Viewing Class Section Details

Business Process Guide

Updates

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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 Section Detail

The Section Enrollment Summary page for Class Sections provides an overview of all Class Status and Class Enrollment Limits for all sections of a specific class.

Navigation: Main Menu > Campus Solutions > CWU Student Administration > Student Records > Curriculum Management > View Section Enrollment Summary

Follow the navigation path above to access the Section Enrollment Summary search page.

Steps for Viewing Section Enrollment Summary:

1. On the Section Enrollment 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 button. Then click on the link for “Central Washington University” in the Search Results.

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

   Examples - Spring 2012 = 1123, Summer 2014 = 1146, Fall 2013 = 1139

   You may also click the magnifying glass to the right of the Term field, followed by the
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Campus Solutions System

9. **Viewing Class Section Details**

1. **Lock Up** button, to click on the **Term** of your choice.

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 to the right of the **Subject Area** field, then click the **Lock 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 this, 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.

9. **Tabs for the two Class Sections pages will appear.**

For details regarding information found on the **Class Status** page, refer to the directions in section 1.1 below.

For details regarding information found on the **Class Enrollment Limits** page, click on the **Class Enrollment Limits** tab and refer to the directions in section 1.2 below.

10. Click the **Return to Search** button to view the Section Enrollment Summary for another course. Return to the directions at the beginning of section 1.0 above.
1.1 Section Enrollment Summary: Class Status

Navigation: Main Menu > Campus Solutions > CWU Student Administration > Student Records > Curriculum Management > View Section Enroll Summary > |Class Status|

If you are not already viewing the |Class Status| tab of the Class Sections page, follow the directions in section 1.0 above to do so.

Tips for Viewing the Class Status Page:

1. On the Class Status page, Sec Nbr indicates the section number.
2. Class Nbr is the number students need to enroll in the class.
3. Component indicates the type of class (i.e. Lecture, Lab, etc.).
4. Instructor indicates the instructor for the section.
5. Min Units indicates the minimum units a student may receive for taking the class.
6. Max Units indicates the maximum units a student may receive for taking the class.
7. Auto Enroll will indicate if the class is a Lecture/Zero-credit Lab combination.
8. Class Status will tell if the class is Open or Closed.
9. The Start Time and End Time are also present.
10. Class meeting days are also displayed on this page.
11. Click on the |Class Enrollment Limits| tab to view additional information. Refer to the directions in section 1.2 below.
12. Click the Return to Search button to view the Section Enrollment Summary for another course. Return to the directions in section 1.0 above.
1.2 Section Enrollment Summary: Class Enrollment Limits

Navigation: Main Menu > Campus Solutions > CWU Student Administration > Student Records > Curriculum Management > View Section Enroll Summary > [Class Enrollment Limits]

If you are not already viewing the [Class Enrollment Limits] tab of the Class Sections page, follow the directions in section 1.0 above to do so.

Tips for Viewing the Class Enrollment Limits Page:

The Class Enrollment Limits page provides additional information not found on the Class Status page.

1. Check the Class Sections title bar to ensure that you are viewing all sections of the class. If not, click on the View All link to view all sections of the class vertically down the page.
2. Cap Enrl indicates the enrollment capacity.
3. Tot Enrl indicates the total number of students enrolled.
4. Wait Cap indicates the waitlist capacity.
5. Wait Tot indicates the total number of students on the waitlist.
6. Min Enrl shows the minimum enrollment requirement, if any.
7. Res Cap indicates the reserved seat capacity.
8. Res Enrl indicates the number of reserved seats taken.
9. Consent will indicate N for no consent required, I for instructor consent required, or D for department consent required.
10. If the checkbox is checked, the class will display through Self Service in the Schedule of Classes.
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11. If there is a student specific permission requirement, the checkbox will be checked.

12. **Facility ID** indicates the facility in which the class is being held.

13. If the class you are viewing is a combined section, you will also see a Combined Section link for each of the sections. Click on the **Combined Section** link to view the **Combined Section Detail** page.

14. The **Combined Section Detail** page displays the **Enrollment Total** for the two areas combined as well as the individual enrollments (Enrl Tot) for each of the combined sections.

15. When finished with the **Combined Section Detail** page, click the **Return** button to return to the **Class Enrollment Limits** page.

16. Click on the **Class Status** tab to view additional information. Refer to the directions in section 1.1 above.

17. Click the **Return to Search** button to view the Section Enrollment Summary for another course. Return to the directions in section 1.0 above.