Records and Registration's

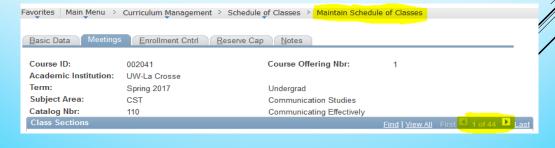# SCHEDULING TRAINING

January 2017 & 2018

Into to Records & Registration

- **Room Schedulers:**
  - **Janelle Nelson – SAH and CBA**
  - **Stephanie Speer – CLS, SAC, and SOE**

- **Registrar:** Jan Von Ruden
- **Assistant Registrar:** Sue Knudson
- **Records Info Systems Manager:** Victoria Rahn
- **Grades & Transfer Credit:** Deb Peterson
- **Veteran Ed Benefits Coordinator:** Jane Brannan
- **Transcripts, front desk:** Jessica Palmer
- **Re-Entry applications, front desk:** Linda Ghelf
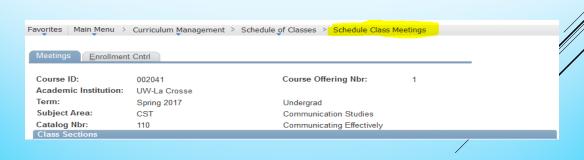- **Records email, athletic eligibility, front desk:** Leslie Fell

MAINTAIN SCHEDULE OF CLASSES:
YOUR SCHEDULING BFF

- **Maintain Schedule of Classes: Use this to update your department's schedule**
  - View the information on the Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, and Notes tabs.
  - Edit information on the Meetings and Enrollment Cntrl tabs only.
  - All sections can be viewed easily by clicking through the arrows at the top.
  - **ADAs can only update the Meetings and Enrollment Cntrl tab. For changes to the Basic Data or Notes tabs, contact the Records Office.**

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes |

Course ID:	002041	Course Offering Nbr:	1
Academic Institution:	UW-La Crosse		
Term:	Spring 2017	Undergrad	
Subject Area:	CST	Communication Studies	
Catalog Nbr:	110	Communicating Effectively	

Class Sections   Find | View All   First ◄ 1 of 44 ► Last

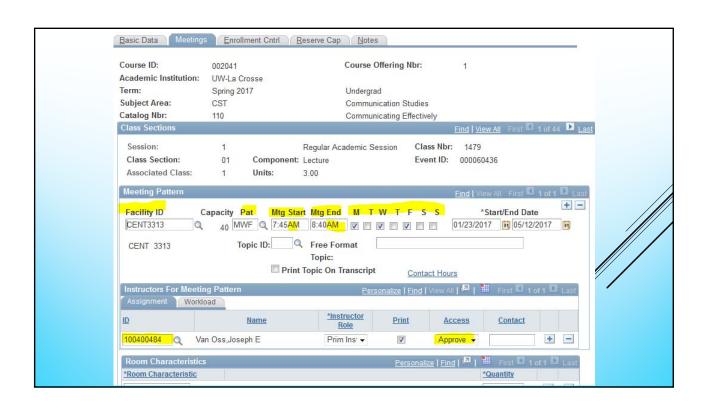# SCHEDULE CLASS MEETINGS: COMBINED CLASSES BF

- **Schedule Class Meetings:**
  - For combined classes: This is the **only** place to update instructor, room, and meeting times. Enrollment caps are updated in the Maintain Schedule of Classes screen.
  - View/edit one section at a time.
  - View/edit Meeting and Enrollment Cntrl tabs.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

| Meetings | Enrollment Cntrl |

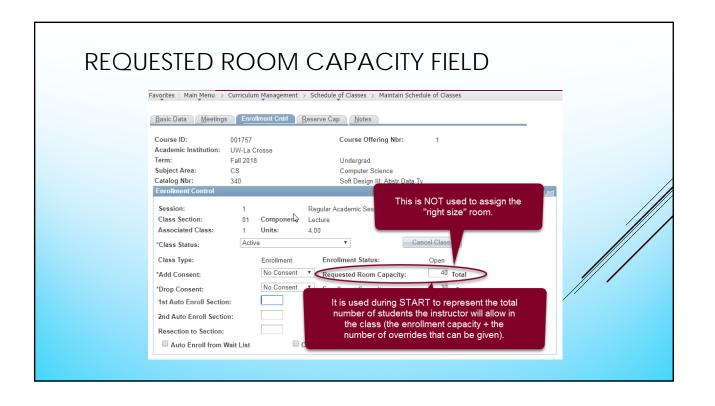| Course ID: | 002041 | Course Offering Nbr: | 1 |
Academic Institution:	UW-La Crosse		
Term:	Spring 2017	Undergrad	
Subject Area:	CST	Communication Studies	
Catalog Nbr:	110	Communicating Effectively	

