**Check Your Understanding**

**Schedule of Classes/Coursedog**

Before submitting your quiz answers, you should have:

* watched the training videos,
* read the training documentation, and
* scouted around the [SoC webpage](https://in.nau.edu/registrar/registrar/schedule-of-classes-maintenance/). [Please bookmark that page, as well.]

We also recommend you download or print [Useful Contacts—NON-SoC](https://in.nau.edu/wp-content/uploads/sites/153/2019/05/Who-to-Call__useful-NON-SoC__3-27-21.docx)

When you have answered the questions, please e-mail your filled-in document to registrar.scheduleofclasses@nau.edu Please use a meaningful subject line.

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| --- | --- | --- |
|  | True | False |
| 1. If I’m building a class and Coursedog shows me a yellow warning/conflict message, I should just ignore it, and proceed.
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| 1. *If a class has students enrolled*, there are steps I must take before making some kinds of changes—such as cancelling it, changing the grading basis, changing a topic, etc.
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| 1. I can make changes during “Build Phase” that I cannot make during “Maintenance” phase.
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| 1. It is OK for me to adjust the Enrollment Cap to be higher than the assigned classroom’s capacity.
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| 1. Some classes involve *~~in~~* the EC Pay System (Summer, Winter, and Statewide)…

I will need to enter complete pay info for these—because if I don’t, PeopleSoft will shift the class to *Tentative* until I do so—which makes it invisible to students and *students are unable to enroll*. |  |  |
| 1. If my unit has pre-assigned room(s) for specific classes, I need to select that room in Coursedog *at the time of the build*.
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| 1. If I need to add a class in Coursedog and *there is no other section of that course that exists for that term*, I should use “Add Section from Course Inventory” rather than “Add Section.”
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| 1. I can build an Online Class with Tentative Status until we decide if it is going to be offered.
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| 1. If a class needs a “balance” (because of a non-standard meeting time or meets one-day-a-week in peak time, etc.), I need to find a balancing class or else move it out of peak time.
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| 1. When I build a Dynamically Dated class, I need to enter the precise start and end dates in not just one, but two fields in Coursedog.
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| 1. If the Course Catalog gives a course the choice of a grading basis (ex. BIP/BTH), I need to set the and grading basis (usually to Letter or P/F) or else the class will not become Active—and will remain invisible to students.
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| 1. When it comes time to submit our unit’s finished schedule (Submission Deadline) the number of conflicts displayed in the “Conflict” column, on the Home page, needs to be *zero*.
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| 1. When I have a question ***about Coursedog*** or ***about class scheduling***, I should contact Schedule of Classes, rather than calling ITS or using the “HELP CENTER” button in Coursedog.
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