

University of Delaware

UDSIS

Schedule of Classes (SOC)
Refresher Training

1) **Topics**- should be 30 characters including spaces.

A - The Scheduling Office adds the topic to the catalog.

B - The department should add the topic on the Basic Data Page.

A

Repeat for Credit Rules

Repeat for Credit Total Units Allowed: 99.00

Allow Multiple Enroll in Term Total Completions Allowed: 99

Additional Course Information

'Instructor Edit: No Choice

'Consent: No Consent

Requirement Designation: [Search]

Equivalent Course Group: [Search]

Course Attributes

*Course Attribute	*Course Attribute Value
[Search]	[Search]

Override Topic Link ID

Course Topics

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1	WOMEN'S RIGHTS IN AMERICAN HIS	WOMEN'S RI	WOMEN'S RIGHTS IN AMERICAN HI	20289
2	HISTORY OF SEXUALITY IN THE US	HISTORY OF	HISTORY OF SEXUALITY IN THE US	25392
3	GENDER AND SLAVERY	GENDER ANC	GENDER AND SLAVERY	27346
4	BLACK FEMINIST THINKING	BLACK FEMI	BLACK FEMINIST THINKING	27347

B

Basic Data

Course ID: 300806 Course Offering Nbr: 1

Academic Institution: University of Delaware

Term: 2008 Spring Semester Undergrad **Auto Create Component**

Subject Area: WOMS Women's Studies

Catalog Nbr: 367 SEMINAR

Class Sections

'Session: 1 Regular Academic Session Class Nbr: 12393

'Class Section: 080 'Start/End Date: 02/11/2008 05/21/2008

'Component: LEC Lecture Event ID:

'Class Type: Enrollment

'Associated Class: 80 Add Fee

'Campus: NEWRK Newark

'Location: SA-NEWARK Main Campus Schedule Print

Course Administrator: [Search]

'Academic Organization: WOMS Women's Studies Student Specific Permissions

Academic Group: AS Arts and Sciences Dynamic Date Calc Required

'Holiday Schedule: UDAC UD Academic Calendar Generate Class Mtg Attendance

'Instruction Mode: P In Person Sync Attendance with Class Mtg

GL Interface Required

Primary Instr Section: 080

Class Topic

Course Topic ID: 1 WOMEN'S RIGHTS IN AMERICAN HIS Print Topic in Schedule

Equivalent Course Group

2) Please DO NOT touch the courses owned by PCS.

Maintain Schedule of Classes - Microsoft Internet Explorer

Address: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_DATA.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICULUM_MANAGEMENT.HCSI

bsis

Menu

- Schedule of Classes
 - Class Search
 - Schedule New Course
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 - Class Roster
 - Attendance Roster
 - Grading
 - Gradebook
 - Instructor/Advisor Information
 - Learning Management

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID: 013152 Course Offering Nbr: 1

Academic Institution: University of Delaware

Term: 2008 Spring Semester Undergrad [Auto Create Component](#)

Subject Area: ENGL English

Catalog Nbr: 204 AMERICAN LITERATURE

Class Sections Find | View All First 1 of 2 Last

'Session: 1 Regular Academic Session Class Nbr: 15121

'Class Section: 410 'Start/End Date: 02/11/2008 05/21/2008

'Component: LEC Lecture Event ID: 000044913

'Class Type: Enrollment

'Associated Class: 410 [Add Fee](#)

'Campus: WILM Wilmington

'Location: SA-AHW UD Arshl Hsh- Wilmington

Course Administrator: [Schedule Print](#)

'Academic Organization: PCS Professional & Continuing Studs [Student Specific Permissions](#)

Academic Group: AS Arts and Sciences Dynamic Date Calc Required

'Holiday Schedule: UDAC UD Academic Calendar Generate Class Mtg Attendance

'Instruction Mode: P In Person Sync Attendance with Class Mtg

Primary Instr Section: 410 GL Interface Required

Class Topic

3) *****NEW*****

Cross-listed courses: The Scheduling office will enter the courses in UDSIS after you send us the information.

Please do the following:

The PRIMARY department controls the cross-listed course and determines if a course is being offered in a term.