Class Sections

THE MEETINGS TAB

- Enter meeting days/times
  - Pat: You can select a standard pattern from the list if your class is a 2 or 3 credit course. The days will automatically be entered for you.
  - Mtg Start Mtg End: **Classes must start at a standard meeting start time, which are listed in the Classroom Scheduling Policy.** Remember to enter AM or PM, otherwise the system will see it as 24-hour/military time. If you chose a pattern already, the end time will be prepopulated for you.
  - Days of the week
  - *Don't change the Start/End Dates!* Notify us if you need different dates (usually happens for summer courses).
- Enter Instructor(s) ID.
  - Make sure they are marked "Approve" under Access.
- Enter Facility ID if a room is available
  - Can use priority rooms during the priority scheduling period.
  - Actual seat capacity of the assigned room will appear once a room is entered.
    - Beware: Enrollment total CANNOT be higher than the seat capacity.
- Enter topic title for a section, if necessary.
  - Select from Topic ID box. Do not check "Print Topic on Transcript." If you don't see your topic in the Topic IDs, contact the Records office to add it. Or put your title in the Free Format box and let the Records office know its there.

HOT TIP! If the section is combined, you can only make these changes through the Schedule Class Meetings (BF) page. Enter the change on one section and all combined sections will be updated.

ENROLLMENT CNTRL TAB – PART 1

- **Enrollment Capacity** & **Total**
    - <u>Enrollment Capacity</u> – total students allowed in that individual section. This number can be overridden by the system with the Class Permissions or by the Records office through a paper override. This is the number that determines the size of the room assigned by the scheduling software.
    - <u>Total</u> – number of students currently registered. This can be less than, equal to, or more than the enrollment capacity or the room's capacity.
- **Requested Room Capacity**
    - The Requested Room Capacity is NOT used by our Ad Astra scheduling software. The requested room capacity is used for reporting/tracking purposes.
    - HOT TIP: Requested Room Capacity should never be lower than the Enrollment Capacity.
    - Some ways to use it would be:
        - To keep track of the top enrollment capacity for that section once the room scheduling is done and the Enrollment Capacity field is set to "0."
        - If a combined section, this number can indicate the top enrollment amount for both sections together.
- The capacity of the actual room assigned can be found on the Meetings tab, next to the Facility ID. **The Enrollment <u>Total</u> must not be higher than the capacity of the room.**

- <u>**SUPER HOT TIPS! The Room Scheduling Use of Enrollment Capacity:**</u>
    - **By the scheduling deadline,** the actual <u>Enrollment Capacity for the section must be entered</u> into the Enrollment Capacity field. Without a number here, the software won't assign a room. With an exaggerated low number, a room that might be too small will be assigned.
    - **After the Records Office finishes scheduling,** departments can change the Enrollment Capacity to "0" or a lower number in order to control the registration process.

Enrollment Status:	Closed	
Requested Room Capacity:	22	Total
Enrollment Capacity:	22	22
Wait List Capacity:	10	1
Minimum Enrollment Nbr:		

REQUESTED ROOM CAPACITY FIELD

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes |

Course ID: 001757   **Course Offering Nbr:** 1
Academic Institution: UW-La Crosse
Term: Fall 2018   Undergrad
Subject Area: CS   Computer Science
Catalog Nbr: 340   Soft Design III: Abstr Data Ty

Enrollment Control

Session: 1   Regular Academic Ses
Class Section: 01   **Component** Lecture
Associated Class: 1   **Units:** 4.00
*Class Status: Active   Cancel Class

Class Type: Enrollment   **Enrollment Status:** Open
*Add Consent: No Consent   **Requested Room Capacity:** 40 Total
*Drop Consent: No Consent
1st Auto Enroll Section:
2nd Auto Enroll Section:
Resection to Section:
☐ Auto Enroll from Wait List

This is NOT used to assign the "right size" room.

