

SOC Course Checklist/Instructions – Step by Step

Terms are rolled, Fall to Fall, i.e. Fall 2015 – Fall 2016, Winter to Winter, i.e. Winter 2016 – Winter 2017, etc. according to general timelines found at: http://www.udel.edu/registrar/faculty_staff/soc-timeline.html

Once a term is rolled, an email is sent with deadlines and instructions. Note these deadlines!

Run COGNOS – SOC-ALL report & distribute it as an excel sheet to everyone who has input into your department’s schedule for that term . . . well before the designated deadlines in above referenced email so that you can get the changes made in UDSIS by the deadlines.

As the term schedule information is returned to you, go into UDSIS and make changes accordingly: Specific instructions for setting up courses can be found on our website: www.udel.edu/registrar > **Faculty/Staff Resources > Course Scheduling/Management**

Log into UDSIS

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes Page

I. Basic Data Tab:

- Session - auto populates
- Section no. & assoc. class no. – if you need to create a new/additional section:
 - Click on “+” sign
 - Add next consecutive number
 - Generally, associated class should be section number without leading zero, i.e.:
 - section 010 - associated class 10
 - section 080 - associated class 80
 - section 710 - associated class 710
 - section 000 - associated class 1
 - section 002 - associated class 2

Refer to the specific section numbering guidelines at the site below:

www.udel.edu/registrar

Faculty/Staff Resources > Course Scheduling/Management > Course Section Numbering General Guidelines and Course Section Numbering – Summer Sessions

- Component: rolls from catalog
- Class Type: Enrollment or Non-Enroll (used for lecture/lab/discussion courses)
1st Auto Enroll Section & 2nd Auto Enroll Section (for Lecture/Lab/Discussions)

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.

www.udel.edu/registrar > Faculty/Staff Resources > Course Scheduling/Management > LEC/LAB/DIS Course Section Numbering Guidelines

- Start/End Date: typically only need to be changed if course is in 4 week winter or 7 ½ week summer session. Any changes must be made on both the meetings tab and on the basic data tab.
- Class Nbr: auto populates with specific ID no. assigned to course/section (you will use this number if submitting a cross-listing/dual-listing and/or combining form)
- Campus: if a new section, search & select: “who owns the course”
- Location: if a new section, search & select: “where is the course being held” (SA_Virtual should only be used for courses that are 100% on-line – instruction mode is ON)
- Schedule print box: check if class is to show in course search
- Topic ID: search & select (if a topics and/or experimental course); refer to: www.udel.edu/registrar Course Scheduling/Management > Set up an Experimental (x67) Course in UDSIS
- Academic Organization: auto populates to dept. that owns course.
- Academic Group: auto populates
- Instruction Mode: search & select based on way course is being taught, most commonly used: T – study abroad, P – in person, OP – hybrid/in person & on-line; 4P – 4 week Winter Session, ON – on-line; VF – variable format (course is being taught in person and students are able to take it on-line simultaneously at another location, i.e. California, etc.).

Meetings Tab

- Meeting Pattern - select from search; check boxes refer to: www.udel.edu/registrar Course Scheduling/Management > Approved Class Meeting Times & Scheduling Guidelines
- Instructors
 - Assignment Tab: search & select or add EMPLID#; to course; designate role, check print if to show in search & give access
 - If a new instructor needs to be added, submit the Amend Instructor Table Form found at www.udel.edu/registrar > Faculty/Staff Resources > Forms
 - Access: must be set to ‘approve’ in order for instructors to approve grade roster
 - Check/uncheck the box to right of instructor name (print) if you want/ don’t want the instructor’s name to show in courses search. IND courses do not list all instructors, just show as ‘STAFF’ in Courses Search.
 - Workload Tab: Enter workload percentage; refer to www.udel.edu/registrar > Faculty/Staff Resources > Course Scheduling/Management > Revise Faculty Workload in UDSIS

Enrollment Control 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.
 - Active: when section is being offered that term
 - The “schedule print” box on Basic Data Tab is checked if you want the course to show in courses search.
 - 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
 - Cancel: DO NOT USE; contact the scheduling office when a course must be cancelled. See instructions at www.udel.edu/registrar > Faculty Staff Resources > Course Scheduling/Management > How to Cancel a Course
- Enrollment Capacity: max. no. of students you want in a section
- Requested Room Capacity: should be the same no. as above enrollment capacity no.
- Add/Drop Consent: leave as ‘no consent’ unless you want to control enrollment by having students get department or instructor consent to register for the section.

Reserve Cap Tab

- Do you want to reserve seats for certain groups, i.e. freshmen, seniors, etc. If so, contact Mary Mohr (marymohr@udle.edu) or Krista Urbaniak (urbaniak@udel.edu)

Notes Tab

- Are numbered notes correct on sections? Add/Delete as needed by clicking plus/minus and saving.
 - Do you need a free format note added? If so, use form found at: www.udel.edu/registrar > faculty/Staff Resources > Forms > Class – Free Format Note Request

Exam Tab

- Indicate if there is to be a class exam type: final

Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations Page

Class Associations Tab

- Min/Max Credits – rolls from catalog typically does not need to be changed. However, if they do, i.e. experimental course, adjust the min./max. fields ONLY
- Select instructor edit from dropdown box - refer www.udel.edu/registrar > Faculty/Staff Resources > Course Scheduling/Management > How to set up Course based on Component

Class Components Tab

- Grading basis rolls from the catalog and does not get changed, unless you are creating an experimental course (then it can be changed to OPT, SG or P/NP) or a study-abroad course (grading basis needs to be changed to SG). Refer to www.udel.edu/registrar > Course Scheduling/Management > Set up an Experimental Course and/or Set up a Study Abroad Course

- Grade Roster Print: choose from drop down box, refer to www.udel.edu/registrar > Faculty/Staff Resources > Course Scheduling Management > How to set up Course based on Component
- Indicate if course will need to have a final exam scheduled; if a final exam will be offered, select “yes” on the primary component row; if in doubt, select ‘yes’ -- it can always be cancelled, but not added at a later date.
- Requirement Designations: search & select DLE, Honors, Multi-Cultural, etc. If a course is approved for any of these (or combination) it must have the appropriate requirement designation, as well as the appropriate no. note.

Misc.

If an entirely new course needs to be added (never been offered in the term before), go to:

Curriculum management > Schedule of Classes > Schedule New Course

Search for course and add data starting at the top of instructions after “Log Into UDSIS”

If a course is combined, cross-listed and/or dual-listed, you can only change meetings tab information (instructor, meeting pattern, etc.) via **Curriculum Management > Schedule of Classes > Schedule Class Meetings Page** – this way information on all ‘connected’ courses is changed.