

Version	1.1
Document Generation Date	3/24/2008
Date Modified	3/24/2008
Last Changed by	ASDS
Status	Final

Updating Class Associations-032408

Concept

Class association numbers link all class sections that constitute a single offering. With a common association number you can control the sections of classes in which a student must enroll and also control elements of the sections including units, components (such as lab, lecture, and discussion), and requisites.

Use the **Class Associations** component when you have scheduled classes and an administrative or academic change dictates that you must add or modify class components, or adjust units within associated sections.

Regardless of how many components a course offering has, always use a unique class association number to identify it. This is also true for offerings that have a single component, such as a lecture. Then each section is in its own group; this permits a student to be enrolled in one section and on the wait list for a more desirable section.

In addition, assigning a unique class association number enables you to vary the units, requisites, and components of individual sections when you have a single component course.

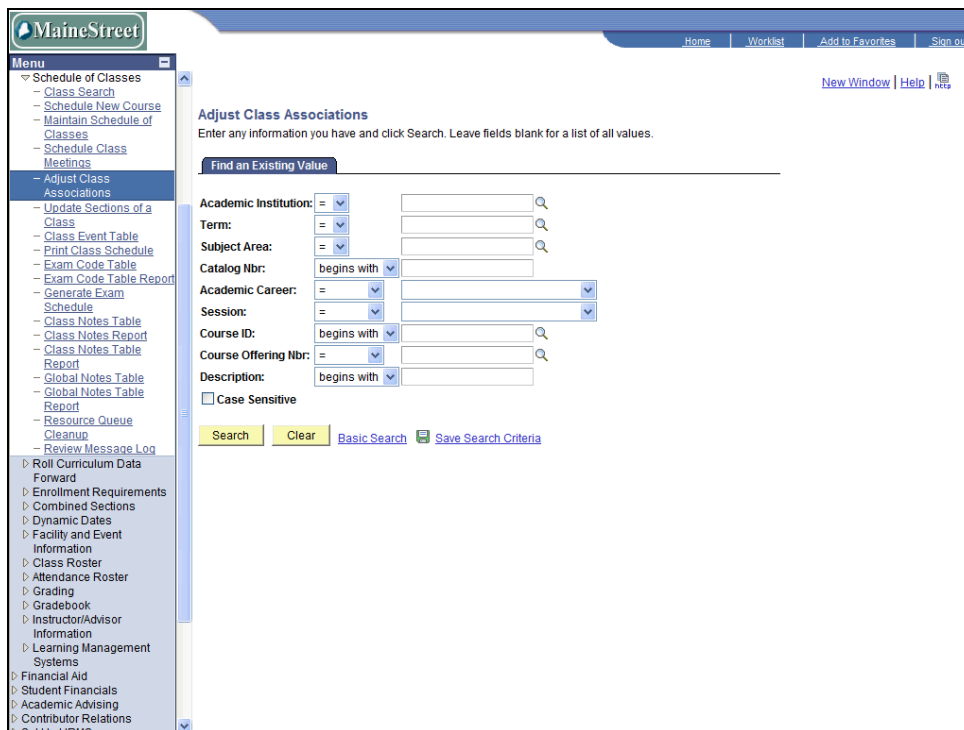
Procedure

To view the online Process Document and Quick Guide, click the links below.

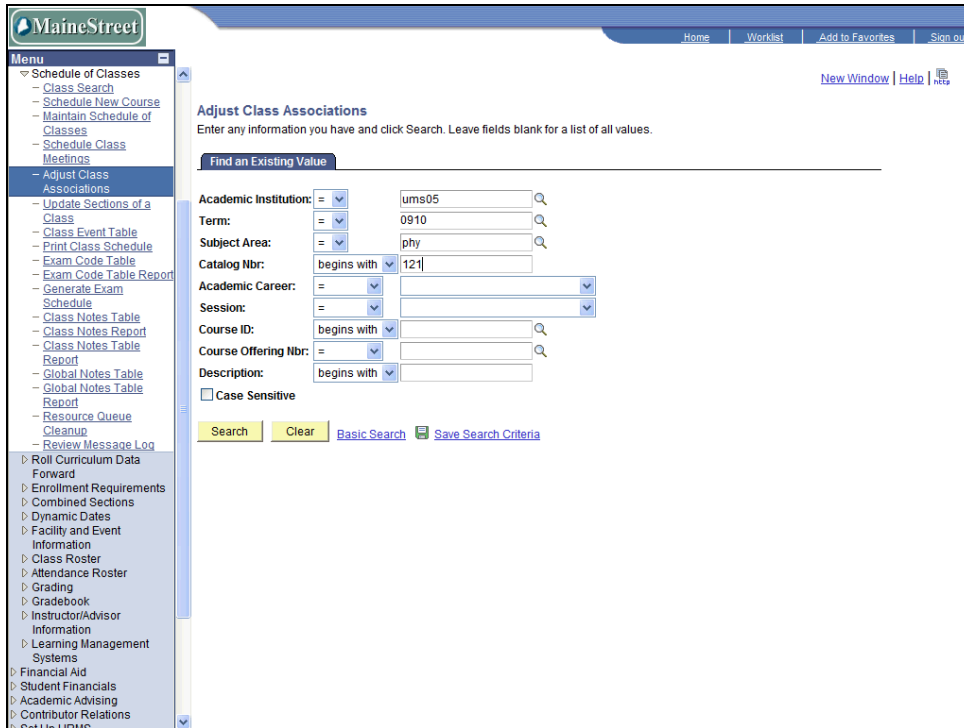
PD Please refer to: http://www.maine.edu/pdf/UpdatingClassAssociations-032408_PD.pdf

