Viewing the Schedule of Classes Detail

Business Process Guide

Updates

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Viewing the Schedule of Classes Overview

The Schedule Coordinator will be scheduling new classes as requested by the Academic Departments through the current Room Scheduling Procedures. The University Center Staff and Administrative Assistants working on Scheduling will utilize the Schedule of Classes as a tool to ensure that all changes are being entered appropriately.

This document will address viewing Individual Class Sections, Class Associations, Class Permission Numbers, Section Enrollment Summary, Combined Sections, Instructor Schedule and Instructor/Advisor Table. The Schedule of Classes is term specific. You will continue to receive the hard copy schedule report from the Schedule Coordinator.
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 Using Class Search

The Schedule of Classes is specific to a given term.

Navigation: Main Menu > Campus Solutions > Curriculum Management > Schedule of Classes > Class Search

Follow the navigation path listed above to access the Search for Classes page.
Steps for Using Search for Classes:

1. If the **Institution** does not default in on the **Search for Classes** page, select *Central Washington University* from the dropdown menu in the **Institution** field.

2. If the **Term** does not default in on the **Search for Classes** page, select the appropriate term from the dropdown menu in the **Term** field.
**Tips for Using Class Search Criteria:**

1. You must enter criteria into at least 2 fields on the **Search for Classes** page. Make use of the dropdown menus, if need be.

2. If you choose to use either the **Course Number** or **Instructor Last Name** search fields, note that you do not need to know the exact information. You may make use of the dropdown menu for either field to allow partial information on which to base your search.

3. The **Search for Classes** page defaults to having the checkbox for **Show Open Classes Only** checked. If you simply wish to view the classes offered for the term selected, regardless of their status, then uncheck the checkbox.

4. **Campus** is a required field (will default in if you set your **Campus** as a **User Default** under the **User Defaults 2** tab).

If you would like to search for all classes offered in a particular subject area, enter the subject area into the **Course Subject** field and the campus into the **Campus** field. Doing so may give a warning, as in the screen shot below:

⚠️ Specify additional selection criteria to narrow your search.

If you receive the above warning, you must specify additional criteria in the search fields in order to narrow your search.

5. To search for web classes only, click the **Search Web Classes Only** button at the bottom of the page. To view classes with reserved seating through one of the CWU-centers, you may want to use the **Reserve by Campus** field in conjunction with this button. Then follow the rest of the directions in this section of this document as well as section 1.1 to see how to locate the number of reserved seats, etc., under the **Class Availability** header of the **Class Detail** page.

6. Use the **Minimum Units** and/or **Maximum Units** fields to search for a class based on a minimum or maximum number of Units.

7. Use the **Course Component** field to search for a class based on the type of class it is (i.e. **Lecture, Lab, etc.**).

8. Use the **Mode of Instruction** field to search for a class based on the way it is being taught (i.e. **In Person, World Wide Web**, etc.).

9. Use the **Gen Ed Requirement** field to search for a class that meets a specific Gen Ed Requirement or any Gen Ed Requirement.

10. To choose a different term, click the dropdown menu in the **Term** field.

11. To clear your search criteria and start over again, click the **Clear Criteria** button. Return to the directions under **Steps for Using Search for Classes** above.

12. If you aren’t searching for web classes only, click the **Search** button at the bottom of the page to carry out your search.
Tips for Viewing the Class Search Results Page:

1. The Class Search Results page will display all classes that meet your search criteria.
2. To search for a different class, click the **START A NEW SEARCH** button. Return to the directions under **Steps for Using Search for Classes** above.
3. If there are fees associated with the class, the fee information will display in red in the right-hand side of the field. See the fee explanation in the screen shot above.
4. If you see the icon, the class has pre-requisites and/or a consent requirement. If the class is a **Cross-Listed Course**, you will see a **Combined Section** link. If either of these two situations exists, or if you simply want more details about a particular class section, click on either the link for the class **Section** or the **Combined Section** link. The **Class Detail** page will display. Refer to the directions in section 1.1 below.
1.1 **Class Detail Page**

![Class Detail Page](image-url)
Tips for Viewing the Class Detail Page:

1. Under the Class Details title bar some basic data appears:
   - **Status** *(Open or Closed)*
   - **Class Number** (necessary for students to register)
   - **Session**
   - number of credits *(Units)*
   - how the class is being taught *(Instruction Mode* – i.e. *In Person, World Wide Web*, etc.)
   - type of class it is *(Class Components* – i.e. *Lecture, Lab*, etc.)
   - **Career** *(Undergraduate, Graduate, or Post-Baccalaureate)*
   - **Dates** of the term
   - **Grading** basis (i.e. *Graded, Satisfactory/Unsatisfactory*, etc.)
   - **Location** of the class
   - **Campus** that is offering the class

2. Under the Meeting Information title bar:
   - **Days & Times** of the class
   - **Room**
   - **Instructor**
   - **Meeting Dates** (listed as ending the Friday before Finals week)

3. Under the Enrollment Information title bar:
   - **Enrollment Requirements**, if any (i.e. pre-requisites, co-requisites, admittance into a Program, etc.)
   - **Requirement Designation**, if any (Does it meet a Gen Ed requirement?)
   - **Class Attributes**, if any

4. Under the Class Availability title bar:
   - **Class Capacity** *(or Combined Section Capacity* if the class is a Combined Section).
   - **Enrollment Total**
   - **Non-Reserved Seats Available**
   - **Maximum Reserved Seats**
   - **Reserved Seats Enrolled**
   - **Reserved Seats Available**
   - **Wait List Capacity**
   - **Wait List Total**
   - **Wait List seats Available**

5. If the class is a Combined Section, there will be a Combined Section title bar that displays on the Class Detail page as well:
   - **View Details** (listing each of the Combined Sections)
   - short **Description**
   - **Status** of each of the Combined Sections *(Open or Closed)*
   - Enrollment total *(Enrl Tot)* for each of the Combined Sections
   - Wait List total *(Wait Tot)* for each of the Combined Sections

6. Under the Description title bar you will find a long description of the class.
7. Under the **Textbook/Other Materials** title bar you will find the required textbooks and other materials for the class.

