

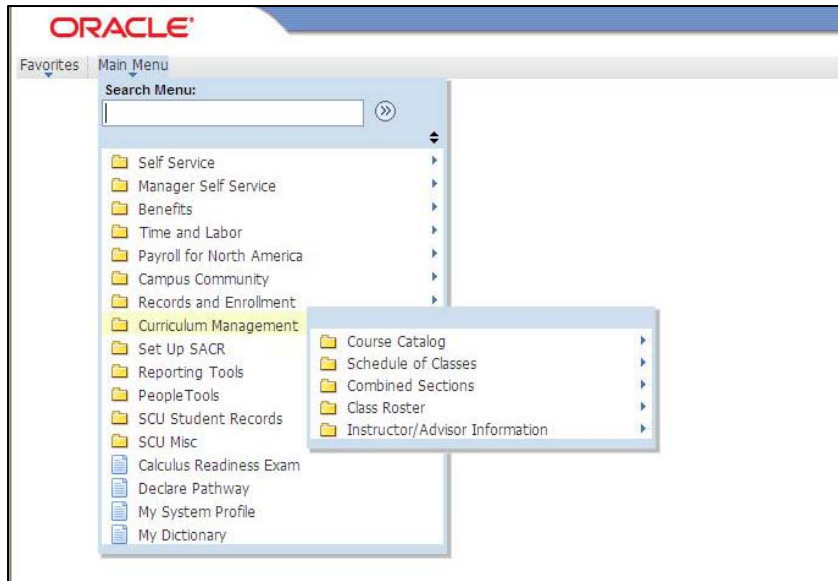


Curriculum Management Information Guide

Curriculum Management Information

- Navigation to the Curriculum Management page.

Main Menu → Curriculum Management



- The Curriculum Management page has five sections.



[I. Course Catalog](#)

[II. Schedule of Classes](#)

[III. Combined Sections](#)

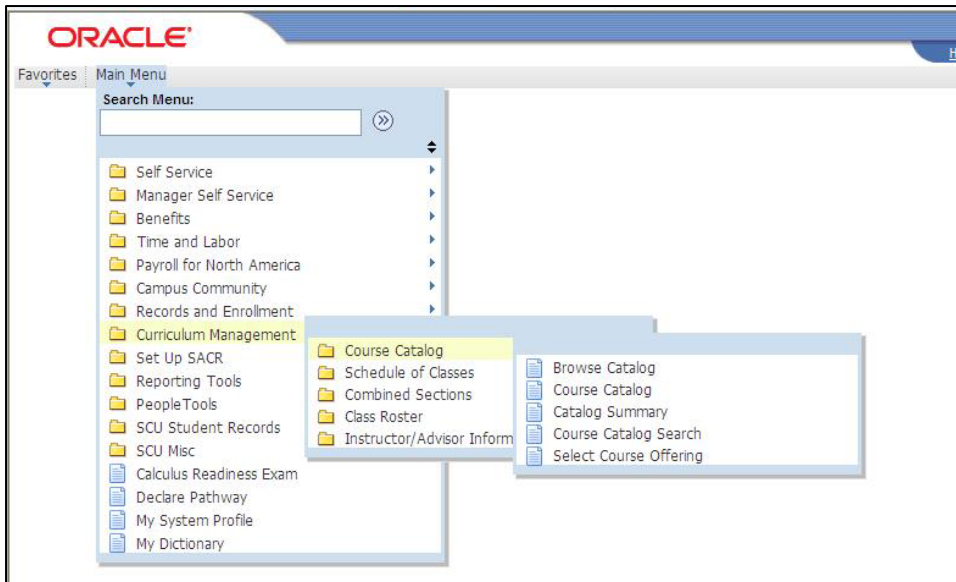
[IV. Class Roster](#)

[V. Instructor/Advisor Information](#)

I. Course Catalog

- **Navigation to the Course Catalog page.**

Main Menu → Curriculum Management → Course Catalog



- **The Course Catalog page has five sections:**

- 1. Browse Catalog**
- 2. Course Catalog**
- 3. Catalog Summary**
- 4. Course Catalog Search**
- 5. Select Course Offering**