QG Please refer to: http://www.maine.edu/pdf/UpdatingClassAssociations-032408_QG.pdf

Step	Action
1.	Navigate: Curriculum Management > Schedule of Classes > Adjust Class Associations.



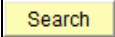
Step	Action
2.	Search for the class. Enter your Institution code in the Academic Institution field. Enter the Term . Enter other search criteria such as Subject and Catalog Number .



The screenshot displays the 'Adjust Class Associations' page in the MaineStreet system. The page includes a navigation menu on the left and a search form on the right. The search form contains the following fields and values:

- Academic Institution: ums05
- Term: 0910
- Subject Area: phy
- Catalog Nbr: begins with 121
- Academic Career: [blank]
- Session: [blank]
- Course ID: begins with [blank]
- Course Offering Nbr: [blank]
- Description: begins with [blank]

At the bottom of the search form, there is a 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. A 'Case Sensitive' checkbox is also present and unchecked.

Step	Action
3.	Click the Search button. 

Process Document

Topics for Registrars: Updating Class Associations-032408



MaineStreet Home | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) |

Menu

- ▼ Schedule of Classes
 - [Class Search](#)
 - [Schedule New Course](#)
 - [Maintain Schedule of Classes](#)
 - [Schedule Class Meetings](#)
- ▼ Adjust Class Associations
 - [Update Sections of a Class](#)
 - [Class Event Table](#)
 - [Print Class Schedule](#)
 - [Exam Code Table](#)
 - [Exam Code Table Report](#)
 - [Generate Exam Schedule](#)
 - [Class Notes Table](#)
 - [Class Notes Report](#)
 - [Class Notes Table Report](#)
 - [Global Notes Table](#)
 - [Global Notes Table Report](#)
 - [Resource Queue Cleanup](#)
 - [Review Message Log](#)
- ▶ Roll Curriculum Data Forward
- ▶ Enrollment Requirements
- ▶ Combined Sections
- ▶ Dynamic Dates
- ▶ Facility and Event Information
- ▶ Class Roster
- ▶ Attendance Roster
- ▶ Grading
- ▶ Gradebook
- ▶ Instructor/Advisor Information
- ▶ Learning Management Systems
- ▶ Financial Aid
- ▶ Student Financials
- ▶ Academic Advising
- ▶ Contributor Relations
- ▶ [Set Up H&PUS](#)

Adjust Class Associations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = ▼ UMS05