It is used during START to represent the total number of students the instructor will allow in the class (the enrollment capacity + the number of overrides that can be given).

ENROLLMENT AND ROOM CAPACITY

SUBMITTING SCHEDULING REQUESTS:
YOUR SCHEDULING BFFS

- **Requests to create a new section** should include:
  - Course prefix, number, and section number (if known)
  - Whether in-person, online, or hybrid/blended
  - Whether the section will be combined with another section and the same info for that section(s).
  - If a variable credit course, how many credits it needs to be
- **Requests for a room/building** should include:
  - Course prefix, number, and section number (if known)
  - Instructor
  - Time/days of week the section is being offered
  - Estimated size of class (what size room is needed)
  - Reason the room/building is needed (e.g. no space left in priority rooms, special needs)
- **Requests to delete/cancel a section** should specify the exact section to be deleted
- Where to send:
  - recordssched@uwlax.edu (**HOT TIP! Both Janelle and Stephanie check this email box!**)
  - jnelson2@uwlax.edu
  - sspeer@uwlax.edu
- Requests can come in while you are still working on the schedule or all together at the end when you are done with your schedule. Whatever works best. We just ask that if you have more than one request coming, to try and send them together in one email. It is much easier to keep track of fewer emails.

ROOM SCHEDULING REMINDERS

▶ CENTRALLIZED ROOM SCHEDULING: Departments will only enter facility IDs for department lab rooms. All general access lecture classrooms will be assigned by the Records and Registration Office.

▶ Sections with an enrollment capacity of zero will NOT be assigned a room.

▶ Departments will be notified when it is ok to adjust enrollment caps to control enrollment and save seats for START.

▶ Registration begins (generally): for Summer - first week in April; for Fall – 2nd week in April (June for new freshmen); Winter – first or 2nd week of November; Spring – 2nd or 3rd week of November

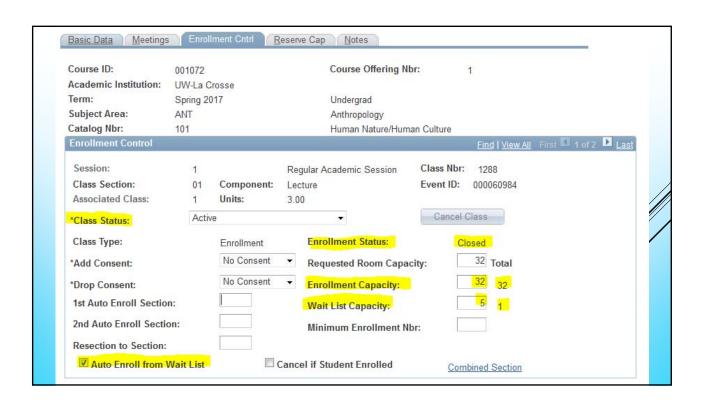▶ Instructors should contact department ADA with room request changes.

ENROLLMENT CNTRL TAB – PART 2

▪ **Wait List Capacity** & **Total**
  ▪ Wait List Capacity – top number of students allowed to register for wait list at one time.
  ▪ Total – number of students currently on the wait list. This can't get larger that the wait list cap.
▪ **Enrollment Status:** this status is visible to students searching.
  ▪ Open – when the Enrollment Capacity is **higher** than the Total.
  ▪ Closed – it can be closed for more than one reason.
    ▪ Enrollment capacity is at "0"
    ▪ Total registered is equal to or more than the Enrollment Capacity.
    ▪ For combined sections, the total students registered in both sections is more than combined total for the sections.
▪ **Instructor/Department consent** – this is the "Add Consent" field. If consent/permission is required, students can't get in without an override, even if the enrollment status is "Open." The information in this field is carried over from the catalog, but it can be changed on a section by section & term by term basis.
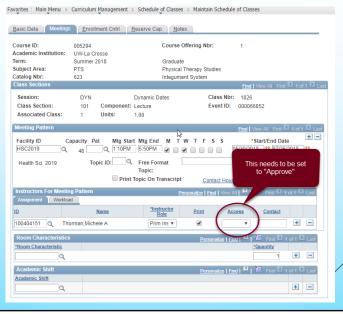
ENROLLMENT CNTRL TAB – BUT WAIT, THERE'S MORE!