1. Browse Catalog page

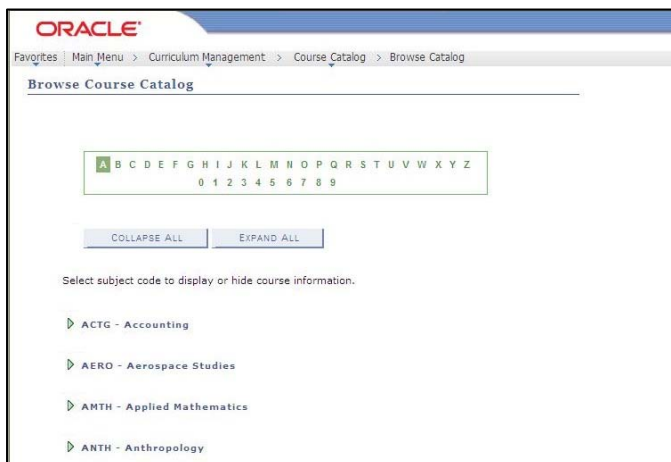


Figure 1. This screenshot shows what appears on the “Browse Catalog” page.

2. Course Catalog page

Enter course information on the search page then the results will appear on a page similar to the one shown below.

The screenshot shows the Oracle Course Catalog page for course R & P Dance. The page has a navigation bar with 'Favorites', 'Main Menu', 'Curriculum Management', 'Course Catalog', and 'Course Catalog'. The 'Course Catalog' tab is selected. The page displays the following information:

- Course ID:** R & P Dance
- Effective Date:** [blank]
- Status:** Active
- Description:** R & P Dance
- Long Course Title:** Rehearsal and Performance
- Long Description:** Active participation in the preparation and performance of departmental productions as actors, assistants to the director, dancers, and choreographers. Individual design/technical assignments. May be repeated for a total of eight units.
- Course Units/Hours/Count:**
 - Minimum Units: 2.00
 - Maximum Units: 2.00
 - Academic Progress Units: 2.00
 - Financial Aid Progress Units: 2.00
 - Last Course of Mult Term Seq: ☐
 - Enrollment Unit Load Calc Type: Actual Units
 - Course Count: 1.00
 - Course Contact Hours: 16.00
- Course Grading:**
 - Grading Basis: Graded
 - Graded Component: Perform
 - Grade Roster Print: Component

Figure 2. This screenshot shows what appears on the "Course Catalog" results page.

3. Catalog Summary page

Enter course information on the search page then the results will appear on a page similar to the one shown below.

The screenshot shows the Oracle Catalog Summary page for course R & P Dance. The page has a navigation bar with 'Favorites', 'Main Menu', 'Curriculum Management', 'Course Catalog', and 'Catalog Summary'. The 'Catalog Summary' tab is selected. The page displays the following information:

- Course ID:** R & P Dance
- Effective Date:** [blank]
- Status:** Active
- Equivalent Course Group:**

Grading Basis	Min Units	Max Units	Prgrs Unit	Crs Crct	Allowed Unit	Allow Comp
Graded	2.00	2.00	2.00	16.00	8.00	4
- Equivalent Course Group:**

Course ID	Effective Date
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- Course Offering:**

Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career	Campus
SCU	AS	DANC	29	THTR	Approved	Undergrad	
- Course Component:**

Component	Optional	Instructor Contact Hours
Perform	<input type="checkbox"/>	16.000

Figure 3. This screenshot shows what appears on the "Catalog Summary" results page.

4. Course Catalog Search page

The screenshot shows the Oracle Course Catalog Search page. The page has a navigation bar with 'Favorites', 'Main Menu', 'Curriculum Management', 'Course Catalog', and 'Course Catalog Search'. The 'Course Catalog Search' tab is selected. The page displays the following information:

- Search Criteria:**
 - Enter institution and subject. Catalog number is optional.
 - *Institution: Santa Clara University
 - *Subject Area: [blank]
 - Catalog Nbr: [blank]
 - Exact Match
 - * Required Field
- Search:** [button]

Figure 4. This screenshot shows what appears on the "Course Catalog Search" page.

