Student Information System (SIS)

Academic Scheduling Training Manual
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Course Identification Numbers

- To update or view course data from the Course Term Maintenance file, the course identification number must be entered on the IA-Plus action line.
- The course identification number consists of:
  - up to 4 alphabetic characters for the subject such as ENGL
  - 3 numerals for the course number such as 001
  - 1 character for the letter segment or suffix (if applicable) such as A
  - 3 numerals for the course section number such as 016

Course data is extracted from screen 125(Course Inventory Maintenance)
- Course data must be approved by the Committee on Courses before it can be offered in term
- Attempts to add pending course in term will result in one of the following error messages:
  - No Course in Inventory for Term
  - No Course Inventory for TProvisional
Courses with revisions that affect data in inventory will be discontinued in inventory (screen 125).
Courses that have revisions that affect data in inventory must be deleted from the new term.
To obtain specific information about a course, check CRAMS: [http://crams.ucr.edu/crams/courses.search](http://crams.ucr.edu/crams/courses.search)

Check the status of a pending course in CRAMS: [http://crams.ucr.edu/crams/courses.search](http://crams.ucr.edu/crams/courses.search)
Questions about the course approval process should be directed to the Courses Specialist at extension 22459.

**Subtitle Screen**
- Screen 126 lists subtitles used for segments
- View list of subtitles for umbrella courses or segments
- If the subtitle is not listed on screen 126 in SIS, contact Academic Scheduling at extension 23408

Use the number in the Code field on screen 126 to update the Subtitle Code field on screen 129.
Type “S” in the Subtitle Print field on screen 129 so the subtitle will print online with other course information.
Adding a Course Section to the Course Term File

- On SIS screen 129(Course Section Maintenance) in the course ID field, type the course number such as MATH005 001
- In the term field, type in the term such as 07W
- In the Function field, type “A” to add
- Press the Enter key

Updating Course Information in SIS (screen 130 - Course Section Meeting Schedule)

- After adding your course in Term, update the pertinent scheduling information on screen 130
- In the Course field, type in the course
- In the Term field, type in the term
• Press the Enter key
• In the Schedule Print field, the default is blank to print in the SOC
• In the Schedule Print field, type “N” if you do not want the course to appear online in the SOC
• In the Max Enrollment field, type in the total number of students that can enroll
• In the Expected field, type in the number of students that are expected
• Note that the Max Enrollment controls the enrollment, when that number has been met the class will be in “closed” status
• In the Days field, type in the day(s) course is offered
• In the Start Time field, type in the beginning time using standard times (see standard times chart)
• In the Ending Time field, type in the ending time
• In the ACT field, SIS automatically fills in first activity
• If one secondary activity is listed on the second line, you must fill in the ACT field with that activity code

Adding a Lecture with Multiple Secondary Activities

• Multiple secondary activities must be added in separately
• Incorrectly added secondary activities will not be linked to the lecture
• Secondary activities that are not correctly linked to the lecture will prevent proper enrollment

Screen 129 - Course Section Maintenance

Adding Primary Activity

• Add the primary activity first
• In the Course field, type in the course ID number such as MATH005 001
• In the Term field, type in the term such as 07W
• In the Activities field, all approved activities are listed
• To add only the lecture, use the space bar to remove the LCA code
• Only LEC should remain in the activities field
• Press the Enter key to update this activity section in SIS

Adding Secondary Activities

• Add the secondary activities after you have successfully added the lecture
• In the Course field, type in the secondary activity course number such as MATH005 021
• Type in the appropriate term in the term field such as 07F
In the Activities field, remove the LEC activity
In the Function field, type “A”
Press the Enter key to update
Repeat the steps above to add more secondary activities

Viewing the results

- Screen 105(Course Section Scan) lists the lecture and all secondary activities that you added for a specific course
- Notice that the lecture and each of the LCA sections have their own call number
- Individual call numbers allow the students to register for a lecture and one of the LCA sections of the student's choice.

