

Class Attributes

A Class Attribute is an identifier that can help describe the type of section that is being offered. When using Class Attributes, specific information must be entered into various fields. Use this guide when entering a Class Attribute for a section.

Remember to save your entries on each page.

HON – Honors Course

Field	Data to be entered
Course Attribute field (Basic Data page)	HON
Note Number field (Notes page)	46
Requirement Designation field (Class Components page)	HON *see instructions below
Requirement Group field (Class Requisites page)	01588 (English Comp I) 01589 (English Comp II) 01014 (All other courses) *see instructions below
NOTE: If the Honors section is a lab (non-enrollment) section, the only field above to be entered is the Course Attribute field (Basic Data Page).	

LC – Learning Community

Field	Data to be entered
Course Attribute field (Basic Data page)	LC
Requirement Designation field (Class Components page)	LC *see instructions below
Free Format Topic field (Meetings page)	Learning Community

WWW – Online (100% online)

Field	Data to be entered
Location field (Basic Data page)	SA-OFFCAMP
Instruction Mode field (Basic Data page)	WW
Course Attribute field (Basic Data page)	WWW
Course Attribute Value field (Basic Data page)	ONLINE
Note Number field (Notes page)	60
Requirement Designation field (Class Components page)	WWW *see instructions below

WB – Web-Based (31-99% Online)

Field	Data to be entered
Course Attribute field (Basic Data page)	WB
Course Attribute Value field (Basic Data page)	WEB BASED
Note Number field (Notes page)	171

WE – Web-Enhanced (0-30% Online)

Field	Data to be entered
Course Attribute field (Basic Data page)	WE
Course Attribute Value field (Basic Data page)	WEB ENHAN
Note Number field (Notes page)	162

GOC – Graduate Outreach Cohort

Field	Data to be entered
Course Attribute field (Basic Data page)	GOC
Course Attribute Value field (Basic Data page)	GOC

*Instructions for entering data in the Requirement Designation and Requirement Group fields:

Path: Curriculum Management > Schedule of Classes > Adjust Class Associations



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:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

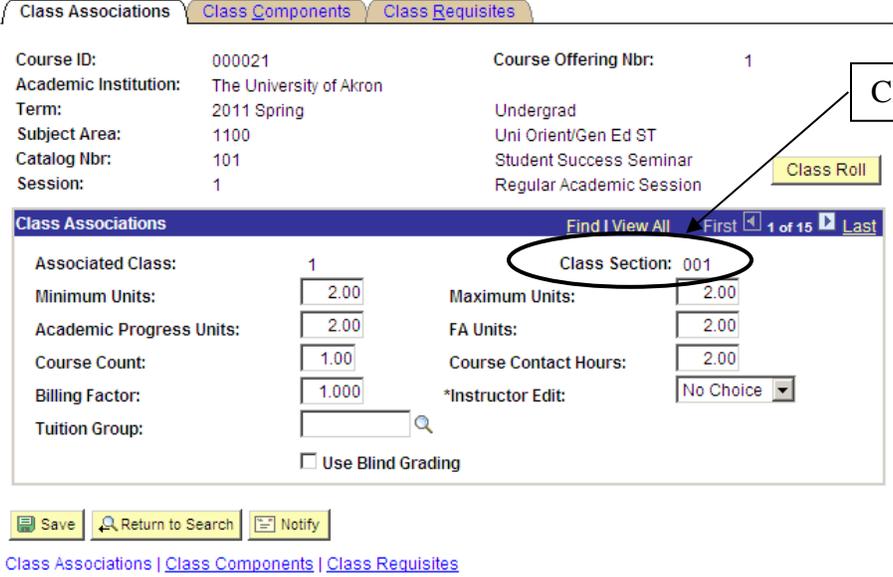
Session:

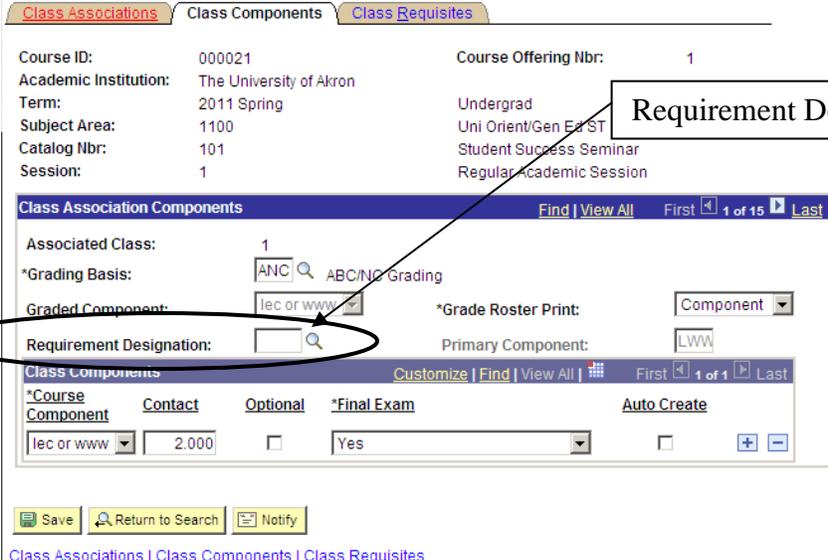
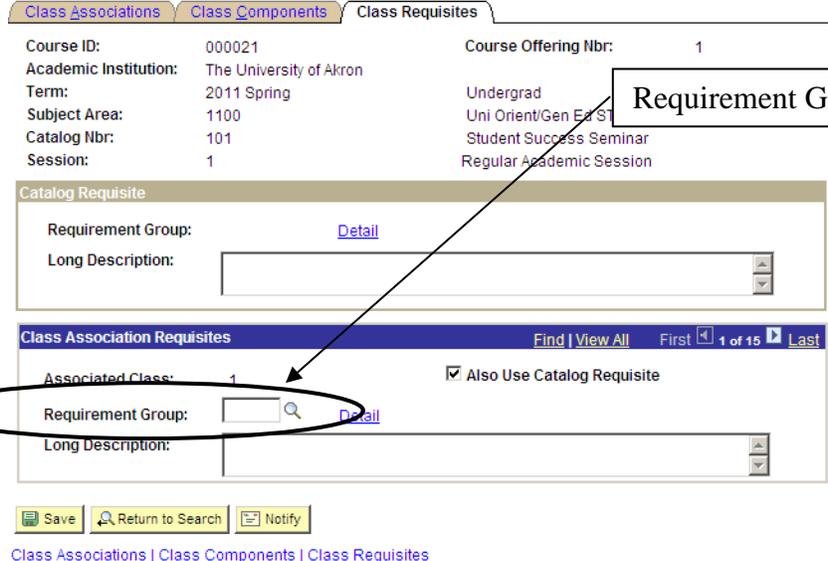
Course ID:

Course Offering Nbr:

Description:

[Basic Search](#)

What you do	What happens/Notes
1. Follow the path as shown above.	The Adjust Class Associations – Find an Existing Value page is displayed.
2. Select Academic Institution:	Type AKRON and TAB to the next field - OR - Click  , click Look Up , and click AKRON to populate the field.
3. Select Term:	Type the 4-digit Term code and TAB to the next field - OR - Click  , click Look Up , and click your selection from the results displayed under the blue Search Results bar to populate the field.
4. Select Subject Area:	Type the Subject code and TAB to the next field - OR - Click  , click Look Up , and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select Catalog Number:	If known, type the course's catalog number.
6. Click on the Search button.	The Class Associations page is displayed.
	
7. Use the Find View All First 2 of 9 Last bar to move through the list of sections until the section you need is displayed.	The page with the correct course section will be displayed.

What you do	What happens/Notes
<p>8. Once you have confirmed that you are on the correct section, click on the Class Components tab.</p>	<p>The Class Components page is displayed.</p>
	
<p>9. Enter the appropriate value into the Requirement Designation field and then click on the Class Requisites tab.</p>	<p>The Class Requisites page is displayed.</p>
	
<p>10. Enter the appropriate value into the Requirement Group field.</p>	
<p>11. Scroll to the bottom of the page and click on Save.</p>	<p>Saved appears in the top right area of the page to indicate that the changes have been saved.</p>