8. When finished with the **Class Detail** page, click the **VIEW SEARCH RESULTS** button at the top or bottom of the page to return to the **Class Search Results** page. Return to the directions under **Tips for Viewing the Class Search Results Page** in section 1.0 above.

## 2.0 Viewing the Schedule of Classes

**Navigation:**  
Main Menu > Campus Solutions > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Follow the navigation path listed above to access the search page for **Maintain Schedule of Classes**.

### Steps for Finding a Scheduled Class Section:

1. On the **Maintain Schedule of Classes** search page, the **Academic Institution** will default in with **CWUID**.

2. Enter the **Term**.

3. Enter the **Subject Area**. Subject Area is the course prefix.

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

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**You can also search by entering a word or portion of a word in the **Description** field. This comes in handy for searching for Special Topics, Seminars and Workshops. You may need to select a different operand (i.e. contains) from the dropdown menu in the **Description** field. For example, if you were trying to locate all classes that have to do with “dance,” you might choose contains from the **Description** field’s dropdown menu and then enter “danc” in the **Description** field. Doing so would return all classes for the term specified that have the characters **danc** somewhere in their class **Description**.**
5. You can fine tune your search criteria by entering the Academic Career and/or the Campus.

6. Refer to the document entitled "Introduction to PeopleSoft" for details regarding the
   Save Search Criteria feature.

7. Click the Search button.

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

9. If Search Results appear at the bottom of the page, click on the link for the class you want to view. See the Caution note in the box below.

   Although you may select all classes being offered at a particular campus, when you click on the link for the class, it will bring up all sections of that class, not just the specified campus.
9.0 Viewing the Schedule of Classes Detail

The page that displays reveals six tabs of information regarding Schedule of Classes: [Basic Data], [Meetings], [Enrollment Cntrl], [Reserve Cap], [Notes], and [Exam]. This page will initially open to the [Basic Data] tab.

Make sure that the section you intended to view is the section you are viewing. If not, use the right arrow button to locate the class section of your choice.

For details regarding information found on the Basic Data page, refer to section 2.1 below.

For details regarding information found on the Meetings page, click on the [Meetings] tab at the top of the page or link at the bottom of the page and refer to section 2.2 below.
For details regarding information found on the Enrollment Cntrl page, click on the |Enrollment Cntrl| tab at the top of the page or link at the bottom of the page and refer to section 2.3 below.

For details regarding information found on the Reserve Cap page, click on the |Reserve Cap| tab at the top of the page or link at the bottom of the page and refer to section 2.4 below.

For details regarding information found on the Notes page, click on the |Notes| tab at the top of the page or link at the bottom of the page and refer to section 2.5 below.

For details regarding information found on the Exam page, click on the |Exam| tab at the top of the page or link at the bottom of the page and refer to section 2.6 below.

10. To view information about a different class, click the Return to Search button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.

2.1 Viewing Basic Class Data

If you have not already accessed the Schedule of Classes Basic Data page, follow the directions in section 2.0 above to do so.
9.0 Viewing the Schedule of Classes Detail

Tips for Viewing Basic Data:

You can move back and forth between/among sections by clicking the left and right arrow buttons in the Class Sections title bar, or you can click on the View All link to view all sections of the class vertically down the page.

1. Under the Class Sections title bar, **Session** designates the appropriate session. Fall through Spring will always display as Regular Academic Session with the exception of pre-Autumn, which will display as Workshop. Summer will have multiple sessions (Intensive, Regular Academic Session, Six Week – First and Workshop).

2. Each section of a class carries with it a unique **Class Nbr**.

3. **Class Section** designates the chronological order of each course section by campus. Each section will have 3 digits with the exception of the centers, continuing education courses, web courses and credit by exam courses; a leading zero is used on single digit numbers. Example: section 1 will be 001. See box below for special designators on CWU University Center section numbers, Continuing Education section numbers, Web section numbers and Credit by Exam section numbers.
CWU University Centers, Continuing Education and Credit by Examination classes will have the following identifiers before the **Section Number**:

- L = Lynnwood  
- D = Des Moines  
- Y = Yakima  
- W = Wenatchee  
- M = Moses Lake  
- P = Pierce County  
- K = Kent  
- E = Everett  
- V = Mt. Vernon  
- C = Continuing Education  
- A = Web  
- X = Credit by Examination  

(Example: Wenatchee section 1 = W01)

4. **Component** corresponds to the course type according to the guidelines established in the curriculum policy manual. For example: **Lecture, Lab, Lecture and Practice, Activity, etc.**

5. **Class Type** will be either **Enrollment or Non-Enroll**.

6. The **Associated Class** is the same number as the section number for Ellensburg sections. The only exception to this rule is zero credit labs. See box below for special designators on Continuing Education and Credit by Exam class associations.

Continuing Education and Credit by Examination will have the following identifiers before the **Class Association Number**:

- 7 = Continuing Education  
- 8 = Credit by Exam  

(Example: Continuing Education = 701)

7. The **Start/End Dates** match the Academic Calendar. The **Start/End Dates** on the |**Meetings**| tab are usually the same dates.

8. **Campus** identifies which campus is offering the class.

9. **Location** should mirror the **Campus** specified. If the class is being held in a different location, you can view the city in which it is being held in the **Facility** field on the |**Meetings**| tab.