- Properly added lectures and secondary activities have the “CA” code on screen 131(Section Registration Controls) which link them as shown below
- Any sections that do not have the proper CA coding on screen 131 are not linked and will prevent successful enrollment
- Although grouping codes in the Activity Group field help to identify which sections are grouped with a specific lecture, group codes do not link the lecture with the secondary activity
Adding Multiple Lectures with Multiple Secondary Activities

- To ensure proper enrollment in all approved activities for a course you must follow the steps listed below if you are adding two or more lectures with multiple activities
- Add the first lecture and all of its secondary activities such as LEC and LCAs
- Then add the second lecture and all of its secondary activities
  - This method lists the secondary activities for the first lecture directly below the first lecture in the SOC
  - It lists the secondary activities for the second lecture directly below the second lecture
  - This method links the secondary activities to the primary activity with the CA code on screen 131
- Grouping codes link secondary activities to a particular lecture
  - This will eliminate confusion for the students during enrollment
  - This will also reduce the number of calls from students who can not figure out which sections are linked to a specific lecture.
• Note in examples above how the lecture numbered section number 010 is listed after all LCAs linked to the first lecture numbered 001.

• Group code A has been used to link lecture 001 with sections 2 thru 8 while group code B has been used to link lecture 010 with sections 11 through 17 as shown below
What if I make a mistake?

- You can correct the error as long as the SOC has not gone online yet
- If the SOC has gone online, call Scheduling and ask for assistance
- If the SOC has gone online, the error may not be corrected until 3rd week

Example:
How to correct a lecture with multiple discussions that has been incorrectly added to term:

- On screen 129, type the course number in the Course field such as MATH005 001
- In the term field, type in the term such as 07W
- In the FNC field, type “D” to delete that course section
- Now, re-add the course section in its proper format as mentioned in the section called “Adding Multiple Lectures with Multiple Secondary Activities”

Updating Enrollment Limits

Maximum enrollment field:

- Update enrollment limits in both the Max Enrollment and Expected fields on SIS screen 129 or 130.
- Maximum enrollment will close the course after the number entered in this field has been reached
- The maximum enrollment number entered in this field must not exceed the assigned room’s capacity
A blank maximum enrollment field will place the course in “closed” status and prevent enrollment
The system default number for this field is 30
Using 999 in the maximum enrollment field indicates that unlimited enrollment is allowed

Expected Enrollment field:
The number entered in the expected enrollment field indicates the number of students that will be allowed to enroll
A number entered in this field indicates to Academic Scheduling that a general assignment room is needed
A number must be entered in this field in order for Scheduler 25(scheduling program) to assign a room
If no number has been entered in this field, it indicates that a department room will be assigned to the course
If no number has been entered in this field, the course will not appear on scheduling reports

Using a Waitlist for a Course
For information about how to use a waitlist for a course, go to the Registrar’s website: http://registrar.ucr.edu/Faculty+and+Staff/Wait+List.htm

Updating Course Information for Room Scheduling – (screen 130-Course Section Meeting Schedule)
After adding your course in Term, update the pertinent scheduling information on screen 130
In the Course field, type in the course
In the Term field, type in the term
Press the Enter key
In the Schedule Print field, the default is blank to print in the SOC
In the Schedule Print field, type “N” if you do not want the course to appear online in the SOC
In the Max Enrollment field, type in the total number of students that can enroll
In the Expected field, type in the number of students that are expected
Note that the Max Enrollment controls the enrollment, when that number has been met the class will be in “closed” status
In the Days field, type in the day(s) course is offered
In the Start Time field, type in the beginning time using standard times (see Standard Times chart)
In the Ending Time field, type in the ending time
In the ACT field, SIS automatically fills in first activity
If one secondary activity is listed on the second line, you must fill in the ACT field with that activity code

Renumbering a Course Section Number

- Renumbering can be used to correct an incorrectly numbered course section before enrollment begins
- Course data from the old section number will automatically be transferred to the renumbered section
- To renumber course section numbers:
  - On SIS Screen 129(Course Section Maintenance), enter the course number in the Course field
  - In the term field, enter the term
  - Press the Enter key
  - In the Function field, type “X”
  - In the X=Change to Section field, type in the correct section number
  - Press the Enter key to update
  - To review the results, go to screen 105

Example:
The laboratory sections for BIOL 102 001 have been edited to exclude section 023, which was deleted.
The remaining sections are listed as:

```
BIOL 102-021
BIOL 102-022
```
BIOL-102-025 should be renumbered to section 023 to reflect a correct numerical sequence as shown below.

Course Deletions
- Courses can only be deleted before the Schedule of Classes goes online.
- After the SOC goes online, courses that are not being offered can only be cancelled.
- Deleting a course from term will remove all data in SIS on the scheduling screens and the data can not be retrieved.

