How to code an Event so it will display on a student ‘report of non-credit events taken at UVM’.

As part of the implementation of RegOnline for UVM, we developed a way for a student to print a report listing the non-credit events taken at UVM. In order for an event to appear on the report, it must have an internal code of ‘class’. This is where the internal code is:

1. On the first page of Event Setup:

2. Scroll down to Registration Rules and click ‘Advanced Settings’:
3. Scroll to the bottom to the Miscellaneous section. Enter ‘class’ in the Internal code field. Case does not matter; it can be entered as Class, CLASS, class. Enter the value and press Done.

Miscellaneous

Set inactivity timeout period to 60 minutes

Internal code class

Add Internal Notes

Save Done