1) Please email the other departments you are cross-listing with and agree on the following information:

Agree on the following:

- Section number
- Meeting patterns
- Enrollment numbers for each section
- Faculty name
- Notes

2) Send Sandy the above information along with the term, Subject Area and Catalog number so that she can enter the sections and combine them in UDSIS.

3) If you need to change the times, days or instructors in combined courses....

You need to pull up the section by going into **Schedule Class Meetings** – which is one below ‘Maintain Schedule of Classes’.

The screenshot shows the UDSIS web application interface. The left-hand menu is expanded to show 'Schedule Class Meetings', which is highlighted with a red arrow. The main content area displays details for a course offering, including Course ID (025500), Academic Institution (University of Delaware), Term (2008 Spring Semester), Subject Area (PLSC), and Catalog Nbr (404). Below this, there are sections for 'Class Sections', 'Meeting Pattern', 'Instructors For Meeting Pattern', and 'Room Characteristics'. The 'Meeting Pattern' section shows a table with columns for Facility ID, Capacity, Pat, Mtg Start, Mtg End, M, T, W, T, F, S, S, and Start/End Date. The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The 'Room Characteristics' section shows a table with columns for Room Characteristic and Quantity.

4) When to use Tentative, Stop Further Enrollment & Cancel.

Tentative - use if you are not offering a section in a term. Schedule print box is not checked. Use tentative if we are in the process of developing the schedule for the term and the electronic registration book has not been released. Canceled should not be used at this time.

Stop Further Enrollment - designed to use when trying to even out the enrollment within multiple sections during the registration period. The 'Stop Further Enrollment' setting makes the section disappear in the course search.

Cancel - NEVER cancel a course - please ask the Scheduling office to cancel a course.

To cancel a course -

- 1) change class status to **Stop Further Enrollment**.
- 2) If students are enrolled in the section, notify the students that the section is being canceled. After the students have been notified, send an email to the Scheduling Office asking us to cancel the course. Please tell us that you have notified the students. 'Canceled' is used when a course has already been listed in the registration book. Do not use 'Tentative' at this time.
- 3) If no students are enrolled in the course, simply send an email to the Scheduling Office saying there is no enrollment and you would like the course canceled.

5) Combined Sections:

Non-honors with honors

Dual-listed

Please email Sandy and tell her if two sections are meeting in the same classroom so that she can combine them.

Please email Sandy when you need to delete a section from a combined section.

6) Requirement Designations

Curriculum Management > Schedule of Classes > Adjust Class Associations > Second tab: Class Components

Address: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICU

bsis Home | Web

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- Attendance Data

Class Associations | Class Components | Class Requisites

Course ID: 013283 **Course Offering Nbr:** 1

Academic Institution: University of Delaware

Term: 2008 Spring Semester **Undergrad**

Subject Area: ENGL **English**

Catalog Nbr: 312 **WRITTEN COMMUNICATNS IN BUSINE**

Session: 1 **Regular Academic Session**

Class Association Components Find | View All First 9 of 12 Last

Associated Class: 18

***Grading Basis:** OPT Student Option

***Graded Component:** Lecture ***Grade Roster Print:** Component

Requirement Designation: WVR WR **Primary Component:** LEC

Class Components Customize | Find | View All First 1 of 1 Last

Course Component	Contact	Optional	Final Exam	Auto Create
Lecture	3.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

Address: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICU

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Class Associations | Class Components | Class Requisites

Course ID: 013283 **Course Offering Nbr:** 1

Academic Institution: University of Delaware

Term: 2008 Spring Semester **Undergrad**

Subject Area: ENGL **English**

Catalog Nbr: 312 **WRITTEN COMMUNICATNS IN BUSINE**

Session: 1 **Regular Academic Session**

Class Association Components Find | View All First 10 of 12 Last

Associated Class: 80

***Grading Basis:** OPT Student Option

***Graded Component:** Lecture ***Grade Roster Print:** Component

Requirement Designation: HNWR HNWR **Primary Component:** LEC

Class Components Customize | Find | View All First 1 of 1 Last

Course Component	Contact	Optional	Final Exam	Auto Create
Lecture	3.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Save Return to Search Notify

