

Quick Reference Guide: Updating Class Components

If a Catalog record is updated with new or different class components *after* a section of the class has been scheduled for the current or future semester, the Schedule of Classes for those semesters must be updated to reflect the new components. (Example: changing a Lecture to a Seminar course, or adding a discussion section to a lecture course after the class is scheduled in the Schedule of Classes.)

In addition to scheduling any new component types, the existing component and/or class association must need to be updated to match.

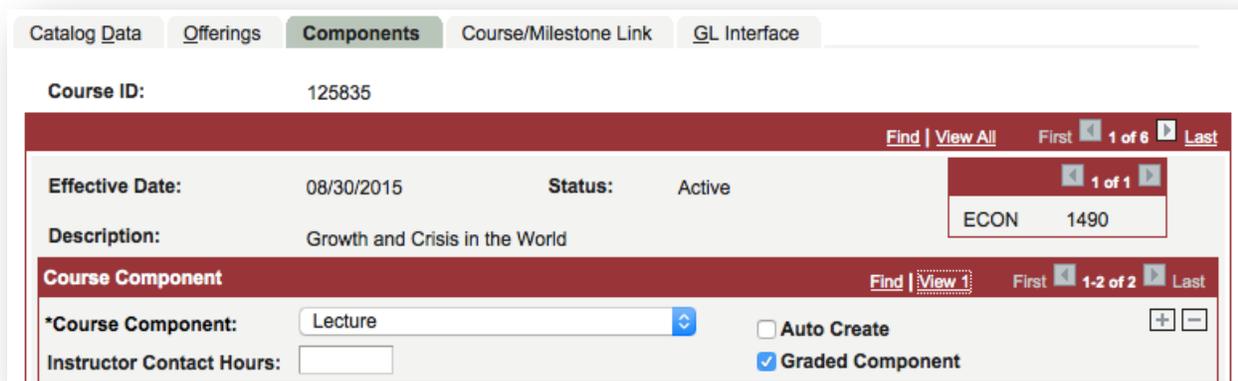
Important Note: In order for students to enroll in the class, ALL components identified in the Catalog must be scheduled in the Schedule of Classes. Using the Adjust Class Associations feature will allow you to make the appropriate adjustment after the class has been scheduled.

Step One: Update the Course Catalog

Navigation: CURRICULUM MANAGEMENT > COURSE CATALOG > COURSE CATALOG

Update the Catalog with the desired components, using an effective date prior to the first day of the semester in which the change will take effect. As a rule, changes effective for the fall semester should have an 8/15/yy date and changes effective for the spring semester should have a 1/15/yy date.

- *In this example, the course originally existed in the Catalog with only a Lecture component, but a Discussion component has recently been added.*



The screenshot shows the 'Components' tab of the course catalog interface. The course ID is 125835. The effective date is 08/30/2015, and the status is Active. The description is 'Growth and Crisis in the World'. The course component list shows 'Lecture' as the only component. The 'Auto Create' checkbox is unchecked, and the 'Graded Component' checkbox is checked. The interface includes navigation links for 'Find', 'View All', 'First', '1 of 6', and 'Last'.

Step Two: Update the Class Schedule

The **Adjust Class Associations** function can be used to schedule new component types and also update the existing class associations to match the Catalog.

How to Update Class Associations

Navigation: CURRICULUM MANAGEMENT > SCHEDULE OF CLASSES > ADJUST CLASS ASSOCIATIONS > CLASS COMPONENTS TAB

1. If the **Primary Component** was changed in the Catalog, the components in the Schedule of Classes need to be adjusted to match.
 - *In this example, the course was originally listed in the Catalog with a Lecture component, so the value here is still correct. If the primary component had changed—say, from a Lecture to Seminar—the value in Adjust Class Associations must to be corrected.*

Class Associations
Class Components
Class Requisites

Course ID: 125835

Academic Institution: Harvard University

Term: 2015 Fall

Subject Area: ECON

Catalog Nbr: 1490

Session: 1

Course Offering Nbr: 1

FAS

Economics

Growth and Crisis in the World Economy

Regular Academic Session

Class Association Components Find | View All | First 1 of 1 Last

Associated Class: 1

***Grading Basis:** LG Letter Grades

Graded Component: Lecture

***Grade Roster Print:** Component

Requirement Designation:

Primary Component: LEC

Associated Class Attributes Find | First 1 of 1 Last

*Attribute

Class Components Personalize | Find | View All | First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
Lecture	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Class Sections Personalize | Find | View All | First 1 of 1 Last