The Location of the class determines the fees that are assessed to a student. If the class is not being held on campus and fees should not be assessed, the Location will display as **OFF CAMPUS**. If the class is a **WEB** campus class, there will be a $40 fee.

10. **Academic Organization** identifies who is offering the class section. If the class is being offered by Continuing Education, the class section will have **CNED** designated in the **Academic Organization** field, and **INTLPROG** if it is an International Study Abroad Course.

11. The **Academic Group** is equivalent to the College offering the course.

12. **Instruction Mode** displays the mode of delivery of a class section. Examples: **In Person, Web Based, Interactive TV, etc.**

13. The **Primary Instr Section** will mirror the **Class Section** with the exception of classes whose instruction mode is **IT**. In that case, the **Primary Instr Section** will be the section from which the Distance Ed broadcast is originating.

14. The **Schedule Print** designates if the section should be printed or shown on-line in Safari to students.

15. The **Student Specific Permissions** checkbox may be checked if a class requires Consent (permission) but the department would like to use **Student Specific Permission** rather than system generated permission. This will allow greater flexibility for departments to give permission to a specific student by identifying that student in the system through the use of his/her CWU ID number. This will ensure that the student the instructor intended to have permission was the student who enrolled. It will also assist with accidental overloading of a full class.

16. Under the **Class Topic** title bar, if the class is a Professional Development course, the appropriate **Course Topic ID** will be populated. It is linked to the Catalog.
17. Under the **Equivalent Course Group** title bar, if the course has a **Course Equivalent Course Group**, it will be designated in this field. This is used mainly in Academic Progress (CAPS).

18. Under the **Class Attributes** title bar, **Course Attribute** and the corresponding **Course Attribute Value** are specific notes in the Schedule of Classes. Students can see the notes in self-service. For a list of **Course Attribute** values, refer to the **Appendix** at the end of this document.

19. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.

20. To view information about a different class, click the **Return to Search** button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.

## 2.2 Viewing Meeting and Instructor Data

If you have not already accessed the Schedule of Classes **Meetings** page, follow the directions in section 2.0 above to do so.
Tips for Viewing Meeting and Instructor Data:

You can move back and forth between/among sections by clicking the left and right arrow buttons in the Class Sections title bar, or you can click on the View All link to view all sections of the class vertically down the page.

1. **Session, Class Section, Associated Class** number and Class Nbr all display under the Class Sections title bar. For details about any of these items, refer to the directions in section 2.1 above.

2. **Component** corresponds to the course type according to the guidelines established in the curriculum policy manual. For example: Lecture, Lab, Lecture and Practice, Activity, etc.

3. Under the Meeting Pattern title bar, the Facility ID identifies the building where the class meets.

4. **Capacity** identifies the maximum number of people the meeting room will hold.

5. **Pat** indicates the Meeting Pattern of the class. If no Meeting Pattern applies, then the boxes for the days the class meets will be checked.

6. **Mtg Start** indicates the time of day the class begins, and **Mtg End** identifies the time of day the class ends.

7. The Start/End Date will usually be the same as on the Basic Data page.

8. If the class is an Individual Study class, an FMST class, or a 500-level class, then the Topic ID and Free Format Topic fields will contain information, with Free Format Topic providing an abbreviated description of the topic.

9. The Print Topic On Transcript checkbox will be checked if the topic is to print on the transcript.

10. Under the Instructors for Meeting Pattern title bar, the ID is the same as the instructor’s employee ID number. In order for an instructor to be assigned at the class section level, the instructor must be active on the Instructor/Advisor table. The Administrative Assistants to the Deans maintain this table; therefore, if there are any discrepancies, the Scheduling Coordinator will contact the Department Secretary.

11. In order for an instructor to be able to access his/her Grade Roster at the end of the term, Access must say Approve under the Instructors for Meeting Pattern title bar.

12. Sometimes courses will have more than one instructor. If this is the case, the left and right arrow buttons and the View All link in the Instructors for Meeting Pattern title bar will allow you to view the other instructors. If there is more than one instructor, you may click on the Workload tab and view the Load Factor to verify that the instructor loads are allocated correctly. The total load factor should equal 100% for all instructors (Example: instructor 1 = 50% and instructor 2 = 50%).

13. On the Workload tab, the Assign Type will always be Standard. This allows the instructor to accumulate workload for this section.
14. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.

15. To view information about a different class, click the button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.

### 2.3 Viewing Enrollment Capacity and Consent

If you have not already accessed the Schedule of Classes Enrollment Cntrl page, follow the directions in section 2.0 above to do so.

**Steps for Viewing Enrollment Capacity and Consent:**

You can move back and forth between/among sections by clicking the left and right arrow buttons, or you can click on the View All link to view all sections of the class vertically down the page.

1. Under the Enrollment Control title bar, there are four options for Class Status: Active, Cancelled Section, Tentative Section and Stop Further Enrollment. The only person who can change the status is the Scheduling Coordinator.

2. Class Type will be either Enrollment or Non-Enroll.

3. Add Consent designates if a course is by permission or not. Choices are No Consent, Department Consent (Dept Cnsnt) or Instructor Consent (Inst Cnsnt). Both Department Consent
and Instructor Consent require the student to enter a permission number in order to enroll.

**Important Note:** If the class requires consent, Student Specific Permission may be used to grant entry on a student-by-student basis by entering the student ID number. This would replace the need for a permission number.

4. **Drop Consent** is not being used by CWU and will default to *No Consent*.

5. **Enrollment Capacity** determines the maximum enrollment allowed for a course.

6. The **Requested Room Capacity** will be set to the same number as the **Enrollment Capacity**, unless the department requests a larger room size for the course. The academic department must submit rationale in order to request a larger **Room Capacity** than the **Enrollment Capacity**. This number is used by Resource25 to find a room. Only the Scheduling Coordinator will enter this data.