Term: = ▼ 0910

Subject Area: = ▼ PHY

Catalog Nbr: begins with ▼ 121

Academic Career: = ▼

Session: = ▼

Course ID: begins with ▼

Course Offering Nbr: = ▼

Description: begins with ▼

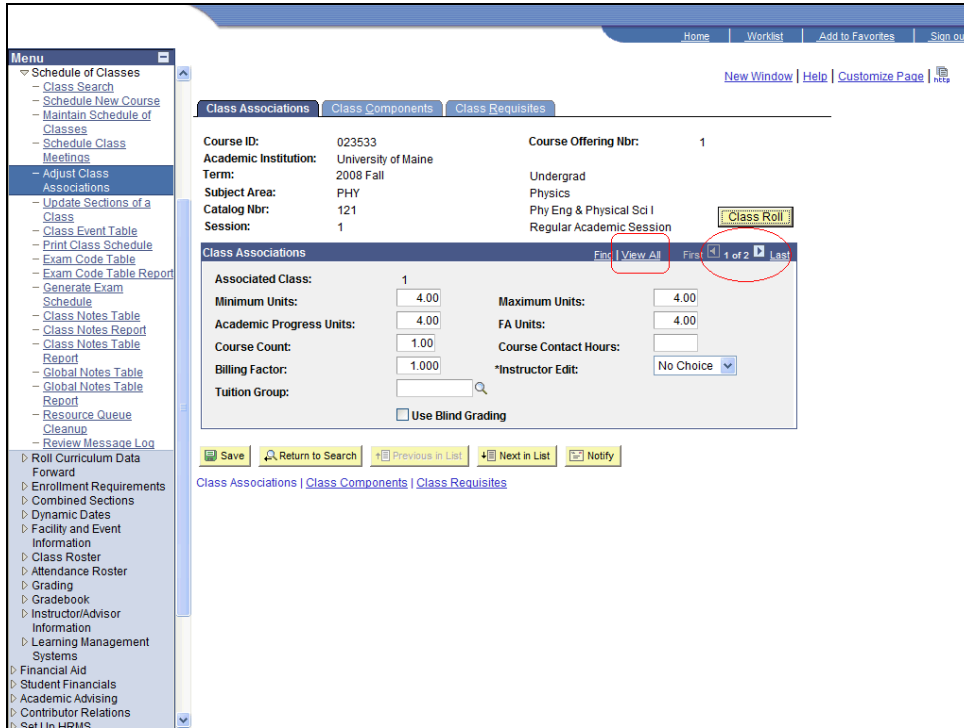
Case Sensitive

[Basic Search](#)

Search Results View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
UMS05	0910	PHY	121	Undergrad	Regular	023533	1	Phy Eng & Physical Sci I
UMS05	0910	PHY	121	Undergrad	Regular	023533	15	Phy Eng & Physical Sci I

Step	Action
4.	If more than one class is found, select the desired class from the Search Results list.



Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Class Associations | Class Components | Class Requisites

Course ID: 023533 Course Offering Nbr: 1
 Academic Institution: University of Maine
 Term: 2008 Fall Undergrad
 Subject Area: PHY Physics
 Catalog Nbr: 121 Phy Eng & Physical Sci I
 Session: 1 Regular Academic Session **Class Roll**

Class Associations Find | **View All** | First 1 of 2 Last

Associated Class:	1	Maximum Units:	4.00
Minimum Units:	4.00	FA Units:	4.00
Academic Progress Units:	4.00	Course Contact Hours:	
Course Count:	1.00	*Instructor Edit:	No Choice
Billing Factor:	1.000		
Tuition Group:			

Use Blind Grading

Save | Return to Search | Previous in List | Next in List | Notify

Class Associations | Class Components | Class Requisites

Step	Action
5.	The course in the example above has two classes scheduled, each with a unique Associated Class number. To see both, click the View All link. View All

Process Document

Topics for Registrars: Updating Class Associations-032408



MaineStreet

Home | Worklist | Add to Favorites | Sign out

Menu

- Schedule of Classes
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - Review Message Log
- Roll Curriculum Data Forward
 - Enrollment Requirements
 - Combined Sections
 - Dynamic Dates
 - Facility and Event Information
 - Class Roster
 - Attendance Roster
 - Grading
 - Gradebook
 - Instructor/Advisor Information
 - Learning Management Systems
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up H&S

Class Associations | Class Components | Class Requisites

Course ID: 023533 Course Offering Nbr: 1
 Academic Institution: University of Maine
 Term: 2008 Fall Undergrad
 Subject Area: PHY Physics
 Catalog Nbr: 121 Phy Eng & Physical Sci I
 Session: 1 Regular Academic Session **Class Roll**

Class Associations End | View: 1 First | 1 of 2 | Last

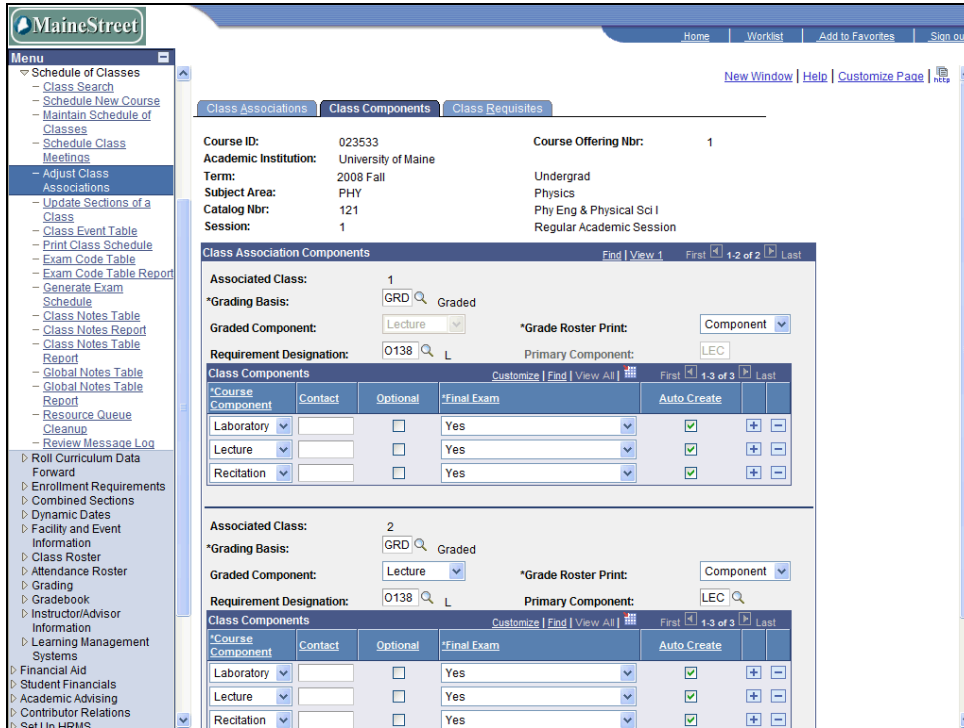
Associated Class: 1
 Minimum Units: 4.00 Maximum Units: 4.00
 Academic Progress Units: 4.00 FA Units: 4.00
 Course Count: 1.00 Course Contact Hours:
 Billing Factor: 1.000 *Instructor Edit: No Choice
 Tuition Group: Use Blind Grading

