

Using the Adjust Class Associations Page



The **Adjust Class Associations** page is used to specify some variable data about a class at the Schedule of Classes level. This page is not used to define new component or requisite data. If you need to add a new component or requisite to a class, contact the office of the Registrar to be sent the appropriate form(s).

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Curriculum Management > Schedule of Classes > Adjust Class Associations**
3. On the search page, enter the **Term**, **Subject Area**, and **Catalog Nbr** for the course you wish to add.
4. Click **Search**.

The screenshot shows the 'Adjust Class Associations' search interface. It includes a search criteria section with dropdown menus for Academic Institution (MIAMI), Term (2158), Subject Area (BUS), Catalog Nbr (begins with 100), Academic Career, Session, Course ID (begins with), Course Offering Nbr, and Description (begins with). There are buttons for Search, Clear, Basic Search, and Save Search Criteria.

Class Associations Tab: This tab shows the unit counts for this class section. Note that If units need to be adjusted for a specific section, please submit the request to the Registrar's office. **Sections must have different associated class numbers.**

Class Components tab:

1. First, use the **Next** and **Previous** arrows to locate the section that is to be flagged **Honors, Writing**, or **Honors & Writing**.
2. Click the magnifying glass next to the **Requirement Designation** field and select HONORS.
3. Click **Save**. This will credit the student's transcript with Honors or Writing credit.
4. You can also use this page to change the **Grading Basis** for this particular class section. Remember that the section you edit must have a unique **Associated Class Nbr** from other sections in the course, or else all sections will update with the change made to this page.

The screenshot shows the 'Class Components' tab. It displays course details (Course ID: 106990, Academic Institution: University of Miami, Term: Fall 2015, Subject Area: BUS, Catalog Nbr: 100, Session: 1, Course Offering Nbr: 1). Below this, the 'Class Association Components' section shows 'Associated Class: 1', 'Grading Basis: GRD', 'Requirement Designation: HONR', and 'Primary Component: LEC'. A table of 'Class Components' shows 'Lecture' as the component. A 'Class Sections' table shows 'T1' as the section. A 'Class Association 9999' table is also visible. Red arrows point to the magnifying glass on 'Requirement Designation', the 'Save' button, and the 'Find' button in the 'Class Association Components' section.

Class Requisites Tab:

1. The Class Requisites tab is used to apply prerequisites to this particular class section. If the information on this page is incorrect, please contact the office of the Registrar.

The screenshot shows the 'Class Requisites' tab. It displays the same course details as the previous tabs. Below, the 'Catalog Requisite' section has fields for 'Requirement Group' and 'Long Description'. The 'Class Association Requisites' section shows 'Associated Class: 1' and a checked box for 'Also Use Catalog Requisite', with fields for 'Requirement Group' and 'Long Description'. Buttons for Save, Return to Search, and Notify are at the bottom.