></td>
</tr>
<tr>
<td>Moses Lake IDS</td>
<td>02/08/2009</td>
<td></td>
</tr>
</tbody>
</table>

Students must be enrolled in an Interdisciplinary Studies major or pre-major at the Yakima campus to register for this class.

### Expired

<table>
<thead>
<tr>
<th>Group</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS Majors and Center Reserve</td>
<td>02/28/2009</td>
<td></td>
</tr>
<tr>
<td>IDS: Wenatchee</td>
<td>02/08/2009</td>
<td>02/27/2009</td>
</tr>
</tbody>
</table>

Seats are reserved for Interdisciplinary Studies Majors at CWU-Center locations.

- **Active** indicates seats currently reserved.
- **Expired** indicates seats that were reserved but are now expired because the **End Date** has passed.
- The specific group of students who are eligible for the **Reserved** seats.
9. On the **Class Reserve Summary** page, the information you may see includes the following:
   - **Active** - seats currently reserved.
   - **Future** - seats reserved for a future date.
   - **No Reserve Info Found** - no reserved seats.
   - **Expired** - seats that were reserved but are no longer.

10. If the **Sequence** number is the same in two or more different reservation boxes, then the **Seats Reserved** and **Seats Taken** for each time period listed for that **Sequence** are the same. In the example above, the 5 seats that are reserved for the time period between 02/08/2009 and 02/27/2009 are the same 5 seats that are reserved for the time period between 02/28/2009 and no **End Date** specified. Of these 5 seats, 1 is taken thus far.

11. Click the [Return to Search](#) button to view the **Class Reserve Summary** for another class. Return to the directions at the beginning of section 1.0 above.