Class Associations | Class Components | Class Requisites



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 - ▶ Instructor/Advisor Information
 - ▶ Learning Management Systems

Look Up Requirement Designation

Requirement Designation:

Description:

[Basic Lookup](#)

Search Results

View All First 1-19 of 19 Last

Requirement Designation	Description	At Student's Option
DLE	Discovery Learning Experience	N
FYE	First Year Experience	N
FYMC	First Year Exp and Multicult	N
HMWD	Honors, Multicult, A&S wr, Dis	N
HNDL	Honors and Discovery Learning	N
HNFM	Honors, First Yr Exp, Multicul	N
HNFY	Honors and First Year Experien	N
HNMC	Honors and Multicultural	N
HNMD	Honors, Multicult, Discovery L	N
HNMW	Honors, Multicultural, A&S wri	N
HNWD	Honors, A&S writing, Discovery	N
HNWR	Honors and A&S writing	N
HONR	Honors	N
MCDL	Multicultural and Discovery Le	N
MCLT	Multicultural	N
MCWR	Multicultural and A&S writing	N
MWDL	Multicult, A&S writing, Discov	N
WR	A & S writing requirement	N
WRDL	A&S writing, Discovery Learnin	N

7) Removing Class Components (Lab or Discussion) if one is not being offered in a certain term.

To delete the lab component for the winter term, go to Adjust Class Association area, click on the second tab (Class Components) and delete the laboratory row OR click on the option box.

bsis Home Worklist

Class Associations | **Class Components** | Class Requisites

Course ID: 003557 Course Offering Nbr: 1
 Academic Institution: University of Delaware
 Term: 2008 Spring Semester Undergrad
 Subject Area: BISC Biological Sciences
 Catalog Nbr: 127 ENVIRON & CULTURES IN CONFLICT
 Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 710
 *Grading Basis: OPT Student Option
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: MCLT MCLT Primary Component: LEC

Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	No	<input type="checkbox"/>	+ -
Lecture	4,000	<input type="checkbox"/>	Yes	<input type="checkbox"/>	+ -

Save Return to Search Notify

8) Graded Component – can be adjusted based on the faculty’s preference....must be set before registration.

Address: https://woodenshoe.nss.udel.edu:4480/psp/5APRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICULUM

bsis Home Worklist

Class Associations | **Class Components** | Class Requisites

Course ID: 005378 Course Offering Nbr: 1
 Academic Institution: University of Delaware
 Term: 2008 Spring Semester Undergrad
 Subject Area: CHEM Chemistry
 Catalog Nbr: 101 GENERAL CHEMISTRY
 Session: 1 Regular Academic Session

Class Association Components Find | View All First 2 of 2 Last

Associated Class: 11
 *Grading Basis: OPT Student Option
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: Primary Component: LEC

Course Component	Contact	Optional	*Final Exam	Auto Create	
Laboratory		<input type="checkbox"/>	No	<input type="checkbox"/>	+ -
Lecture	4,000	<input type="checkbox"/>	Yes	<input type="checkbox"/>	+ -

Save Return to Search Previous in List Next in List Notify

Class Associations | Class Components | Class Requisites

9) Billing Factor and Course Count - **NEVER CHANGE the BILLING FACTOR or Course Count. Both should be 1.**

10) Credit (Units) – Do Not Roll from Term to term if Variable. Units pull from the catalog. If they are variable at the catalog level, they will come in as variable when the term is rolled. Please remember to check them and make changes if necessary.

11) Associated class number = the section number without the leading zero.

The screenshot shows the U.S. IS system interface. The browser address bar displays the URL: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRIC. The interface includes a menu on the left and a main content area with tabs for 'Class Associations', 'Class Components', and 'Class Requisites'. The 'Class Associations' tab is active, showing details for Course ID 013283, Academic Institution University of Delaware, Term 2008 Spring Semester, Subject Area ENGL, Catalog Nbr 312, and Session 1. A 'Class Roll' button is visible. Below this, a 'Class Associations' section contains a table with the following fields: Associated Class (80), Minimum Units (3.00), Maximum Units (3.00), Academic Progress Units (3.00), FA Units (3.00), Course Count (1.00), Course Contact Hours (3.00), Billing Factor (1.000), and Instructor Edit (No Choice). The 'Course Count' and 'Billing Factor' fields are circled in red. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons, and a breadcrumb trail: 'Class Associations | Class Components | Class Requisites'.