5. Select Course Offering page



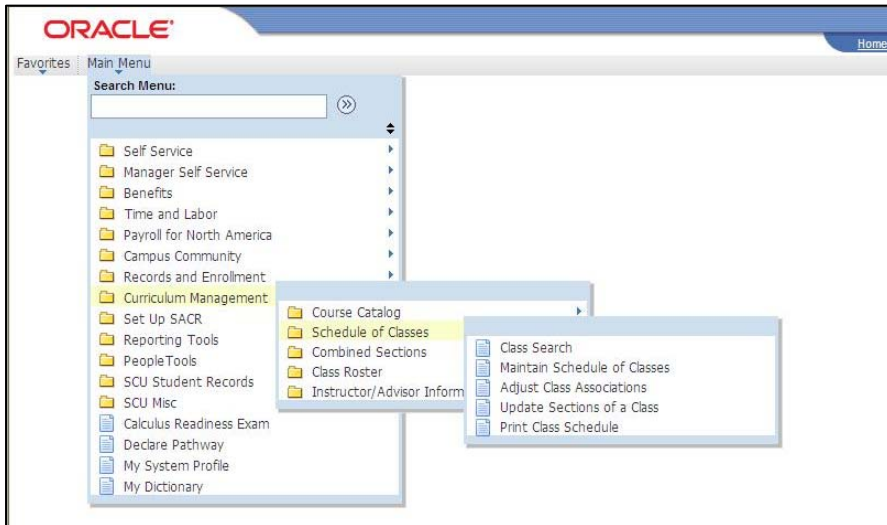
The screenshot shows the Oracle 'Select Course Offering' page. At the top is the Oracle logo. Below it is a breadcrumb trail: 'Favorites | Main Menu > Curriculum Management > Course Catalog > Select Course Offering'. The page title is 'Select Course Offering'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a blue button labeled 'Find an Existing Value'. Below this is a section for search criteria. It includes a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are four rows of search criteria, each with a label, a dropdown menu, and a text input field: 'Course ID:' with a 'begins with' dropdown, 'Course Offering Nbr:' with an '=' dropdown, 'Subject Area:' with a 'begins with' dropdown, and 'Catalog Nbr:' with a 'begins with' dropdown. At the bottom are four buttons: 'Search' (yellow), 'Clear' (yellow), 'Basic Search' (blue), and 'Save Search Criteria' (blue with a floppy disk icon).

Figure 5. This screenshot shows what appears on the “Select Course Offering” page.

II. Schedule of Classes

- Navigation to the Schedule of Classes page.

Main Menu → Curriculum Management → Schedule of Classes



- The Schedule of Classes page has five sections:

1. Class Search
2. Maintain Schedule of Classes
3. Adjust Class Associations
4. Update Sections of a Class
5. Print Class Schedule

1. Class Search page

Enter class information on the search page then the results will appear on a page similar to the one shown below.



Figure 6. This screenshot shows what appears on the “Class Search” results page.

2. Maintain Schedule of Classes page

Enter class information on the search page then the results will appear on a page similar to the one shown below. Besides the “Basic Detail” tab, please note the other tabs containing important details about the class: “Meetings”, “Enrollment Cntrl”, “Reserve Cap”, “Notes”, “Evaluation” and “Exam”.

The screenshot shows the 'Maintain Schedule of Classes' page in Oracle. The page has a navigation bar with tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Evaluation, and Exam. The 'Basic Data' tab is active. The page displays course information for Santa Clara University, including Course ID, Term, Subject Area, and Catalog Nbr. It also shows class sections with details like Session, Class Section, Component, Class Type, Associated Class, Campus, Location, Course Administrator, Academic Organization, Academic Group, Holiday Schedule, Instruction Mode, and Primary Instr Section. There are buttons for 'Find', 'View All', 'First', '1 of 4', and 'Last'. A 'Class Topic' section is visible at the bottom.

Figure 7. This screenshot shows what appears on the “Maintain Schedule of Classes” results page. Please note the six other tabs, which contain more details.

3. Adjust Class Associations page

Enter class information on the search page then the results will appear on a page similar to the one shown below. Besides the “Class Associations” tab, please note the other tabs containing important details about the class: “Class Components”, and “Class Requisites”.

The screenshot shows the 'Adjust Class Associations' page in Oracle. The page has a navigation bar with tabs: Class Associations, Class Components, and Class Requisites. The 'Class Associations' tab is active. The page displays course information for Santa Clara University, including Course ID, Term, Subject Area, and Catalog Nbr. It shows class associations with details like Associated Class, Minimum Units, Academic Progress Units, Course Count, Billing Factor, Tuition Group, Maximum Units, FA Units, Course Contact Hours, and Instructor Edit. There are buttons for 'Find', 'View All', 'First', '1 of 2', and 'Last'. A 'Class Roll' button is also visible.