Associated Class: 2
 Minimum Units: 4.00 Maximum Units: 4.00
 Academic Progress Units: 4.00 FA Units: 4.00
 Course Count: 1.00 Course Contact Hours:
 Billing Factor: 1.000 *Instructor Edit: No Choice
 Tuition Group: Use Blind Grading

Save Return to Search Previous in List Next in List Notify

Class Associations | Class Components | Class Requisites

Step	Action
6.	Once a class is scheduled, use the Class Associations page to adjust units, change instructor edit views, select the blind grading option, etc.
7.	If the class is scheduled and students are enrolled, and you make changes to the fields in the Class Associations component, this may affect student enrollment. To update the enrollment records of each student in the class, click the Class Roll button. This process is illustrated at the end of this document.
8.	Click the Class Components tab. Class Components



The screenshot displays the 'MaineStreet' web application interface. The left sidebar contains a 'Menu' with various options like 'Schedule of Classes', 'Adjust Class Associations', and 'Enrollment Requirements'. The main content area is titled 'Class Associations' and shows details for two class offerings, labeled '1' and '2'.

Class Offering 1:

- Course ID: 023533
- Academic Institution: University of Maine
- Term: 2008 Fall
- Subject Area: PHY
- Catalog Nbr: 121
- Session: 1
- Course Offering Nbr: 1
- Undergrad
- Physics
- Phy Eng & Physical Sci I
- Regular Academic Session

Class Association Components (Offering 1):

- Associated Class: 1
- *Grading Basis: GRD (Graded)
- Graded Component: Lecture
- *Grade Roster Print: Component
- Requirement Designation: 0138 (L)
- Primary Component: LEC

*Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Lecture		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Recitation		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -

Class Offering 2:

- Associated Class: 2
- *Grading Basis: GRD (Graded)
- Graded Component: Lecture
- *Grade Roster Print: Component
- Requirement Designation: 0138 (L)
- Primary Component: LEC

*Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Lecture		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Recitation		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -

Step	Action
9.	Use the Class Components page to modify aspects of class components such as grading basis, course components, and requirement designations.

Process Document

Topics for Registrars: Updating Class Associations-032408



MaineStreet

Home | Worklist | Add to Favorites | Sign out

Menu

- Schedule of Classes
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - Review Message Log
- Roll Curriculum Data Forward
 - Enrollment Requirements
 - Combined Sections
 - Dynamic Dates
 - Facility and Event Information
 - Class Roster
 - Attendance Roster
 - Grading
 - Gradebook
 - Instructor/Advisor Information
 - Learning Management Systems
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HPLS

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

Course ID: 023533 Course Offering Nbr: 1
 Academic Institution: University of Maine
 Term: 2008 Fall Undergrad
 Subject Area: PHY Physics
 Catalog Nbr: 121 Phy Eng & Physical Sci I
 Session: 1 Regular Academic Session