- Class Status
    - <u>Active</u> – Visible to students; they can register into the section if its open
    - <u>Tentative</u> – Not visible to students; enrollment status set to closed so students can't register in the section. This is easily changed to active & visible when/if you decide to offer the section. <u>HOT TIP! Best to use **before** registration starts.</u>
    - <u>Stop Further Enrollment</u> – Not visible to students; enrollment status set to closed so students can't register in the section. This is very similar to "tentative" but indicates registration already started in the section. Can use as a temporary stop on enrollment if you're unsure if keeping a section or not. Once you are sure if will be cancelled, notify all students who are register and then contact the Records Office to cancel class.
    - <u>Cancelled</u> – Not visible to students; enrollment status set to closed so students can't register in the section. Only use after registration has started
        - Always notify Records if cancelling a class. The Records Office will drop the students who are registered. *The Records Office will only cancel a class AFTER the department has notified all students registered.* The class roster will disappear once the section is cancelled.
        - Always notify the Records Office if changing a cancelled class back to active. Students who may have been registered in it before will need to register again. A new room may have to be found for this class.
- If "Auto Enroll from Wait List" box is checked
    - The auto-enroll waitlist function runs once a day. When a seat opens up and there are students on the waitlist, the section will still appear as closed until after the function has run (4:15pm). If none of the students on the list are eligible to get in, then the section will open to others.
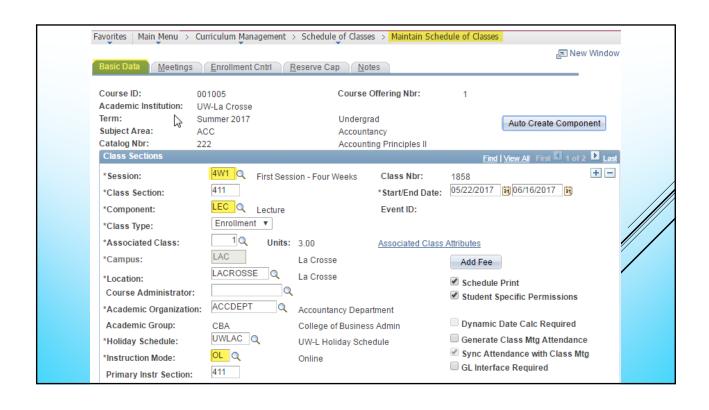
INSTRUCTOR ACCESS TO GRADES

BASIC DATA TAB

- The Basic tab is viewable only and contains valuable information about a class section. Contact the Records Office if something needs to be changed.

- **Session** – Preset periods of time with identified start and end dates controlling many events and functions in WINGS
  - **Standard Sessions:**
    - Fall and Spring: Regular, 7 weeks (7W1 or 7W2)
    - Winter Intercession: Mini
    - Summer: 3, 4, 6, 8 or 12 week sessions (4W1, 4W2, 4W3, etc.)
  - **Dynamic Dates** – a special session with start/end dates different from a standard session where event deadlines are calculated manually based on actual dates the class meets

- **Class Section** – There is a numbering system used when assigning section numbers.
  - Examples: Online sections start at 411; study abroad section start at 600.

- **Component** – type of class format is being used to teach the material
  - Examples: Lecture, Lab/Studio, Field, Independent Study

- **Instruction Mode** – how the material is being delivered
  - Examples: In person, Online, Hybrid, Independent Study

- **Course Topic ID** – Must be on Basic Tab to be searchable/visible in the class timetable. It also prints on the transcript.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

New Window

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID:	001005	**Course Offering Nbr:**	1
Academic Institution:	UW-La Crosse		
Term:	Summer 2017	Undergrad	
Subject Area:	ACC	Accountancy	Auto Create Component
Catalog Nbr:	222	Accounting Principles II	

Class Sections   Find | View All First ◀ 1 of 2 ▶ Last

*Session:	4W1	First Session - Four Weeks	**Class Nbr:** 1858
*Class Section:	411		*Start/End Date: 05/22/2017 06/16/2017
*Component:	LEC	Lecture	**Event ID:**
*Class Type:	Enrollment ▼		
*Associated Class:	1	Units: 3.00	Associated Class Attributes
*Campus:	LAC	La Crosse	Add Fee
*Location:	LACROSSE	La Crosse	☑ Schedule Print
Course Administrator:			☑ Student Specific Permissions
*Academic Organization:	ACCDEPT	Accountancy Department	
Academic Group:	CBA	College of Business Admin	☐ Dynamic Date Calc Required
*Holiday Schedule:	UWLAC	UW-L Holiday Schedule	☐ Generate Class Mtg Attendance
*Instruction Mode:	OL	Online	☑ Sync Attendance with Class Mtg
Primary Instr Section:	411		☐ GL Interface Required