7. The **Wait List Capacity** determines how many students are allowed on a wait list. If there is no wait list, then this field will default to 0. Note that, if the class requires Consent, then there is no need for a wait list since all students having permission will be allowed entry into the class even if the class is full.

8. The **Auto Enroll from Wait List** checkbox will be checked. All classes with a wait list must use the **Auto Enroll from Wait List** functionality.

9. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.

10. To view information about a different class, click the **Return to Search** button to return to the **Maintain Schedule of Classes** search page. Return to the directions at the beginning of section 2.0 above.

### 2.4 Viewing Reserve Capacity

If you have not already accessed the Schedule of Classes **Reserve Cap** page, follow the directions in section 2.0 above to do so.
Steps for Viewing Reserve Capacity:

If there is more than one **Class Section**, you can move back and forth between/among sections by clicking the left and right arrow buttons in the **Class Sections** title bar, or you can click on the **View All** link to view all sections of the class vertically down the page.

If there is more than one **Reserve Capacity Sequence**, you can move back and forth between/among sequences by clicking the left and right arrow buttons in the **Reserve Capacity** title bar, or you can click on the **View All** link to view all requirement sequences for the class section vertically down the page.

1. The **Reserve Cap** tab will be used for reserving seats for new student orientation as well as for CWU-centers, which is often necessary for web classes. The Scheduling Coordinator will attempt to accommodate other types of reserve seating as requested by the academic departments. For example, one Department Chair expressed the desire to reserve seats for seniors in his classes that are required in the major.

2. For a particular **Reserve Capacity Sequence** number, if one row states that there are 5 reserved seats (Cap Enrl), and another row (likely with a different Start Date) states that there are 5 reserved seats (Cap Enrl), those two numbers are referring to the same 5 seats. In other words, there are only 5 total reserved seats under that **Reserve Capacity Sequence** number. In the example above, the 30 seats that are reserved for **Reserve Capacity Sequence 1** with a **Start Date** of 10/28/2011 are the same 30 seats that are reserved under the **Reserve Capacity Sequence 1** with a **Start Date** of 12/02/2011. Of these 30 seats, 24 are taken thus far, as evidenced by the **Enrollment Total** of 24.
3. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.

4. To view information about a different class, click the button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.

2.5 **Viewing Notes**

If you have not already accessed the Schedule of Classes Notes page, follow the directions in section 2.0 above to do so.

Steps for Viewing Notes:

1. The Notes page is used by the Scheduling Coordinator to record specific notes regarding class sections.
2. See the Free Format Text field in the screen shot above.
3. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.
4. To view information about a different class, click the button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.

### 2.6 Viewing Exam

If you have not already accessed the Schedule of Classes Exam page, follow the directions in section 2.0 above to do so.

Steps for Viewing Final Exam Information:

- You can move back and forth between/among sections by clicking the left and right arrow buttons, or you can click on the View All link to view all sections of the class vertically down the page.

1. The Exam page will be populated after the 30th day of the quarter when Registrar Services assigns the final exam times and spaces to the classes that have final exams.

2. Refer to the columns under the Class Exam title bar for final Exam information.

3. For details regarding information found under one of the other tabs, click on the tab at the top of the page or its link at the bottom of the page and refer to the appropriate section of this document. Refer to section 2.0 above for additional details.

4. To view information about a different class, click the button to return to the Maintain Schedule of Classes search page. Return to the directions at the beginning of section 2.0 above.
3.0 Viewing Class Associations

Navigation: Main Menu > Campus Solutions > Curriculum Management > Schedule of Classes > Adjust Class Associations

Follow the navigation path above to access the search page for Adjust Class Associations.

Steps for Finding Class Associations:

1. **Academic Institution** should default in as CWUID.
2. Enter the **Term**.
3. Enter the **Subject Area**. Subject Area is the course prefix.
4. Enter the **Catalog Nbr**.
5. Click the **Search** button.
6. To clear the information you entered into the fields on this page, click the **Clear** button.
Tips for Working with Class Associations:

The Class Associations page that appears will reveal three tabs of information regarding Class Associations: [Class Associations], [Class Components] and [Class Requisites]. This page will initially open to the [Class Associations] tab.

1. For details regarding information found on the Class Associations page, refer to section 3.1 below.
2. For details regarding information found on the Class Components page, click on the [Class Components] tab at the top of the page or link at the bottom of the page and refer to section 3.2 below.
3. For details regarding information found on the Class Requisites page, click on the [Class Requisites] tab at the top of the page or link at the bottom of the page and refer to section 3.3 below.
4. To look up information about a different class, click the button to return to the Adjust Class Associations search page. Return to the directions at the beginning of section 3.0 above.

### 3.1 Viewing Class Associations

If you have not already accessed the Class Associations page, follow the directions in section 3.0 above to do so.
Steps for Viewing Class Associations:

You can move back and forth between/among class associations by clicking the left and right arrow buttons in the **Class Associations** title bar, or you can click on the **View All** link to view all associations for the class vertically down the page.

1. Under the **Class Associations** title bar, the **Minimum Units** and the **Maximum Units** should be the same unless it is a variable credit class. University Center and Registrar Services staff members are the only people who can change these fields for variable credit courses.

2. If the class is a Credit by Examination, the **FA Units** will be set to 0.00 as this will not count towards financial aid credit load. For all other classes, the **FA Units** will mirror the **Minimum Units**.

3. The **Instructor Edit** field will always display **No Choice**, meaning that a student does not get to choose his/her instructor.

4. The **Section(s)** assigned to the **Associated Class** number are visible to the right in the **Section(s)** box under the **Class Associations** title bar.

5. For details regarding information found on the **Class Components** page, click on the **Class Components** tab at the top of the page or link at the bottom of the page and refer to section 3.2 below.

