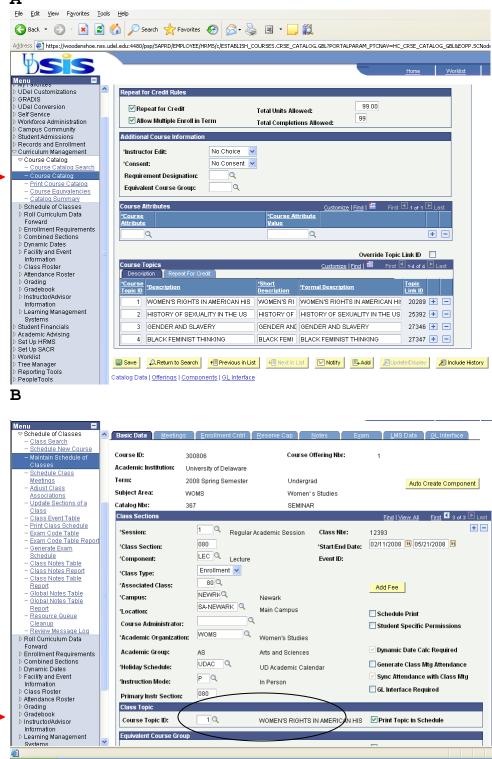
# **University of Delaware**

# 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.  $\ensuremath{\boldsymbol{\mathsf{A}}}$ 



Maintain Schedule of Class	ses - Microsoft Internet E	xplorer		
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- Adjust Class	Academic Institution:	University of Delaware		
Associations				
<ul> <li>Update Sections of a Class</li> </ul>	Term:	2008 Spring Semester	Undergrad	Auto Create Component
- Class Event Table	Subject Area:	ENGL	English	
- Print Class Schedule	Catalog Nbr:	204	AMERICAN LITERATURE	
- Exam Code Table		201		Find   View All First 🖪 1 of 2 🕨 Last
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- Class Notes Table		410		02/11/2008 🖲 05/21/2008 📴
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- Global Notes Table	Class Type:	Enrollment 🔽		
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Information	Class Topic			
D Learning Management				

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

## 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:

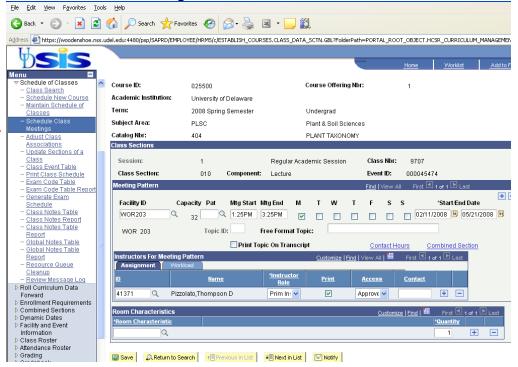
Section number Meeting patterns Enrollment numbers for each section Faculty name Notes

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'.



#### 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 -

 change class status to Stop Further Enrollment.
 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:

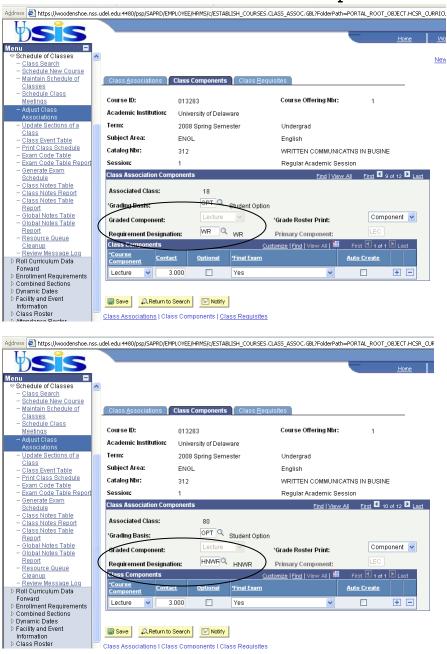
Non-honors with honors Dual-listed

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



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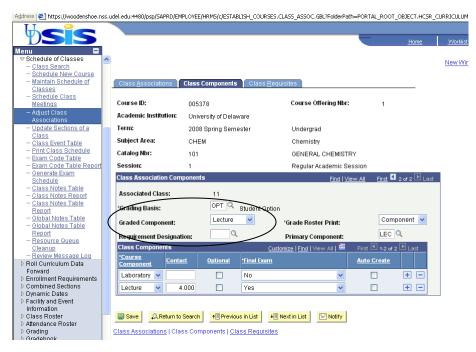
#### 7) Removing Class Components (Lab or Discussion)

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.

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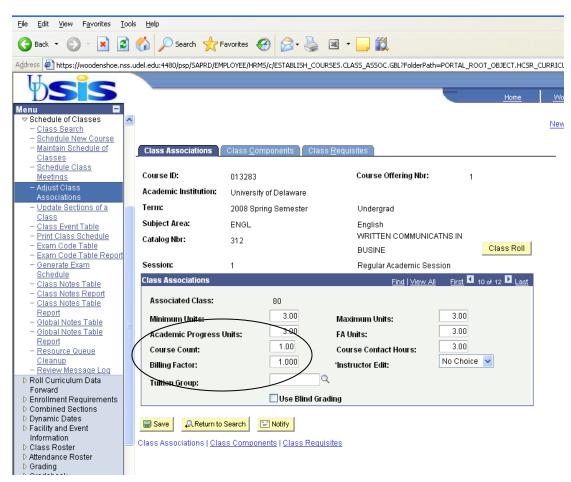
# 8) Graded Component – can be adjusted based on the faculty's preference....must be set before registration.



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.



## **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'.

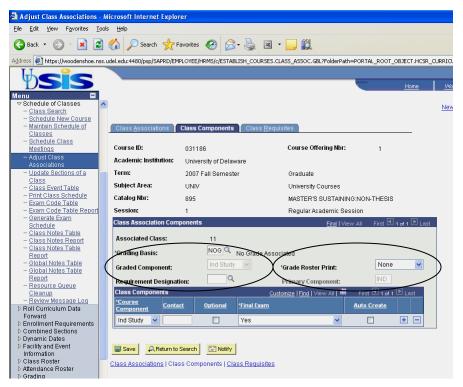
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#### 13) GRADING BASIS

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'.



### 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 -

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Meetings	Academic Institution: University of Delaware
- Adjust Class	Term: 2008 Spring Semester Undergrad
Associations – Update Sections of a	Subject Area: BISC Biological Sciences
Class	Catalog Nbr: 207 INTRODUCTORY BIOLOGY I
- Class Event Table	Enrollment Control <u>Find   View All</u> <u>First</u> 4 of 14
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- Exam Code Table Report	Class Section: 020L Component: Laboratory Event ID: 000043626
- Generate Exam	
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- Class Notes Report	Class Type: Enrollment Enrollment Status: Closed
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Report – Global Notes Table	kequested noon capacity.
- Global Notes Table	1st Auto Enroll Section: 010 Enrollment Capacity: 17 19
Report	2nd Auto Enroll Section: Wait List Capacity: 0
- <u>Resource Queue</u> Cleanup	
- Review Message Log	Resection to Security Minimum Enrollment Nbr:
Roll Curriculum Data Forward	Auto Enroll from Wait List Cancel if Student Enrolled

18) Final Exam Scheduling

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

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# 19) Adding or Deleting Notes

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- 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.