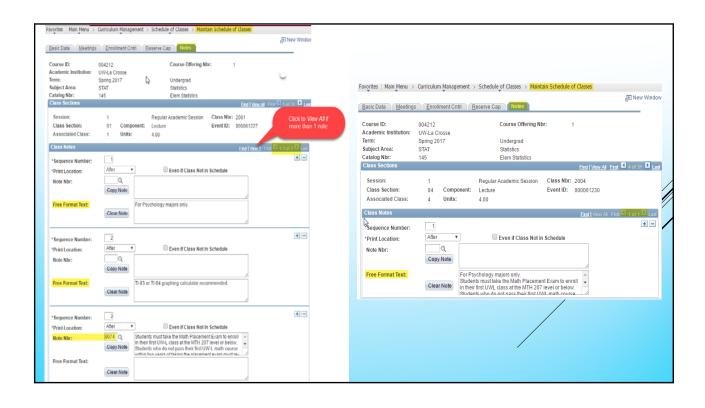# NOTES TAB

- The Notes tab is viewable only and contains additional information about a class section. Contact the Records Office if something needs to be changed.

- Rolled over from previous term and needs to be reviewed each term

- Two Types: **Predefined Notes** or **Free Format Text**
  - Can have more than one note on a section

- Wings Query Sample: Will be sent out after classes "roll-over."

Term	Subj	Catal	Sec	Descr	Free Format Descr	Note Nbr	Descr
2177	STAT	145	01	Elem Statistics	For Psychology majors only.		
2177	STAT	145	01	Elem Statistics	TI-83 or TI-84 graphing calculator recommended.		
2177	STAT	145	01	Elem Statistics		0074	Students must take the Math Placement Exam to enroll in their first UW-L class at the MTH 207 level or below. Students who do not pass their first UW-L math course within two years of taking the placement exam must re-take the exam.
2177	STAT	145	04	Elem Statistics	For Psychology majors only. Students must take the Math Placement Exam to enroll in their first UWL class at the MTH 207 level or below. Students who do not pass their first UWL math course within two years of taking the placement exam must re-take the exam. TI-83 or TI-84 graphing calculator recommended.		

9

CLASS NOTES REMINDERS

▸ Special course fees must be disclosed.

  ▸ Special course fee request form – Cashier's Office

  ▸ Class Note added to each section

  ▸ Pre-defined class note 006: This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details.

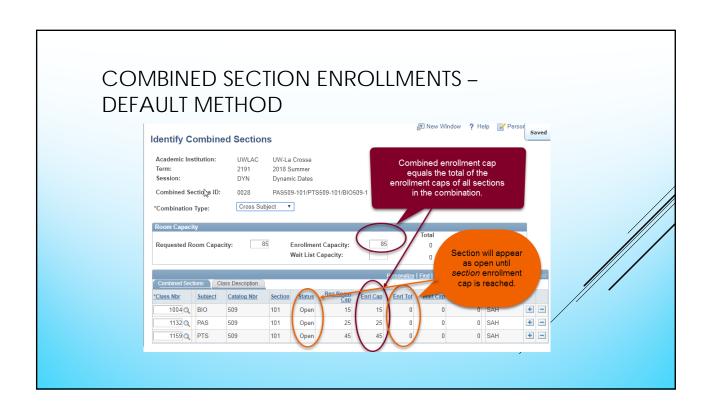▸ Class notes roll over from last year to this year. If they should be changed, let your scheduling contact know.
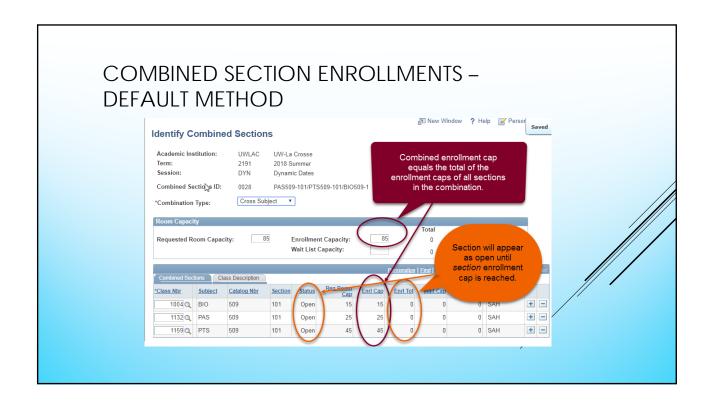
COMBINED SECTIONS – MORE HOT TIPS!