Figure 8. This screenshot shows what appears on the “Adjust Class Associations” page. Please note the two other tabs, which contain more details.

4. Update Sections of a Class page

Enter class information on the search page then the results will appear on a page similar to the one shown below. Besides the “Class Status” tab, please note the other tab containing important details about the class, “Class Enrollment Limits”.

The screenshot shows the 'Update Sections of a Class' page in Oracle. The page has a breadcrumb trail: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class. There are links for 'New Window', 'Help', and 'Customize'. The page displays class information: Course ID, Academic Institution (Santa Clara University), Term, Subject Area (ANTH), Catalog Nbr (1), Course Offering Nbr (1), Undergrad, and Intro to Biological Anthro. Below this is a tabbed interface with 'Class Status' and 'Class Enrollment Limits'. The 'Class Status' tab is active, showing a table with columns: Section, Section, Class Nbr, Component, Enrollment Status, Class Type, Class Stat, Assoc, Auto Enrl.1, Auto Enrl.2, Re-section, Add Consent, and Dro. The table contains four rows of data for Regular sections 01, 02, 03, and 04.

Section	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl.1	Auto Enrl.2	Re-section	Add Consent	Dro
Regular	01		Lecture	Open	E	A		1			N	N
Regular	02		Laboratory	Open	N	A		1			N	N
Regular	03		Lecture	Closed	E	A		2			N	N
Regular	04		Laboratory	Closed	N	A		2			N	N

Figure 9. This screenshot shows what appears on the “Update Sections of a Class” page. Please note the other tab, which contains more details.

5. Print Class Schedule page

1. Enter a run control or create a new one by clicking on “Add a New Value” tab.
2. Enter the desired class information on the next page (shown below).
3. Click on the “Report Options” tab to enter more specifications. Be sure to check the “Report Only” box.
4. Click on “Run” to process.
5. Click on the “Process Monitor” link for a status of the report. Click on “Details” to view the results in a PDF file.

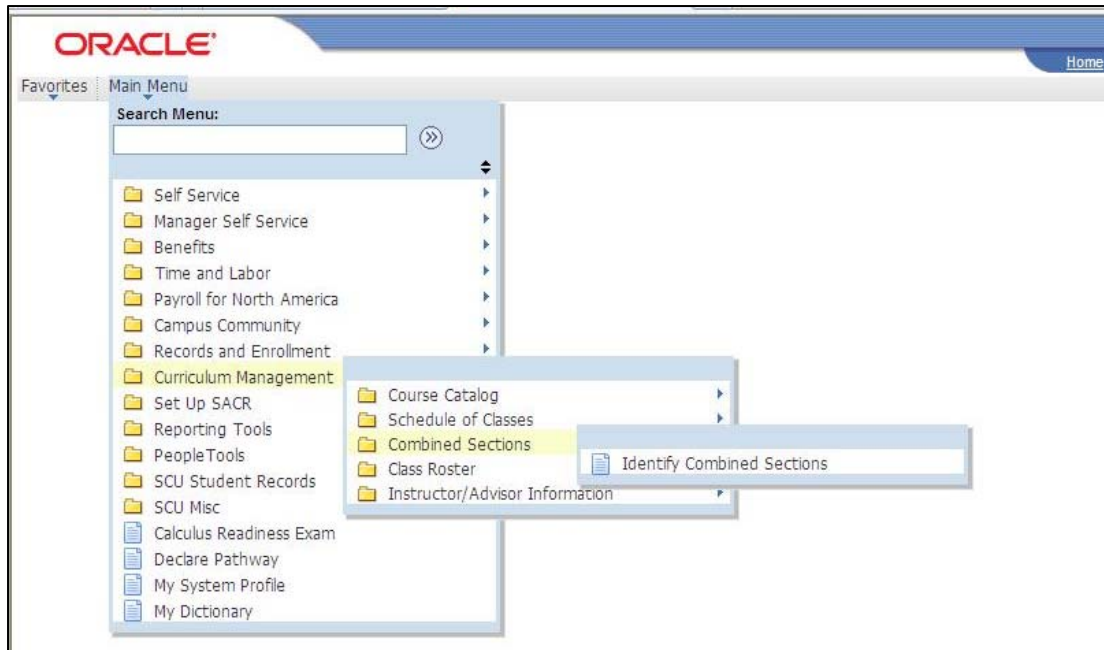
The screenshot shows the 'Print Class Schedule' page in Oracle. The page has a breadcrumb trail: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule. There are links for 'New Window', 'Report Manager', 'Process Monitor', and a 'Run' button. The page displays 'Run Control ID: KROBINSON'. Below this is a 'Selection Criteria' section with fields for Academic Institution (SCU), Term, Academic Organization Node, Session, *Schedule Print (Yes), *Print Instructor in Schedule (Yes), Print By Campus, Campus, Print By Location, and Location Code. To the right of these fields is a 'Class Status' section with checkboxes for Active, Cancelled, Stop Enrl, and Tentative. The 'Active' and 'Stop Enrl' checkboxes are checked.