Class Association Components Find | View 1 First | 1-2 of 2 | Last

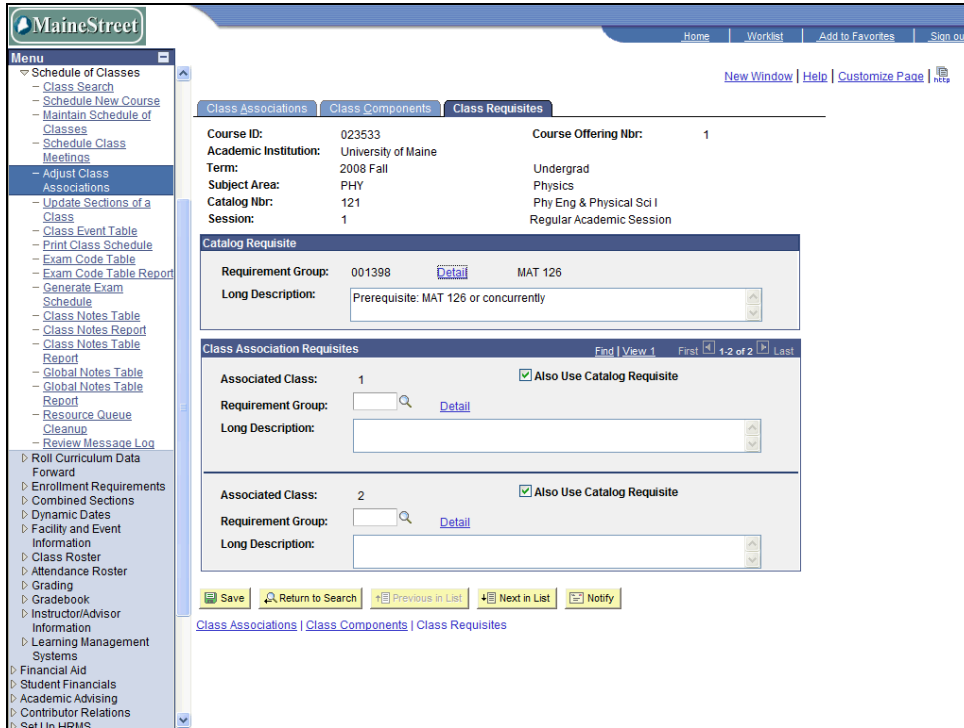
Associated Class: 1
 *Grading Basis: GRD Graded
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: O138 L Primary Component: LEC

Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Lecture		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Recitation		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -

Associated Class: 2
 *Grading Basis: GRD Graded
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: O138 L Primary Component: LEC

Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Lecture		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -
Recitation		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	+ -

Step	Action
10.	Click the Class Requisites tab. Class Requisites



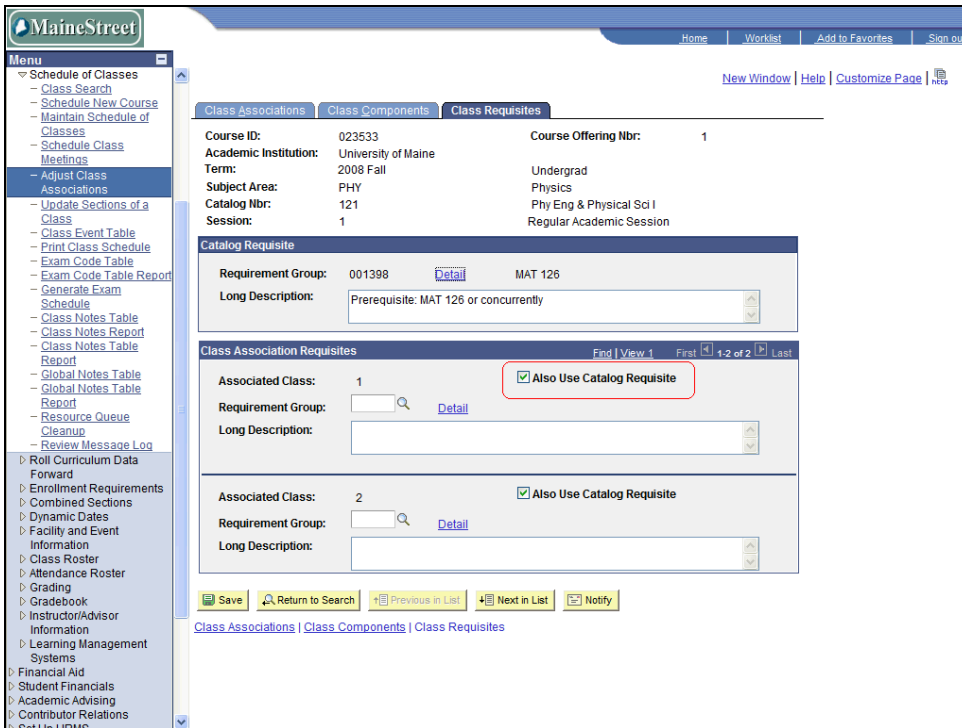
Step	Action
11.	Use the Class Requisites page to modify, and, if appropriate, add more requisites to a class. Changes to requisites will not affect students already registered for the class.

Process Document

Topics for Registrars: Updating Class Associations-032408



Step	Action
12.	Click the Detail link to access the Requirement Group Summary page, where you can review the enrollment requisites for both the course and class.

