

SOC Checklist

A. *UDSIS-Curriculum Management-Schedule of Classes-Schedule New Course* (if setting up a course that has not rolled from previous term) or *Maintain Schedule of Classes* (if setting up a course/section that did roll from previous term).

- Search for course and click to choose.
- Basic Data Tab**-click arrows to find correct section or click the “+” box to add a new section.
 - CLASS SECTION & ASSOCIATED CLASS (Associated class should be section number without leading zero) i.e. section 010 would be associated class 10, 080 would be 80, 710 would be 710, etc.**
 - Associated class for 000 sections would be 1, 002 would be 2, etc.**
 - 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 - Dept. who owns the course-Auto populates.
 - If PCS (Professional Continuing Studies) appears as the Academic Org- DO NOT TOUCH.
 - Instruction Mode-Choose from look up. Must choose “Travel” for study abroad.
 - If a topic is needed, choose from the look up. If the required topic is not listed, contact the Scheduling office to add it to the Course Catalog. Email the topic exactly as it should be entered-30 characters including spaces and in ALL CAPS. Once this is done, go back to the Basic Data Tab and choose it from the look up.
 - Class Attributes- should be blank, remove any by clicking the “-“ box.
 - Schedule Print is the only box that needs to be checked.
 - SAVE
- Meetings Tab**-Choose Meeting Pattern ON SEQUENCE and enter start/end times. Verify correct days are checked.
- Assign instructor(s)-use look up. To put list of names in alpha order, click on the “Name” column. Choose Instructor Role and check mark “print” box for name to appear in Registration Book or keep unchecked for name not to appear. Access-**must be “Approve” for them to enter grades/approve grade roster**. If a new instructor needs to be added to UDSIS, contact the Scheduling office.
- SAVE
- Enrollment Cntrl Tab**-Enter required information.
 - 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. Schedule Print box on Basic Data Tab is NOT checked so the course does not show up on course search. The Instructor’s name can also be deleted so that the course does not appear on their schedule.
 - Active- when section is being offered.

- Stop Further Enrollment-When registration has already begun and a section needs to be cancelled. Or, used during registration when the department/instructor wants to even out enrollment among the different sections.
 - Cancel- DO NOT USE-contact Scheduling office when a course must be cancelled and after status has been changed to Stop Further Enrollment.
- Consent
- Enter Enrollment Capacity.
- 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.
- SAVE
- Notes Tab-** To add a note to the course, click on the "+" box on the right hand corner.
- Choose any required notes for the course from the look up box next to Note Nbr.
- To delete a note that is not needed, click on the "-" box on the right hand corner. This must be done rather than just deleting the text.
- DO NOT enter notes into the Free Format Text box- send all free format notes to the Scheduling office to enter. This completes what needs to be entered in Schedule New Course or Maintain Schedule of Classes-SAVE.

B. *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 each time-variable units do not roll.
- DO NOT CHANGE COURSE COUNT OR BILLING FACTOR! They must be 1.**
- 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, PNP, or SG. If no grade is associated with the course, the grading basis should be NOG.
 - Graded Component- whichever component (Lecture, Lab, Discussion) the instructor wants to grade by but must be chosen BEFORE registration begins.
 - Requirement Designation-Must be updated with each term, most of these do not roll. Choose from the lookup.
 - Grade Roster Print-Component for regular sections, None for NOG grading basis, Instructor for "000" sections.
 - Class Components- A row should exist for each component. If one component is not being offered that particular term (lab for example), click on the "-" box to remove it or check mark the "optional" box.

- If a final exam will be offered, the “Yes” is chosen on the Primary Component row. If it is not determined whether or not a final will be offered, it is better to put yes-it can always be cancelled later but NOT added.
- SAVE

- For Cross Listed Courses- DO NOT ENTER in UDSIS- email Sandy with the following information once it has been agreed upon by both Departments:
 - Term, Subject Area and Catalog number
 - Section Number
 - Meeting patterns
 - Enrollment numbers for each section
 - Faculty name
 - Notes

- For Combined Sections (Non-Honors w/ Honors, Dual-listed), enter them but email Sandy so she can combine them. If not offering a section of a course that is combined with another section, DO NOT DELETE that section- email the Scheduling office to do this.

- For Cross-Listed/Combined courses, once set up is complete and saved, any changes to times, days or instructors that need to be made must be done in *Curriculum Management-Schedule of Classes-Schedule Class Meetings*. Search for course and then make necessary changes. Let Scheduling office know so the classroom assignment can be checked.

- Any changes to dates must be changed first on the Meetings Tab page and then on the Basic Data Tab page.

- Any Reserve Capacity information must be sent to Di Davis in the Registrar’s Office.

- Training website: <http://www.udel.edu/UDSISproject/info/training.html>

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