6. For details regarding information found on the **Class Requisites** page, click on the **Class Requisites** tab at the top of the page or link at the bottom of the page and refer to section 3.3 below.

7. To look up information about a different class, click the **Return to Search** button to return to the **Adjust Class Associations** search page. Return to the directions at the beginning of section 3.0 above.
3.2 Viewing Class Components

If you have not already accessed the Class Components page, follow the directions in section 3.0 above to do so.

Steps for Viewing Class Components:

You can move back and forth between/among class associations by clicking the left and right arrow buttons in the Class Associations title bar, or you can click on the View All link to view all associations for the class vertically down the page.
9.0 Viewing the Schedule of Classes Detail

1. Under the **Class Association Components** title bar, you'll find the **Grading Basis** for the class as well as any **Requirement Designations** the class meets. **Grading Basis** designates if the course is a Graded (GRD) or Satisfactory/Unsatisfactory (SUS) course. If the class is a Credit by Examination, the **Grading Basis** will be SUS, as it is not used in computing grade point average.

2. **Grade Roster Print** will always default to Component.

3. Under the **Class Components** title bar, you'll see the **Course Component**, which indicates the type of class such as Lecture, Laboratory, Seminar, etc. Please note that, if there is a zero credit lab associated with a lecture, there will be two rows in the **Class Components** area, one for Lecture and one for Laboratory.

4. The **Workload Hours** are used in computing faculty load.

5. If there is a zero credit lab associated with a lecture, the **Final Exam** will be associated with the lecture and not the lab.

6. Under the **Class Sections** title bar, you’ll see all sections of the class that share the **Associated Class** number indicated under the **Class Association Components** title bar. In the screen shot above, class section **001**, which is a Lecture section, is not “tied” to a particular Laboratory section and can, therefore, be taken along with any of the Laboratory sections listed under the **Class Association 9999** title bar.

8. Under the **Class Association 9999** title bar, you may need to click the left and right arrow buttons or the View All link to ensure that you are viewing all sections listed in this area.

9. You'll see displayed all sections of the class that are not assigned a particular **Associated Class** number and are, therefore, not restricted to the class Lecture section with which they can be taken. In the screen shot above, any of the Laboratory sections **003, 004, 005, 006, 007** and **008** could be taken with Lecture section **001**.

10. For details regarding information found on the **Class Associations** page, click on the |**Class Associations**| tab at the top of the page or link at the bottom of the page and refer to section **3.1** above.

11. For details regarding information found on the **Class Requisites** page, click on the |**Class Requisites**| tab at the top of the page or link at the bottom of the page and refer to section **3.3** below.

12. To look up information about a different class, click the [Return to Search] button to return to the **Adjust Class Associations** search page. Return to the directions at the beginning of section **3.0** above.

### 3.3 Viewing Class Requisites

If you have not already accessed the **Class Requisites** page, follow the directions in section **3.0** above to do so.
Steps for Viewing Class Requisites:

Class requisites indicate the enrollment requirements for the class.

1. A Requirement Group will appear under the Catalog Requisite title bar, if applicable.
2. There may be Catalog Requisites. There may also be Class Association Requisites, which are special requirements at the section level. For example, if a class meets at Wenatchee, students whose home campus is not Wenatchee will be prevented from registering for the class.

You can move back and forth between/among class associations by clicking the left and right arrow buttons in the Class Association Requisites title bar, or you can click on the View All link to view all associations for the class vertically down the page.

3. For details regarding information found on the Class Associations page, click on the |Class Associations| tab at the top of the page or link at the bottom of the page and refer to section 3.1 above.
4. For details regarding information found on the Class Components page, click on the |Class Components| tab at the top of the page or link at the bottom of the page and refer to section 3.2 above.
5. To look up information about a different class, click the button to return to the Adjust Class Associations search page. Return to the directions at the beginning of section 3.0 above.
4.0 Viewing Class Permission Numbers

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Follow the navigation path above to access the search page for Class Permission Numbers.

Steps for Viewing Class Permission Numbers:

1. **Academic Institution** should default in with CWUID.
2. Enter the appropriate **Term**, **Subject Area** and **Catalog Nbr.** Any other fields you populate will help to narrow the search.
3. Click the [Search] button.
4. To clear the information you entered into the fields on this page, click the [Clear] button.
### Tips for Viewing Class Permission Numbers:

1. If there is more than one section of the class being offered, make sure that you are viewing the correct section. You will find the **Class Section** number under the **Class Section Data** title bar. If there is more than one section of the class being offered, you can move back and forth between/among class sections by clicking the left and right arrow buttons in the **Class Section Data** title bar, or you can click on the **View All** link to view all sections of the class vertically down the page.

2. The Permission Numbers may be found in the **Number** column under the **Class Permission Data** title bar, [**General Info**] tab.

   Once a student has used a permission number, the **Permission to Add** page will be updated immediately to reveal the identity of the person (**ID and Name**) who used the number as well as the date the number was used (**Permission Use Date**).
3. To view Class Permission Numbers for another class, click the button to return to the Class Permissions search page. Return to the directions at the beginning of section 4.0 above.

5.0 Viewing Section Enrollment Summary for Class Sections

The Class Sections page 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 Enroll Summary

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

Steps for Viewing the Section Enrollment Summary Page:

1. The Academic Institution field should default in with CWUID.
2. Enter the Term.
3. Enter the Subject Area. Subject Area is the course prefix.
4. Enter the Catalog Nbr, or, if you want to view all courses under a specific subject area, leave the Catalog Nbr blank. You can also search using the Description. This comes in handy when searching for Special Topics, Seminars and Workshops.
5. Click the button.
6. To clear the information you entered into the fields on this page, click the button.
7. 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.

The Class Sections page that appears will reveal two tabs of information regarding Section Enrollment: [Class Status] and [Class Enrollment Limits]. This page will initially open to the [Class Status] tab.