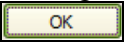


Step	Action
13.	<p>Select the Also Use Catalog Requisite checkbox to tell the system to use the course catalog requisite as well as the class requisite in the enrollment process.</p> <p>If you have requisites in the course catalog and you do not want to use them for the class offering, clear the Also Use Catalog Requisite checkbox.</p>
14.	<p>To make a change, enter the class requisite requirement group.</p> <p>Requirement group values are created through the Enrollment Requirement Group component.</p>
15.	<p>If you have made changes on any of the pages, click Save.</p> <p>If students are enrolled in the class, and you make changes to the fields in the Class Associations component, this may affect student enrollment.</p> <p>To update the enrollment records of each student in the class, click the Class Roll button on the Class Associations page. The system creates enrollment maintenance transactions and displays for you an Enrollment Request ID. We suggest you write down the Enrollment Request ID for use on the Block Enroll Merge page where you complete updating the students' records..</p>

Process Document

Topics for Registrars: Updating Class Associations-032408



Step	Action
16.	<p>On the Class Associations page, if there are students enrolled in the class and you make changes to the items on this page, you will receive a warning message. Click OK.</p> 

The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Course Catalog', 'Schedule of Classes', 'Adjust Class Associations', 'Update Sections of a Class', 'Class Event Table', 'Print Class Schedule', 'Exam Code Table', 'Exam Code Table Report', 'Generate Exam Schedule', 'Class Notes Table', 'Class Notes Report', 'Class Notes Table Report', 'Global Notes Table', 'Global Notes Table Report', 'Resource Queue Cleanup', 'Review Message Log', 'Roll Curriculum Data Forward', 'Enrollment Requirements', 'Combined Sections', 'Dynamic Dates', 'Facility and Event Information', and 'Class Roster'.


The main content area displays 'Class Associations' for Course ID: 023533, Academic Institution: University of Maine, Term: 2008 Fall, Subject Area: PHY, Catalog Nbr: 121, and Session: 1. A 'Class Roll' button is visible. A warning message is displayed in a pop-up window:

Warning -- Students are Enrolled / Wait Listed in class sections belonging to this Class Association. (14610,12)
 Changing this data will not change the data for students already enrolled/Wait Listed in sections in this association.

An 'OK' button is present at the bottom of the warning message. Below the warning, there are 'Save', 'Return to Search', and 'Notify' buttons. At the bottom of the page, there are links for 'Class Associations', 'Class Components', and 'Class Requisites'.

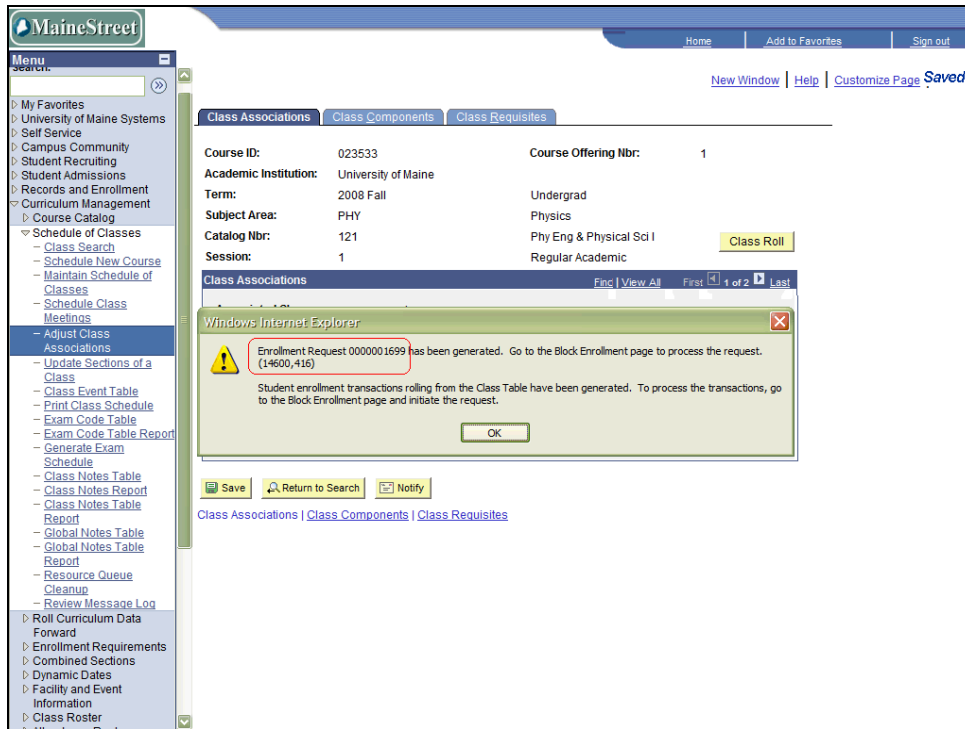


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Course Catalog', 'Schedule of Classes', 'Meetings', 'Adjust Class Associations', 'Update Sections of a Class', 'Class Event Table', 'Print Class Schedule', 'Exam Code Table', 'Exam Code Table Report', 'Generate Exam Schedule', 'Class Notes Table', 'Class Notes Report', 'Class Notes Table Report', 'Global Notes Table Report', 'Global Notes Table Report', 'Resource Queue', 'Cleanup', 'Review Message Log', 'Roll Curriculum Data Forward', 'Enrollment Requirements', 'Combined Sections', 'Dynamic Dates', 'Facility and Event Information', and 'Class Roster'. The main content area has tabs for 'Class Associations', 'Class Components', and 'Class Requisites'. The 'Class Associations' tab is selected, showing course details for Course ID 023533, Academic Institution University of Maine, Term 2008 Fall, Subject Area PHY, Catalog Nbr 121, and Session 1. A 'Class Roll' button is highlighted in yellow. Below the course details is a 'Class Associations' section with a table showing one associated class with 3.00 units. At the bottom of the page are 'Save', 'Return to Search', and 'Notify' buttons, and a breadcrumb trail: 'Class Associations | Class Components | Class Requisites'.