- Slash courses, cross-listed courses and different sections of the same course taught in the same room with the same instructor(s) are all different types of combined sections.

- **Best Practice for keeping track on Enrollment Cntrl tab** – Requested Room Capacity on each class section should be equal to or greater than the **sum of all the enrollment caps** in the combined section, AND the Requested Room Capacity should be the **same for all sections** in the combined section.

- Enrollment cap by section vs. total enrollment for the combined section can have different outcomes on class status.
  - If it does not matter which section the enrollments are in, set the enrollment cap for all sections to be the total of the combined sections. Outcome: All sections will be "open" until the combined section table enrollment cap is reached.

COMBINED SECTION ENROLLMENTS – DEFAULT METHOD

COMBINED SECTION ENROLLMENTS – DEFAULT METHOD

COMBINED SECTION REMINDERS

▸ Waitlist are not allowed on combined sections.

▸ Use Schedule Class Meetings not Maintain Schedule of Classes to make changes to meeting pattern or instructors.

WRITING EMPHASIS & GRADUATE INSTRUCTORS

- Instructors need to be certified if they are teaching Writing Emphasis sections or if they are teaching a graduate-level course.

- **Writing Emphasis Information**
  - https://www.uwlax.edu/catl/writing-programs/writing-emphasis-certification/
  - Let the Records Office know which sections need to have Writing Emphasis added or removed.
    - **Adding** Writing Emphasis
      - Good: Before class begins
      - Better: Before registration begins
      - Best: Before the schedule goes live
    - **Removing** Writing Emphasis is best before the schedule goes live (where students will see it as WE) and goes downhill quickly from there.
      - After registration begins, departments need to notify the students that the class is not writing emphasis.

- **Graduate Level Instruction**
  - Contact the Graduate Studies Office to see if the instructor is approved to teach. This is includes instructors for slash courses.

OTHER SCHEDULING TIPS & REMINDERS

1. You will be notified of the deadline to finalize your department's schedule by email.

2. To print an entire Department schedule for the term – see Handout.

3. Remember to check your sections' notes (on Maintain Schedule of Classes screen) and notify the Records Office of any changes.

4. Do NOT update the meeting DATES of a section. The Records Office has to update the Basic Data tab with the correct session and/or dates.

5. Textbooks – The Records Office does not have access to the textbooks screen. If textbooks need to be removed or changed and you don't have access, you will need to contact Textbook Rental.

6. Combined Enrollment Caps – For combined sections, the combined cap can only be updated by the Records Office. However, caps on the individual sections can still be made by departments.

7. **HOT TIP! A Computer Lab Request Form is required for every term in which you need a computer lab.**
   - This necessary to keep track of how much space is available each semester so open time slots can be assigned to sections making new requests.
   - Request form located on the Records Office website, under Faculty & Staff Resources > Classroom Reservations > Computer Classrooms.

NEW STUDENT REGISTRATION (ST.A.R.T.)

- **Saving seats for ST.A.R.T.** (STudent Advising, Registration, and Transition) days
  - Let Janelle or Victoria know how many seats can be saved in each individual general education section and what the end enrollment cap will be. We need this information by:
    - **Monday, March 20th**
  - We will open a certain amount of seats in each section day by day during the START registration, based on how many total seats each department OK's.
- **Flexible planning to help students register**
  - To effectively plan, please provide the Records office the following information for each of your general education sections:
    - Total enrollment cap for section
    - Number of seats to save in each section for START
    - Number of seats over the cap you are willing to go over if necessary

Resources

- **recordssched@uwlax.edu** (**Both Janelle and Stephanie check this email box!**)

- **Janelle Nelson – SAH and CBA**
  - jnelson2@uwlax.edu

- **Stephanie Speer – CLS, SAC, and SOE**
  - sspeer@uwlax.edu

- **Academic Scheduling help page:**
  - **https://www.uwlax.edu/records/faculty-staff-resources/academic-scheduling/**
  - Includes link to computer classroom request form
  - Includes link to online Classroom Directory