8. For details regarding information found on the Class Status page, refer to section 5.1 below.

9. For details regarding information found on the Class Enrollment Limits page, click on the [Class Enrollment Limits] tab and refer to section 5.2 below.

10. To look up Section Enrollment Summary information for a different class, click the button to return to the Section Enrollment Summary search page. Return to the directions at the beginning of section 5.0 above.

### 5.1 Viewing Class Status

If you have not already accessed the Class Status page, follow the directions in section 5.0 above to do so.
Tips for Viewing Class Status:

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. Under the |Class Status| tab, you will find the following information:
   - section number (Sec Nbr)
   - Class Nbr
   - Component
   - Instructor
   - Min Units and Max Units
   - Auto Enroll (for classes that are a lecture/zero-credit lab combination)
   - Class Status
   - Start Time and End Time
   - meeting days

3. For details regarding information found on the Class Enrollment Limits page, click on the |Class Enrollment Limits| tab and refer to section 5.2 below.

4. To look up Section Enrollment Summary information for a different class, click the button to return to the Section Enrollment Summary search page. Return to the directions at the beginning of section 5.0 above.

5.2 Viewing Class Enrollment Limits

If you have not already accessed the Class Enrollment Limits page, follow the directions in section 5.0 above to do so.
Tips for Viewing Class Enrollment Limits:

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. Under the **Class Enrollment Limits** tab, you will find the following information:
   - section number (**Sec Nbr**)
   - **Class Nbr**
   - **Component**
   - **Instructor**
   - enrollment capacity (**Cap Enrl**)
   - total enrollment (**Tot Enrl**)
   - waitlist capacity (**Wait Cap**)
   - total waitlisted (**Wait Tot**)
   - minimum enrollment requirement (**Min Enrl**)
   - reserve capacity (**Res Cap**)
   - reserve enrollment (**Res Enrl**) numbers
   - **Consent** (N for no consent required, I for instructor consent required, or D for department consent required)
   - **Facility ID**
   - check box for printing in the Schedule of Classes
   - check box for Student Specific Permission

3. If the class is a combined class, you will see a **Combined Section** link. Click on the link to view the **Combined Section Detail** page.
6.0 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 search page for Class Reserve Summary.
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 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 2009 = 1093, Summer 2009 = 1096, Fall 2008 = 1089

   You may also click the magnifying glass to the right of the Term field, followed by the 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 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 button.

7. To clear the information you entered into the fields on this page, click the 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. On the **Class Reserve Summary** page, the information you may see includes the following:
   - **Active** - seats currently reserved.
   - **Expired** - seats that were reserved but are now expired because the **End Date** has passed.
   - **Reserved** - The specific group of students who are eligible for the seats.

   The specific group of students who are eligible for the **Reserved seats**.
• **Future** - seats reserved on 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, 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 03/16/2009. 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 this document.

### 7.0 Viewing Combined Sections

**Combined Sections** are considered cross-listed, same as classes, or they can be used for distance education courses. They often have the same title, course number and credits and are often scheduled in the same room or share an instructor and meeting patterns.

**Combined Sections** are not required to have the same number to be combined. In addition, they can be across subject, within subject or both. Examples are BSED/EDCS 316, HIST 454 and 554.

**Navigation:**  
Main Menu > Campus Solutions > Curriculum Management > **Combined Sections** > Identify Combined Sections

For an in-depth view of each **Combined Section** combination, follow the navigation path above to access the **Identify Combined Sections** search page.

**Steps for Viewing Combined Sections:**

- Using only these two fields in your search will display all **Combined Sections** for the **Term** listed.
- Using the **Description** field *contains* along with *(your subject area)* as well as the two fields outlined above will display all **Combined Sections** in your subject area for the **Term** listed.
1. The **Academic Institution** field should default in with CWUID.

2. Enter the **Term**.

3. To narrow the search to only those **Combined Sections** that include your Subject Area, use the **Description** field, choosing *contains* from the dropdown field along with your subject area entered in the text field.

4. Click the **Search** button.

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

6. Your **Search Results** will display at the bottom of the page. In the screen shot above, the user chose to view only the **Combined Sections** that included ANTH (Anthropology) as one of the subject areas.

7. There may be more **Search Results** than the display reveals at one time. If so, click the left and right arrows to navigate to more **Search Results**, or click on the **View All** link to view all **Search Results** vertically down the page.

8. Click on the link for the **Combined Section** of your choice from the list.

---

**Search Results**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Session</th>
<th>Combined Sections ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0291</td>
<td>ANTH/COM380.001</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0002</td>
<td>ANTH/ENG150.001</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0292</td>
<td>ANTH/FS333.A01</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0002</td>
<td>ANTH/FS333.A02</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0286</td>
<td>ANTH/FS333.M01</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0284</td>
<td>ANTH/FS333.W01</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0286</td>
<td>ANTH/FS333.Y01</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0383</td>
<td>ANTH/GEO/GEO404.001</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0394</td>
<td>ANTH/GEO/GEO404.002</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0186</td>
<td>ANTH/GEO427/427.001</td>
</tr>
<tr>
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<td>1123</td>
<td>Regular</td>
<td>0329</td>
<td>ANTH/GEO440.M01</td>
</tr>
<tr>
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<td>0330</td>
<td>ANTH/GEO440.W01</td>
</tr>
<tr>
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<td>Regular</td>
<td>0331</td>
<td>ANTH/GEO440.Y01</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0240</td>
<td>ANTH/GEO440/REM540.001</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0201</td>
<td>ANTH/MUS359.001</td>
</tr>
<tr>
<td>CWUID</td>
<td>1123</td>
<td>Regular</td>
<td>0278</td>
<td>ANTH/166PRM516.001</td>
</tr>
</tbody>
</table>
Tips for Viewing Combined Sections:

1. **Combination Type** indicates if the course is *Cross Subject*, *Within Subject* or both.
2. The **Permanent Combination** checkbox will be checked to allow the Combined Sections to roll from term to term.
3. The **Skip Mtg Pattern & Instr Edit** checkbox should only be checked if the Combined Section is being used for Distance Education courses that may not share the same room. Distance Education courses share the same instructor and meeting pattern but have different facilities assigned.
4. Under the **Room Capacity** header, **Requested Room Capacity** is used by Resource 25 to assign a space. The **Enrollment Capacity** will indicate how many total students can be in the combined section.
5. **Wait List Capacity** will indicate how many total students can be on the wait list for the Combined Sections.
6. On the **Combined Sections** tab under the bottom header, you will see all courses that are in the Combined Section as well as a summary of the number of students who have enrolled in each section.
7. Click on the **Class Description** tab.
8. The Class Description page provides the Section number and title (Description) of each course in the Combined Section.

9. To look up Combined Section information for a different class, click the button to return to the Identify Combined Sections search page. Return to the directions at the beginning of section 7.0 above.

8.0 Viewing Instructor Schedule

Navigation: Main Menu > Campus Solutions > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Follow the navigation path above to access the Instructor Schedule search page.
Steps for Finding Instructor Schedule:

1. On the search page for Instructor Schedule, enter the Term.

2. Enter the Instructor’s ID number into the ID field. If you do not know the instructor’s ID number, you may look the instructor up using the Last Name and First Name fields. You do not need to enter the names in their entirety. Two characters of the Last Name is all that is necessary to carry out a search, although it is better to enter more information than that just to narrow the search. If need be, select a different operand from the Last Name dropdown menu. For example, if you aren’t sure of the spelling of the person’s last name, choose contains from the dropdown menu for Last Name, and then enter at least 2 characters - more would be better - found somewhere in the person’s last name into the Last Name field. Doing so will return all instructors who have that sequence of letters somewhere in their last name. The same can be done with the First Name field.

3. Then click the Search button.

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

5. If more than one instructor meets the name criteria you entered, Search Results will appear at the bottom of the page. Click on the link for the instructor whose schedule you wish to view.

The Instructor Schedule pages appear, revealing two tabs of information: Instructor Schedule and Instructor Schedule 2. This page will initially open to the Instructor Schedule tab.

6. For details regarding information found on the Instructor Schedule page, refer to the directions in section 8.1 below.

7. For details regarding information found on the Instructor Schedule 2 page, click on the Instructor Schedule 2 tab and refer to the directions in section 8.2 below.

8. To look up another instructor’s schedule information, click the Return to Search button to return to the Instructor Schedule search page. Return to the directions at the beginning of section 8.0 above.

### 8.1 Instructor Schedule

If you have not already accessed the Instructor Schedule page, follow the directions in section 8.0 above to do so.
Tips for Viewing Instructor Schedule:

1. The Instructor Schedule page allows you to view the instructor’s individual schedule for the Term. It includes Meeting Days, Start and End Times, Building and Room locations, among other items.

2. For details regarding information found on the Instructor Schedule 2 page, click on the |Instructor Schedule 2| tab and refer to the directions in section 8.2 below.

3. To look up another instructor’s schedule information, click the button to return to the Instructor Schedule search page. Return to the directions at the beginning of section 8.0 above.

8.2 Instructor Schedule 2

If you have not already accessed the Instructor Schedule 2 page, follow the directions in section 8.0 above to do so.

Tips for Viewing Instructor Schedule 2:

1. This page will display the Start and End Dates of the term (End Date is always listed as the Friday before finals week) along with the Session. It also displays the Academic Group (Acad Group) through which the class is offered.

2. For details regarding information found on the Instructor Schedule page, click on the |Instructor Schedule| tab and refer to the directions in section 8.1 above.

3. To look up another instructor’s schedule information, click the button to return to the Instructor Schedule search page. Return to the directions at the beginning of section 8.0 above.
# 9.0 Viewing Instructor/Advisor Table

In order for an instructor to be assigned to teach a class at the class section level, the instructor must be active (Available) on the Instructor/Advisor table. The Administrative Assistants to the Deans maintain this table; therefore, if there are any discrepancies, the Scheduling Coordinator will contact the Department Secretary.

**Navigation:**  
Main Menu > Campus Solutions > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

Follow the navigation path above to access the Instructor/Advisor Table search page.

**Steps for Locating an Instructor on the Instructor/Advisor Table:**

1. On the search page for Instructor/Advisor Table, enter the instructor’s ID number into the ID field. If you do not know the instructor’s ID number, you may look the instructor up using the Last Name and First Name fields. You do not need to enter the names in their entirety. Two characters of the Last Name is all that is necessary to carry out a search, although it is better to enter more information than that just to narrow the search. If need be, select a different operand from the Last Name dropdown menu. For example, if you aren’t sure of the spelling of the person’s last name, choose contains from the dropdown menu for Last Name, and then enter at least 2 characters - more would be better - found somewhere in the person’s last name into the Last Name field. Doing so will return all instructors who have that sequence of letters somewhere in their last name. The same can be done with the First Name field.

2. Then click the Search button.

3. To clear the information you entered into the fields on this page, click the Clear button.
4. If more than one instructor meets the name criteria you entered, **Search Results** will appear at the bottom of the page. Click on the link for the instructor whose status on the Instructor/Advisor Table you wish to check.

5. If the search fails to locate the instructor, contact the Administrative Assistant to the Dean in your respective college.

The **Instructor/Advisor Table** pages appear, revealing two tabs of information: |Instructor/Advisor Table| and |Approved Courses|. This page will initially open to the |Instructor/Advisor Table| tab.

