Copying Prior Term’s Schedule

This guide will cover:

- How to roll an offering college schedule from one semester to another.

**Step One**

Navigate to the following breadcrumb:

**Main Menu > Campus Solutions > Roll Curriculum Data Forward > Copy Prior Term’s Schedule**

**Step Two**

Click the **Add a New Value** tab

**Step Three**

Enter a Run Control ID then click **Add**.

**IMPORTANT:** The Run Control ID is simply a name you give to roll-forward process you will be setting up. Give it a unique-to-you and term-specific date so you can refer back to it as necessary.
Step Four

On the Copy Prior Term’s Schedule page, populate the fields as advised below.

- **Academic Institution:** Enter UCINN

- **Roll From Term:** the term from which you want to copy classes (the source term)

- **Roll To Term:** the term to which you want to copy classes (the target term)

- **Sequence:** The system populates this field to 1 by default and increments by 1 for each row that you add.

- **Academic Group:** Enter the academic group (college number) for the classes that you want to copy.

- **Subject Area:** Enter the academic subject for the classes you want to copy. If you select a subject area, you have the option of specifying a range of catalog numbers.

- **Campus:** to narrow your search even further, you may specify a campus for the classes you want to copy. This field is optional.

- **Session:** To narrow your search further, you may specify a session for the classes you want to copy. This field is optional.

- **Commit Frequency:** The system populates this field to 1 by default. Leave the commit frequency at 1.
Step Five

Click the Copy Prior Term’s Schedule 2 tab.

On this tab you can identify the Class Status and Roll Options of the class sections from your source term to be copied to your target term.

![Copy Prior Term’s Schedule](image)

Step Six

Under the Class Status section, identify the class status options that will be available for the Roll to Term. Options for Class Status include active, cancelled, tentative and stop enrollment.

The class status for the sections in the source term can be viewed on the Enrollment Cntrl page of Maintain Schedule of Classes.

![Class Status](image)
Step Seven

Under the Roll Options section, select the field controls for the Roll Options.

- **Use Catalog Component**: Select this check box to validate against the course catalog and only roll those sections to the new term that are valid components of the course as defined in the course catalog. If you do not select this box, the system copies all sections to the new term, regardless of the component designation.

- **Roll Combined Sections**: Select this box to roll combined sections that are designated as a permanent combination (on the Combined Sections page) to the new term.

- **Roll Room Characteristics**: This is currently not being used at UC.

- **Roll Meeting Patterns and Roll Instructors**: Select these boxes to roll the meeting patterns and the instructors for the meeting patterns.

- **Roll Class Notes**: Select this box to roll class notes applied to the class sections in the source term to the class sections in the target term.

- **Roll Reserve Capacities**: Select this box to roll the reserve capacities and requirement group from the class sections in the source term to the class sections in the target term.

- **Roll Class Requisites**: Select this box to roll any class requisites applied to class sections in the source term to the class sections in the target term.

- **Roll Class Attributes**: Select this box to roll any class attributes from class sections in the source term to the class sections in the target term.

- **Roll Textbook Assignments**: Do not select this box. Textbook information for classes comes from an integration with the Bookstore.

- **Roll Class Association Attributes**: Select this box to roll attributes applied to class sections through Update Class Associations in the source term to the class sections in the target term.
Step Eight

Under the Roll Options section, you MUST select the checkbox for Roll Class Attributes.

![Roll Options screenshot]

**IMPORTANT:** This rolls any class attributes from class sections in the source term to the class sections in the target term. It maintains crucial BoKs, Baccalaureate Competencies, etc. Beware, it will also keep any UC Transcribed (UCTR) attributes that may have been on classes so you will need to review these to ensure the attributes are appropriate.

Step Nine

Click **Run** to execute this request.

Step Ten

Upon clicking Run, the Process Schedulers Request will display. Click OK.
Step Eleven

Click OK to return to the previous page. Click the Process Monitor to view the status of the run control.

![Process Monitor Image]

Step Twelve

The Run Status should read Success and the Distribution Status should read Posted when the process is complete.

![Process List Image]

Step Thirteen

Navigate to the following breadcrumb:

Main Menu > Campus Solutions > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Step Fourteen

Enter your search criteria for the classes you’ve just rolled. Click Search.

Step Fifteen

Your search results should display the courses that have successfully rolled from your source term to your target term.

You have now completed the steps for copying prior term’s schedule.