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.

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.*
2. 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.*

3. 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.

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.