Schedule of Classes Process Checklist

Once classes have been rolled forward to create new offerings by the Office of the University Registrar, use this checklist to guide you as you complete the process of publishing your department's class schedule.

☐ Run the Print Class Schedule process and print out your class schedule

☐ Distribute to department members for review

☐ Make changes as necessary (meeting days, meeting times, instructors, enrollment limits, etc.)

☐ Add classes to the schedule; remove classes from the schedule as requested by department

☐ Identify cross-listed classes and create their combined sections

☐ Run all SOC error reports and make corrections

☐ Print revised schedule, review and verify

☐ Notify your SOC representative to mark your classes as Display in Class Search which makes your department's schedule visible to students

For detailed instructions, see the Schedule of Classes section on SIS Resources. Email courses@case.edu with questions.