

## Schedule of Classes (SOC) Training

- For security purposes, **misc. wage employees will not be granted permanent access to UDSIS student records data** which is needed to perform SOC tasks.
- SOC training is held 'as-needed'. If you are a new hire, or a seasoned employee wanting a refresher on developing/maintaining your department's course schedule, contact the scheduling office at [schedoffice@udel.edu](mailto:schedoffice@udel.edu) to schedule training.
- SOC training encompasses UDSIS, COGNOS, Google.Docs & MS EXCEL spreadsheet use.
- Once training has been completed, you will need to complete the [UDSIS Student Records Security Access Request Form](#), if access has not previously been requested. Once access is granted, you will be able to perform SOC tasks.
- The scheduling office periodically hosts roundtable discussion groups and conducts specialty SOC-related trainings – all SOC Department contacts will receive an email when these are offered.
- View our [On-line video training for Exam Scheduling](#)

## Registration Training

- Registration training is a separate service provided by the Registrar's Office. Contact Mary Mohr ([marymohr@udel.edu](mailto:marymohr@udel.edu)).