6. To identify whether the instructor has been approved to teach, refer to the directions in section 9.1 below.
7. To identify the Academic Organization(s) (Acad Org) for which the instructor has been approved to teach, click on the [Approved Courses] tab at the top of the page or link at the bottom of the page and refer to the directions in section 9.2 below.

8. To check the status of another instructor on the Instructor/Advisor Table, click the button to return to the Instructor/Advisor Table search page. Return to the directions at the beginning of section 9.0 above.

9.1 Instructor/Advisor Table

If you have not already accessed the Instructor/Advisor Table page, follow the directions in section 9.0 above to do so.

Tips for Viewing Instructor/Advisor Table:

1. Under the Instructor Details title bar, you may view the Instructor Type and college to which the instructor belongs (Primary Acad Org).

2. Instructor Available should display as Available in order for the instructor to be assigned to teach at the class section level.

3. The Advisor checkbox should be checked if the instructor is to serve as a student advisor.
4. To identify the Academic Organization(s) (Acad Org) for which the instructor has been approved to teach, click on the [Approved Courses] tab at the top of the page or link at the bottom of the page and refer to the directions in section 9.2 below.

5. To check the status of another instructor on the Instructor/Advisor Table, click the button to return to the Instructor/Advisor Table search page. Return to the directions at the beginning of section 9.0 above.

## 9.2 Approved Courses

If you have not already accessed the Approved Courses page, follow the directions in section 9.0 above to do so.

### Tips for Viewing Approved Courses:

1. Refer to the information under the Course Description title bar, which identifies the Academic Organization(s) (Acad Org) for which the instructor has been approved to teach. The Administrative Assistants to the Deans maintain this information; therefore, if there are any discrepancies, contact the Administrative Assistant to the Dean in your respective college.

2. To identify whether the instructor has been approved to teach, click on the Instructor/Advisor Table tab at the top of the page or link at the bottom of the page and refer to the directions in section 9.1 above.

3. To check the status of another instructor on the Instructor/Advisor Table, click the button to return to the Instructor/Advisor Table search page. Return to the directions at the beginning of section 9.0 above.
Appendix

- Requirement Designation Table
- Course Attributes
- Modes of Instruction
### Requirement Designation Table

Requirement Designations = General Education Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1</td>
<td>A&amp;H-Literature &amp; Humanities</td>
</tr>
<tr>
<td>AH1W</td>
<td>*A&amp;HW-Literature &amp; Humanities</td>
</tr>
<tr>
<td>AH2</td>
<td>A&amp;H-Aesthetic Experience</td>
</tr>
<tr>
<td>AH2W</td>
<td>*A&amp;HW-Aesthetic Experience</td>
</tr>
<tr>
<td>AH3</td>
<td>A&amp;H-Philosophies &amp; Culture World</td>
</tr>
<tr>
<td>AH3W</td>
<td>*A&amp;HW-Philosophies &amp; Culture World</td>
</tr>
<tr>
<td>ANY</td>
<td><strong>Meets Any Gen Ed Requirement</strong></td>
</tr>
<tr>
<td>BAS1</td>
<td>Basic Skills A - GenEd Colloq</td>
</tr>
<tr>
<td>BAS2</td>
<td>Basic Skills B - English</td>
</tr>
<tr>
<td>BAS3</td>
<td>Basic Skills C - Math</td>
</tr>
<tr>
<td>BAS4</td>
<td>Basic Skills D - Logic</td>
</tr>
<tr>
<td>BAS5</td>
<td>Basic Skills E - Foreign Lang</td>
</tr>
<tr>
<td>BAS6</td>
<td>Basic Skills F - Computing</td>
</tr>
<tr>
<td>DEV</td>
<td>Developmental</td>
</tr>
<tr>
<td>NS1</td>
<td>NS-Fund Disc Phys &amp; Biological</td>
</tr>
<tr>
<td>NS2</td>
<td>NS-Patterns &amp; Connection Natural</td>
</tr>
<tr>
<td>NS3</td>
<td>NS-Application Natural Science</td>
</tr>
<tr>
<td>SB1</td>
<td>S&amp;B-Perspectives on U.S.</td>
</tr>
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<td>SB1W</td>
<td>*S&amp;BW-Perspectives on U.S.</td>
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Note: *W identifies the Writing Requirement

For up-to-date information regarding General Education Requirements, go to the following address:

http://www.cwu.edu/registrar

and click on Catalogs and then General Education Requirements in the left-hand margin of the page.
## Course Attributes as of December 2013

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### Modes of Instruction as of December 2013

<table>
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<tr>
<th>Mode</th>
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| CD   | CD Rom/Tap Pre-Record Brdcst:  
- Video or audio cassettes, videotaped courses delivered by broadcast or cable TV and computer based instructional packages. |
| IT   | ITV/Satellite/Telecast (Sync) – Distance Education:  
- Broadcasts or cablecasts live instruction. |
| OE   | Other E-Learning:  
- Mode of instruction is not identifiable by any other category. |
| P    | In Person |
| TA   | Pre-recorded Tape Broadcast |
| WC   | Web Centric Course: (50% or more Web)  
- The majority of instruction and required course activity, though not all, is delivered via the web. The majority of contact hours are generated by on-line work. |
| WE   | Web Enhanced Course: (less than 50% Web)  
- Instruction is delivered via the web in sufficient amount to replace at least one contact hour with on-line work. However, the majority of instruction occurs through a delivery mode other than the web. |
| WP   | Web Presence Course:  
- Web technology is used to distribute course materials and link students to Internet learning resources. |
| WW   | World Wide Web (Online -100% Web based course, Internet, and email):  
- Professor and distance learners are communicating asynchronously. All course activity is conducted via the web, including assessments. There is no requirement for attendance at a specific location. |