

SCH101 – Schedule of Classes (SOC) Checklist

Section I.

To set up a course that **HAS NOT** rolled from previous term; go to: *UDSIS-Curriculum Management-Schedule of Classes-Schedule New Course*; then start with SECTION II below.

To set up a course/section that **DID** roll from previous term; go to: *UDSIS-Maintain Schedule of Classes*; search for course/section; click to choose; proceed with SECTION II below.

Section II.

- Basic Data Tab**-click arrows to find correct section or click the “+” box to add a new section.
 - Class Section & Associated Class Numbering
 - Associated class should be section number without leading zero, i.e.:
 - section 010 - associated class 10
 - section 080 - associated class 80
 - section 710 - associate class 710
 - section 000 - associated class 1
 - section 002 - associated class 2
 - Component: Auto populates
 - Class Type: Auto populates to “enroll” or “non-enroll” (used for Lecture, Lab, Discussion courses)
 - Campus
 - Location: Auto populates to Milford, Newark, Study Abroad, or UD Virtual Campus.
 - Academic Organization: Auto populates to department who owns the course. If “PCS” (Professional Continuing Studies) appears as the Academic Org- do not change it.
 - Instruction Mode: select from look-up (choose “travel” for study abroad courses)
 - If a topic is needed, select from look-up. If the required topic is not listed, contact the scheduling office to have it added to the course catalog by e-mailing the topic exactly as it should be entered: 30 characters including spaces, and in ALL CAPS. Once the scheduling office has added the topic to the look-up, you can go back to this Basic Data Tab and select it
 - Class Attributes: should be blank, remove any info. by clicking the “-“ box.
 - Schedule Print: check this box
 - SAVE**

- Meetings Tab**

Choose meeting pattern from the approved sequences; enter start/end times. Be sure correct days are checked.

- Assign instructor/s: Use look-up. You can put names in alpha order by clicking on the “Name” column. Choose “instructor role” and check “print” box for name to appear in registration book (leave unchecked if you do not want the instructor’s name to appear in the registration book); Access: must be “approve” in order for instructor to enter grades/approve grade roster. If a new instructor needs to be added, contact the scheduling office.
- SAVE**
- Enrollment Cntrl Tab**
 - Class Status:
 - **Tentative:** use during the development of the term (1 month prior to registration) or if a particular section is not being offered that term. The “schedule print” box on Basic Data Tab is **NOT** checked – do not want the course to show up in a course search, if it is not being offered. The Instructor’s name can also be deleted so that the course does not appear on the instructor’s schedule.
 - **Active:** when section is being offered that term
 - **Stop Further Enrollment:** use if a section needs to be cancelled AFTER registration has begun; OR, if department/instructor wants to even out enrollment among the sections. Course cannot be cancelled with enrollment, please drop the students or have the students drop themselves.
 - **Cancel:** DO NOT USE; contact the scheduling office when a course must be cancelled, and after status has been changed to “Stop Further Enrollment”.
 - Add & Drop Consent- Can use this to control students from enrolling and dropping classes
 - Enrollment Capacity: maximum number of students you want in the section
 - If there are multiple components (Lecture, Lab, Discussion) and an auto enroll needs to be set up, enter the appropriate class section #'s in the 1st, and if needed, 2nd Auto Enroll Section blocks on the enrollment section of the course. Example, if Lecture section (010) is the enrollment section and the Lab (020L) is the non-enroll section, then “020L” is entered into the 1st Auto Enroll Section block of section 010.
 - SAVE**
- Notes Tab:** To add a note to the course, click on the “+” box on the right
- Choose any required notes for the course from the look-up box next to Note Nbr.

Revised: 7.2.2012

- A list of available numbered notes can be found on the Registrar's homepage <http://www.udel.edu/registrar/coursemng.html>
- To delete a note that is not needed, click on the "--" box on the right. Deleting the text does not delete the note
- DO NOT** enter notes into the "free format" text box; send all free format notes to the scheduling office to be entered
- SAVE**

Adjust Class Associations

- Click Search to pull up course and use arrows to choose appropriate section.
- Class Associations Tab:** If needed, change the minimum and maximum units **ONLY**. Check this information each term/session -- variable units do not roll.
- DO NOT CHANGE COURSE COUNT OR BILLING FACTOR!** They must be set at 1 for proper billing.
- Instructor Edit: Regular Sections should be set to "No Choice" (the default); Independent Study/Special Problem/Research courses (000 sections) should be set to "Class Instructor".
- SAVE**

Class Components Tab

- Grading Basis-OPT (option), PNP (pass-no-pass), or SG (student grade). If no grade is associated with the course, the grading basis should be NOG (no grade).
- Graded Component- whichever component (Lecture, Lab, Discussion) the instructor wants to grade the course by but must be chosen **BEFORE** registration begins.
- Requirement Designation: Double-check; most do not roll; choose from the look-up
- Grade Roster Print: "Component" for regular sections; "None" for NOG grading basis, "Instructor" for "000" sections.
- Class Components: each component should have its own row; if one component is not being offered that particular term (i.e. lab), click on the "--" box to remove it, or check mark the "optional" box
- If a final exam will be offered, select "Yes" on the Primary Component row; if it has not been determined whether or not a final exam will be offered, select "yes"--it can always be cancelled but **not** added later.
- SAVE**

Cross Listed Courses: The first time you are cross-listing a course DO NOT ENTER in UDSIS. Submit the information on the form Crosslist a course located on the Registrar's home page, forms, faculty/staff, to the scheduling office with the following information once the cross-listing has been agreed upon by the primary department:

- Term, Subject Area and Catalog number
- Section Number
- Meeting patterns
- Enrollment numbers for each section
- Faculty name
- Notes
- Once courses are cross-listed in UDSIS, any changes to times, days or instructors must be made in: *Curriculum Management-Schedule of Classes-Schedule Class Meetings*
- Search for course, then make necessary changes. E-mail the scheduling office so the size of the classroom assigned can be checked.

For Combined Sections (Non-Honors w/ Honors—010/080, Dual-listed—400/600): enter the information in UDSIS; be sure to submit on the form to combine/dual list a course to the scheduling office so that they can be combined. The form is located on the Registrar's home page, forms faculty/staff. If one section of a course that is combined is not being offered, DO NOT DELETE it; e-mail the scheduling office.

Note:

- Any changes to dates must be changed first on the Meetings Tab page and then on the Basic Data Tab page (i.e. summer session/s)
- Any Reserve Capacity information must be sent to Sue Walton in the Registrar's Office.

Topic and Seminar Courses New titles for topics and seminar courses (experimental) the title form needs to be completed. Seminar (experimental) course descriptions form needs to be completed for fall and spring courses. Course descriptions for the winter and summer are sent to Al Fanjoy (fanjoy@udel.edu). The forms are located on the Registrar's home page, under forms other, faculty and staff.

Additional Training:

- Registrar's Homepage: <http://www.udel.edu/registrar/helpdocs>