Figure 10. This screenshot shows what appears on the “Print Class Schedule” results page.

III. Combined Sections

- **Navigation to the Combined Sections page.**

Main Menu → Curriculum Management → Combined Sections



- **The Combined Sections page has one section:**

1. Identify Combined Sections

- **Identify Combined Sections page**

Enter “Term” and “Session” fields on the search page then the results will appear on a page similar to the one shown below.

The screenshot shows the 'Identify Combined Sections' page. The search criteria are: Academic Institution: SCU, Santa Clara University; Term: 1, Regular Academic Session; Combined Sections ID: WGST 183/THTR 151; Combination Type: Cross Subject. The results table shows two rows of data.

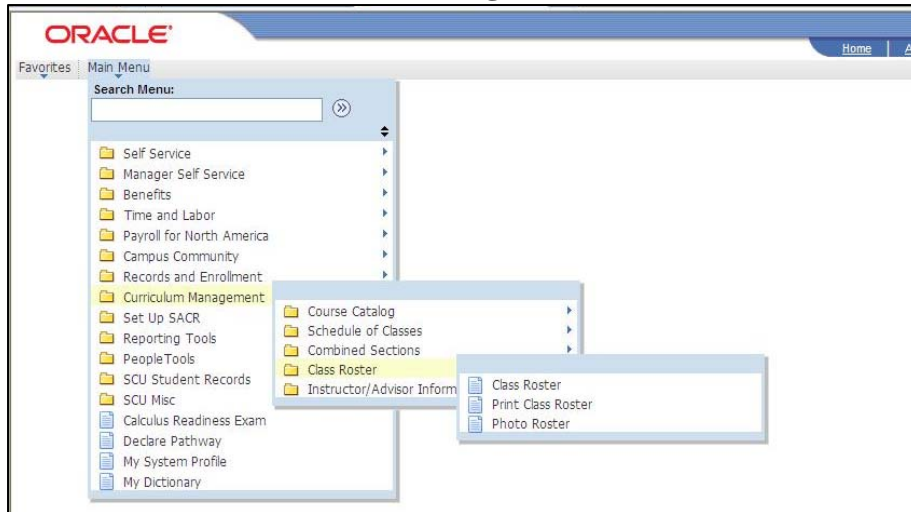
Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
			01	Closed	25	25	24	0	0	AS
			01	Closed	25	25	6	0	0	AS

Figure 11. This screenshot shows what appears on the “Identify Combined Sections” results page.

IV. Class Roster

- Navigation to the Class Roster page.


Main Menu → Curriculum Management → Class Roster



- The Class Roster page has three sections:

1. Class Roster
2. Print Class Roster
3. Photo Roster

1. Class Roster page

1. Enter class information on the search page.
2. The results will appear on a page similar to the one shown below. Clicking “Class Detail” will show more information about the class.
3. Clicking on the  button, located above the list of students, will download the student details to an Excel worksheet.

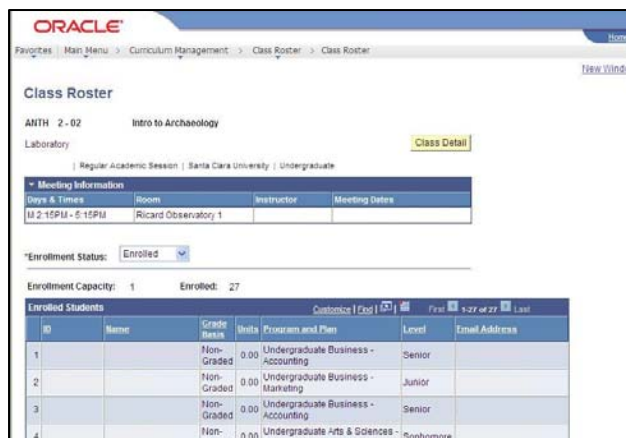


Figure 12. This screenshot shows what appears on the “Class Roster” page.