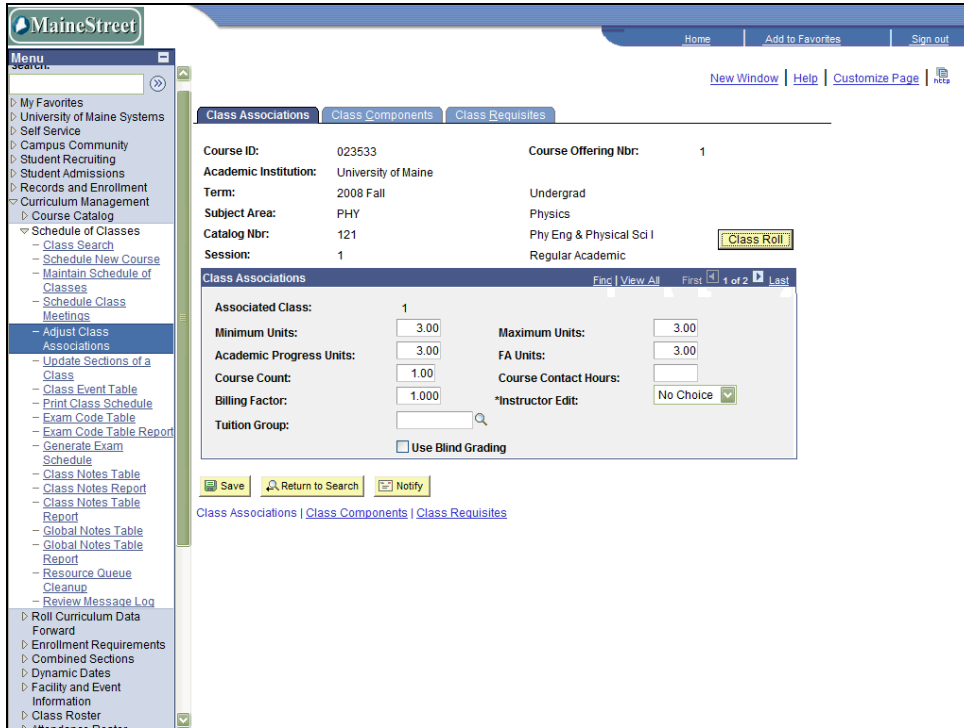
Step	Action
17.	Click the Class Roll button. 

Process Document

Topics for Registrars: Updating Class Associations-032408



Step	Action
18.	An enrollment request has been created. Note down the Enrollment Request ID number, then click OK . <div data-bbox="370 1150 490 1190" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">OK</div>



MaineStreet Home Add to Favorites Sign out

Menu search. New Window Help Customize Page nts

Class Associations Class Components Class Requisites

Course ID: 023533 Course Offering Nbr: 1

Academic Institution: University of Maine Undergrad

Term: 2008 Fall

Subject Area: PHY Physics

Catalog Nbr: 121 Phy Eng & Physical Sci I **Class Roll**

Session: 1 Regular Academic

Class Associations Find View All First 1 of 2 Last

Associated Class: 1

Minimum Units: 3.00 Maximum Units: 3.00

Academic Progress Units: 3.00 FA Units: 3.00

Course Count: 1.00 Course Contact Hours:

Billing Factor: 1.000 *Instructor Edit: No Choice

Tuition Group: Use Blind Grading

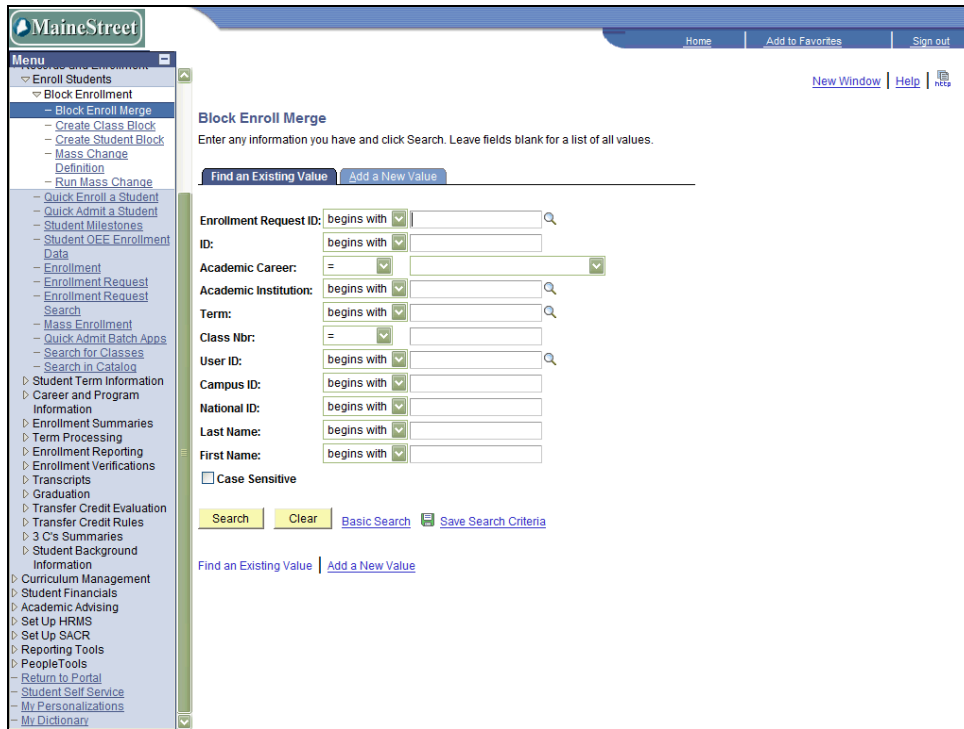
Save Return to Search Notify

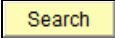
[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

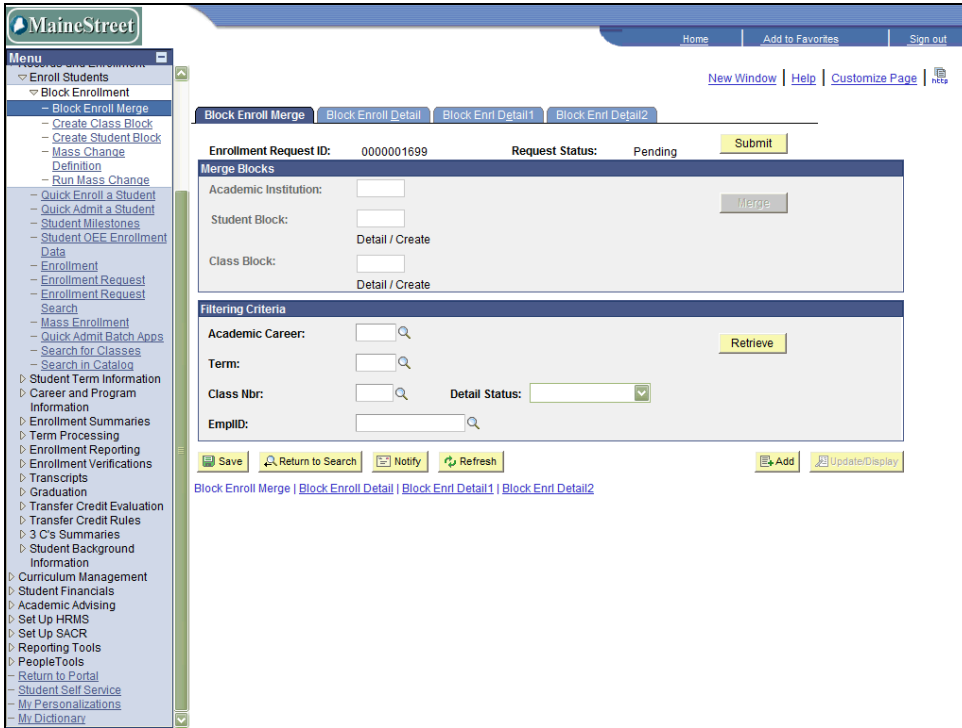
Step	Action
19.	Navigate to Block Enroll Merge. Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge. <input type="button" value="Records and Enrollment"/>

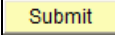

Process Document

Topics for Registrars: Updating Class Associations-032408



Step	Action
20.	Enter the Enrollment Request ID number you noted down in the Enrollment Request ID field (note: you can omit the leading zeros).
21.	Click Search . 



Step	Action
22.	On the Block Enroll Merge page, click Submit . 
23.	The Request Status should show Success . To see details on the enrollment changes, click Retrieve . 

Process Document

Topics for Registrars: Updating Class Associations-032408



Enrollment Request ID: 000001699

Seq #	ID	Name	Term	Career	Class Hbr	Action	Status	DETAIL
1	0999999	Student, Jane	0910	UGRD	7214	Norm Maint	Success	DETAIL

Step	Action
24.	To verify that the changes were made to the student's record, click the DETAIL link or click the Block Enrl Detail1 tab.
25.	End of Procedure.