12) Instructor Edit: - (the next three page shots)

Independent Study/Special Problem/Research Courses – Instructor Edit should be set to ‘Class Instructor’.

Regular sections - Instructor Edit needs to be ‘No Choice’.

<http://www.udel.edu/UDSISproject/info/training.html>

The screenshot shows the UDSIS web application interface. The left sidebar contains a 'Menu' with various options like 'Schedule of Classes', 'Class Search', and 'Adjust Class Associations'. The main content area displays the 'Meeting Pattern' configuration for a class section. The 'Academic Institution' is 'University of Delaware', 'Term' is '2008 Spring Semester', 'Subject Area' is 'ENGL', and 'Catalog Nbr' is '366'. The 'Class Sections' table shows 'Session: 1', 'Class Section: 000', 'Component: Independent Study', and 'Class Nbr: 6127'. Below this is the 'Meeting Pattern' configuration, including 'Facility ID', 'Capacity', 'Pat', 'Mtg Start', 'Mtg End', 'M', 'T', 'W', 'T', 'F', 'S', 'S', and 'Start/End Date'. The 'Instructors For Meeting Pattern' table lists two instructors: 'Goodman, Susan' and 'Brueckner, Martin C', both with 'Prim In' roles. The 'Room Characteristics' table shows a quantity of 1.

The screenshot shows the UDSIS web application interface for 'Class Associations'. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Class Associations' configuration for a course. The 'Course ID' is '013334' and 'Course Offering Nbr' is '1'. The 'Academic Institution' is 'University of Delaware', 'Term' is '2008 Spring Semester', 'Subject Area' is 'ENGL', and 'Catalog Nbr' is '366'. The 'Session' is '1' and 'Class Offering' is 'Regular Academic Session'. The 'Class Associations' table shows 'Associated Class: 1'. The 'Minimum Units' is '1.00', 'Maximum Units' is '6.00', 'Academic Progress Units' is '1.00', 'FA Units' is '1.00', 'Course Count' is '1.00', 'Course Contact Hours' is '1.00', and 'Billing Factor' is '1.000'. The 'Instructor Edit' dropdown menu is set to 'Clas Instr'. The 'Tuition Group' is empty. The 'Use Blind Grading' checkbox is unchecked.

Adjust Class Associations - Microsoft Internet Explorer

Address: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICULUM

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- Class Roster
- Attendance Roster

Class Associations | Class Components | Class Requisites

Course ID: 013334 Course Offering Nbr: 1
 Academic Institution: University of Delaware
 Term: 2008 Spring Semester Undergrad
 Subject Area: ENGL English
 Catalog Nbr: 366 INDEPENDENT STUDY
 Session: 1 Regular Academic Session

Class Association Components

Associated Class: 1
 Grading Basis: OPT Student Option
 Graded Component: Ind Study
 Grade Roster Print: Instructor
 Requirement Designation: Primary Component: IND

*Course Component	Contact	Optional	*Final Exam	Auto Create
Ind Study	3.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

13) GRADING BASIS

If a course has no grade associated with it, the grading basis should be 'NOG' and the Grade Roster Print should be set to 'NONE'.

Adjust Class Associations - Microsoft Internet Explorer

Address: https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ASSOC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRICULUM

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- Attendance Roster
- Grading

Class Associations | Class Components | Class Requisites

Course ID: 031186 Course Offering Nbr: 1
 Academic Institution: University of Delaware
 Term: 2007 Fall Semester Graduate
 Subject Area: UNIV University Courses
 Catalog Nbr: 895 MASTER'S SUSTAINING-NON-THESIS
 Session: 1 Regular Academic Session

Class Association Components

Associated Class: 11
 Grading Basis: NOG No Grade Associated
 Graded Component: Ind Study
 Grade Roster Print: None
 Requirement Designation: Primary Component: IND

*Course Component	Contact	Optional	*Final Exam	Auto Create
Ind Study		<input type="checkbox"/>	Yes	<input type="checkbox"/>

Save Return to Search Notify

Class Associations | Class Components | Class Requisites

14) Grading Basis -

Student Option - OPT
Grade/Pass/Fail/Audit

Pass/Not Pass – PNP

- Do not use P/F Audit or P/F Option

15) Changing Dates - dates need to be changed on both the basic data & meetings tab.