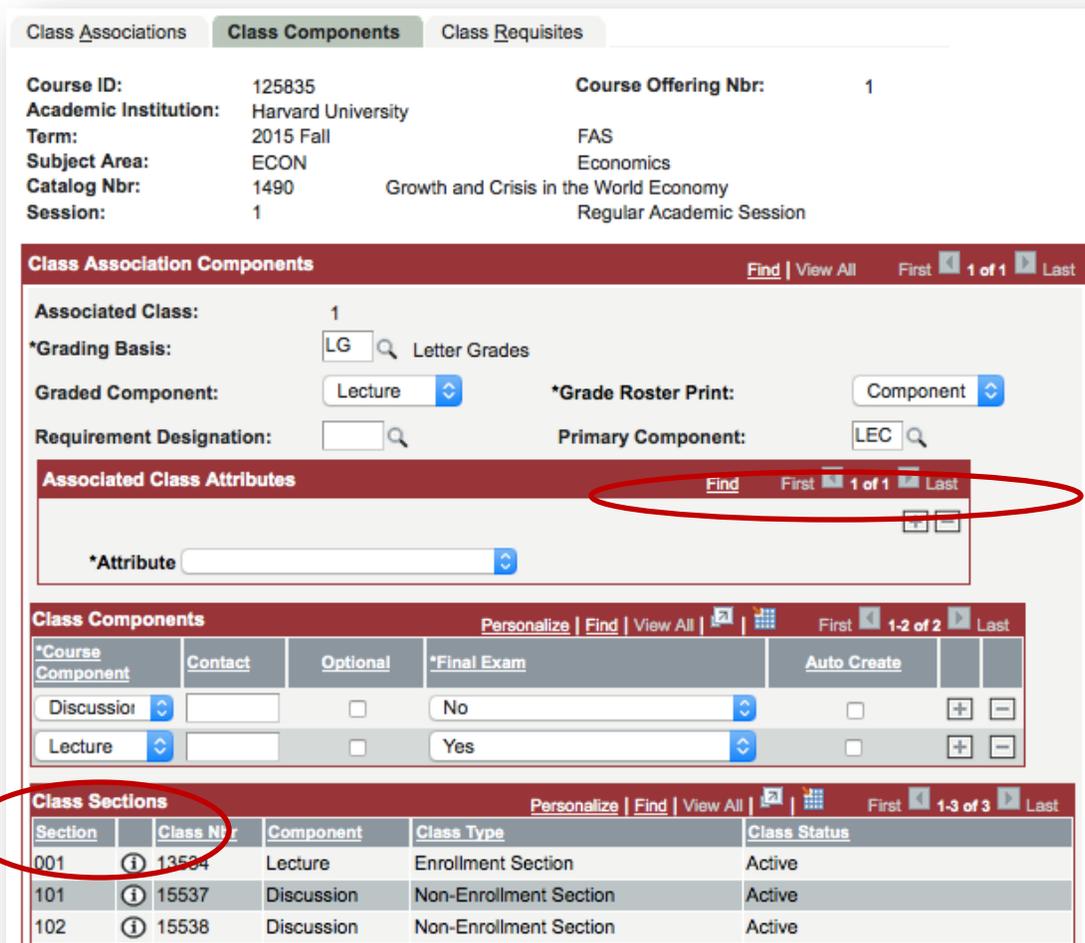
Section	Class Nbr	Component	Class Type	Class Status
001	13534	Lecture	Enrollment Section	Active

Class Association 9999 Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status

- The **Class Components** area lists the required components as they existed in the Catalog at the time the section was created. Add or remove rows as needed to make the values here correspond to the updated Catalog by clicking the plus (+) or minus sign (-) next to the appropriate row. In order for students to enroll in the class, All components identified here must be scheduled in the Schedule of Classes.
 - In this example, the Lecture row is present, but not Discussion. A row needs to be added to add the Discussion component, and then the discussion sections can be scheduled.*
- The **Class Sections** area shows the sections, by Class Association number, that exist in the Schedule of Classes. **If there is a mismatch between the “Class Sections” section and the “Class Components” section, students will not be able to enroll.**

Corrected Class Association: The **corrected** Class Components screen below shows the Primary Component, Class Components, and Class Sections are now in sync, matching the components in the Course Catalog, and that at least one section of each component type has been scheduled.



Class Associations | **Class Components** | Class Requisites

Course ID: 125835 Course Offering Nbr: 1
 Academic Institution: Harvard University
 Term: 2015 Fall FAS
 Subject Area: ECON Economics
 Catalog Nbr: 1490 Growth and Crisis in the World Economy
 Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1
 *Grading Basis: LG Letter Grades
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: Primary Component: LEC

Associated Class Attributes Find First 1 of 1 Last

*Attribute

Class Components Personalize | Find | View All First 1-2 of 2 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
Discussion		<input type="checkbox"/>	No	<input type="checkbox"/>
Lecture		<input type="checkbox"/>	Yes	<input type="checkbox"/>

Class Sections Personalize | Find | View All First 1-3 of 3 Last

Section	Class Nbr	Component	Class Type	Class Status
001	13594	Lecture	Enrollment Section	Active
101	15537	Discussion	Non-Enrollment Section	Active
102	15538	Discussion	Non-Enrollment Section	Active

The **Primary Component** value matches the Catalog, and is a value that corresponds to at least one of the values shown in the Class Components and Class Sections area.



1. The **Primary Component** matches the Catalog.
2. The **Class Components** correspond to what are in the Course Catalog.
3. The **Class Sections** that have been scheduled include at least one of each component identified in the Class Components area, and include the component type listed as the Primary Component.