2. Print Class Roster page

1. Enter “Run Control” or create one by clicking on the “Add a New Value” tab.
The resulting page will look like the page below.

Figure 13. This screenshot shows what appears on the “Print Class Roster” page.

2. Complete the following fields:

- Academic Institution: SCU
 - Term: (i.e. 3240)
 - Session: Regular except for Summer Session (must enter summer session number)
 - Display Permissions: (check if you want them displayed on the roster)
 - Under the “Select One of the Following” box, only choose either Academic Organization, Subject Area or Class Number.
 - Under the “Students in the Report” box, check all that apply.
 - Disregard the “Begin Date” box.
 - To add another Academic Organization, Subject Area or Class Number, click on the plus sign to add a row.
 - Click on “Run” when ready to process.
3. On the next page, make sure that “Class Roster” row is checked and that “Type” = Web and “Format” = PDF. Then click “OK”.
 4. You will be returned to the “Print Class Roster” page. The “Process Instance” number is assigned to your report by the system monitor. When you see this, click on “Process Monitor”.
 5. When “Run Status” shows “Success,” click on “Details”.
 6. Click on the PDF link to see the document in a PDF format. Print using Adobe Acrobat’s print option.

3. Photo Roster page

1. Enter class information on the search page.
2. The results will appear on a page similar to the one shown below.

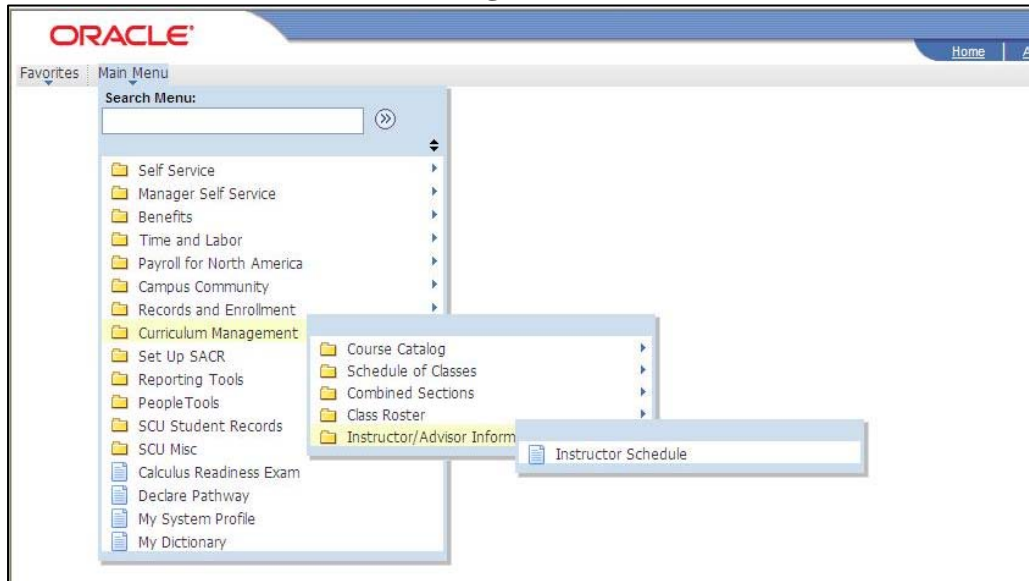


Figure 14. This screenshot shows what appears on the “Photo Roster” page.

V. Instructor/Advisor Information

- **Navigation to the Instructor/Advisor Information page.**

Main Menu → Curriculum Management → Instructor/Advisor Information



- **The Instructor/Advisor Information page has one section:**

1. Instructor Schedule

1. Instructor Schedule

1. Enter class information on the search page.
2. The results will appear on a page similar to the one shown below.

The screenshot shows the Oracle Instructor Schedule page. The page title is 'Instructor Schedule'. Below the title, there are fields for 'ID:' and 'Term: 3240'. The main content is a table with the following columns: Class Number, Subject, Catalog, Section, Component, Class Title, Start Time, End Time, Meeting Days, Building, and Room. The table contains four rows of data:

Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
	COEN		02	PRJ						
	COEN		01	LEC						
	ENGR		01	LEC						
	COEN		03	DSR						

Figure 15. This screenshot shows what appears on the “Instructor Schedule” page.