16) Titles - titles should be 30 characters including spaces. Please send the titles to the Scheduling Office in CAPITAL LETTERS so we can copy and paste the title in the catalog.

17) Auto Enrollment –

The screenshot shows the 'Maintain Schedule of Classes' web application. The browser window title is 'Maintain Schedule of Classes - Windows Internet Explorer'. The URL is 'https://woodenshoe.nss.udel.edu:4480/psp/SAPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_DATA.GBL?F'. The page features a navigation menu on the left and a main content area with several tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', and 'GL Interface'. The 'Enrollment Cntrl' tab is active, displaying the following information:

Course ID:	003602	Course Offering Nbr:	1
Academic Institution:	University of Delaware	Term:	2008 Spring Semester
Subject Area:	BISC	Undergrad	Biological Sciences
Catalog Nbr:	207	INTRODUCTORY BIOLOGY I	

Below this, the 'Enrollment Control' section is visible, with a 'Find | View All' link and 'First 4 of 14' items. The 'Enrollment Control' section includes the following fields:

Session:	1	Regular Academic Session	Class Nbr:	11775	
Class Section:	020L	Component:	Laboratory	Event ID:	000043626
*Class Status:	Active	<input type="button" value="Cancel Class"/>			
Class Type:	Enrollment	Enrollment Status:	Closed		
*Consent:	No Consent	Requested Room Capacity:	18	Total	
1st Auto Enroll Section:	010	Enrollment Capacity:	17	19	
2nd Auto Enroll Section:		Wait List Capacity:		0	
Resection to Section:		Minimum Enrollment Nbr:			

At the bottom of the 'Enrollment Control' section, there are two checkboxes: Auto Enroll from Wait List and Cancel if Student Enrolled.

18) Final Exam Scheduling

Curriculum Management > Schedule of Classes > Adjust Class Associations > Second tab: Class Components

Osiris Home Worklist Add to Favorites

New Window Help Custom

Class Associations **Class Components** Class Requisites

Course ID: 021011 Course Offering Nbr: 1
 Academic Institution: University of Delaware
 Term: 2008 Spring Semester Undergrad
 Subject Area: MEEG Mechanical Engineering
 Catalog Nbr: 342 HEAT TRANSFER
 Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 2 Last

Associated Class: 10
 *Grading Basis: OPT Student Option
 Graded Component: Lecture *Grade Roster Print: Component
 Requirement Designation: Primary Component: LEC

*Course Component	Contact	Optional	*Final Exam	Auto Create	
Discussion		<input type="checkbox"/>	No	<input type="checkbox"/>	+ -
Lecture	3.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>	+ -

Roll Curriculum Data Forward
 Enrollment Requirements
 Combined Sections

Internet

19) Adding or Deleting Notes

The screenshot shows the OSIS web application interface. At the top, there is a navigation bar with the OSIS logo and a search bar. Below the navigation bar, there is a header section with the following information:

- Term: 2008 Fall Semester
- Subject Area: ACCT
- Catalog Nbr: 417
- Undergrad Accounting
- AUDITING

The main content area is titled "Class Sections" and displays the following information:

- Session: 1
- Class Section: 010
- Component: Lecture
- Class Nbr: 3091
- Event ID: 000052574

Below the "Class Sections" section is the "Class Notes" section. It contains a table with one row of notes. The first row has the following information:

- *Sequence Number: 1
- *Print Location: After
- Note Nbr: 0051
- Free Format Text: Open to Junior and Senior Majors only.

A red arrow points to a plus sign icon in the "Class Notes" section, which is used to add a new note.

- To **add** a note – click on the plus sign.
- To **delete** a note – click on the minus sign. Do not try to delete the text from the box, it will not work.
- Please email notes for the Free Format Text box to the Scheduling Office. We will add these notes for you.