

Campus Connection Schedule of Classes Inquiry

PeopleSoft Navigation:

1. Curriculum Management
2. Schedule of Classes
3. Maintain Schedule of Classes
4. This navigation will take you to a Search page
 - Enter Academic Institution UND01 if it is not pre-filled already
 - Enter the term (e.g., 0910)
 - Type in Subject or use the magnifying glass for a drop down menu to select one
 - You may enter Catalog Nbr (course number) if you wish, then click on the Search button
If you do not enter a Catalog Nbr and click Search, a menu of offered course records within that subject will appear at the bottom of the screen.
6. When you select a course, a screen will appear with six tabs at the top: *Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, and Exam*
 - a. The first tab, *Basic Data*, will show basic administrative data about each class section. Be sure to check the blue Class Sections bar to see if there are multiple sections (e.g., “1 of 8”, or “1 of 1”). You can display multiple sections by clicking on the View All link and then scroll through the data. This will be true for each of the six tabs.
Note that the “Course Topic ID” will be displayed only for those courses that have “standard topics” recorded in the Catalog File (e.g., PEXS 101, where Racquetball, Swimming, etc. are routinely offered each semester). For sections with truly variable titles, the topic information will be displayed on the Meetings tab.
TIP: If there are many sections of the course but you know the class number, you can use the Find link on the blue bar and enter the class number to go straight to the section you are looking for.
 - b. The *Meetings* tab shows meeting information (multiple lines can be entered), section topic (if any), and instructors (multiple lines can be entered).
 - c. The *Enrollment Cntrl* tab shows the section status (Active, Tentative, Cancelled, Stop Further Enrollment), whether permission is required (Consent), the enrollment capacity, and total students enrolled. There are other fields here pertaining to waitlist that are not currently in use.
 - d. The *Reserve Cap* page is not currently in use, but is intended to record enrollment limit and group data that would set aside some number of seats in a class for a group of students (e.g., for majors). Like prerequisites, such student group identifiers are set up in another area of PeopleSoft.
 - e. The *Notes* tab displays any standard or free-form text notes that are added to a section for print/display purposes.
 - f. The *Exam* tab is currently not in use due to some set-up issues, but is intended to show the exam time and date for the section.