To delete a course:
- On SIS screen 129(Course Section Maintenance), type the course number in the Course field.
- In the term field, type the term.
- Press the Enter key.
- In the FNC field, type “D” to delete.
- Press the Enter key.
To delete a cross-listed course on SIS screen 130 (Course Section Meeting Schedule):

- On SIS screen 130, the secondary department must remove the “SP” code in the Cross Listing field **first**
- On screen 130, the primary department must remove the “PP” code in the Cross Listing field only **after** the “SP” code has been removed
- It is crucial that the SP code is removed before the PP code or the course will be stuck in SIS
- For assistance when a cross-listed course is stuck in SIS due to incorrect deletion, call Scheduling at extension 23408
- On SIS screen 129 (Courses Section Maintenance), type the course number in the Course field
- In the Term field, type the term
- Press the Enter key
- In the FNC field, type “D” to delete
- Press the Enter key
Canceling a Course

- Placing a course in Cancelled status prevents enrollment
- Cancelling a course in SIS releases the assigned room, removes the faculty name and enrollment

To Cancel a Course:

- On screen 132 (Section Faculty Assignments), type “CAN in the SSN field
- Press the Enter key
- From the list, choose number that is designated for Cancelled
- Press the Enter key to update
- Note that the faculty name has changed to CANCELLED
- On screen 129, in the Status field, type “X” to cancel
- Press the Enter key to update the course cancellation
- To release the students from the course, go to the SEC screen and type “D” in the first field under Page Globals
- In the third field under Page Globals, type “D2”
- Press the Enter key to release the students
- Note that all students on the roster have a Cancelled in the Message field to the right of the screen
- If more than 15 students enrolled, repeat the steps above for the SEC screen cancellation until all students are cancelled
- Go to SIS screen 105(Course Section Scan) to make sure that the section has a notation of cancelled by it
- Make sure that all students have been cancelled(released)
- Skipping any of the above steps will result in a course that is not completely cancelled
- If you cancel the primary activity for a course such as a lecture, you must also cancel all of its secondary activities
Re-opening a Canceled Course Section

- On SIS screen 129(Course Section Maintenance), change the status to “Open” by typing “O” in the status field
- Press the Enter key
- On SIS screen 132(Section Faculty Assignments), type in the instructor’s last name in the Instructor SSN field
- Press the Enter key to choose the instructor’s name from a list
- Choose the number to the left of the instructor’s name that you want to use
- Press the Enter key to update
- If more than one instructor for the course enter that name on the second line and follow the same steps as above to choose the name from the list again.
- If you need a general assignment classroom for this re-opened course, contact Scheduling
- If you are using a department classroom, assign the room to the course on SIS screen 130 by using the “R” code in the FNC field
- Press the Enter key and enter the building and room number in the fields provided
Updating Course Section Subtitles

- On SIS screen 126 (Course Subtitles), enter the course ID number in the Course field.
- In the Term field, enter the term
- Press the Enter key
- From the list of subtitles provided, choose the number in the Code field that has been designated for the subtitle you want to use
- On SIS screen 129 (Course Section Maintenance), enter that Code number in the Subtitle Code field
- In the Subtitle Print field, type “S” so it will print in the online Schedule of Classes
- If the subtitle that you want to use is not on screen 126, check in CRAMS for this course to see if it has an approved subtitle in the course form
- If the approved subtitle is not in SIS screen 126 contact Scheduling at extension 23408

Viewing Course Description Information

- To view current course information, go to the CRAMS website:
  http://crams.ucr.edu/crams/courses.search
- Always refer to the CRAMS website when adding a course to a term
To retrieve course information, from the Subject Area drop down list choose the subject such as Art History (AHS)
From the Course Number field, type in the course number such as 112
In the Course Tracking field, choose Approved for current approved course information
Click on the Search button at the bottom of the screen
On the following screen, click on the link for the current approved version; it is crucial that you choose the current version
To determine which link to choose for current effective course information, view the first effective term field and the year field.

Normally, the most current version is at the top of the list but you should verify by checking these fields.

According to the screen copy above, Spring 2004 is the 1st effective term for AHS 112’s current version so if you are entering the course for 04S or later you would use the first link.

Click on first link in the Course Number field.

For a printable view and for easier reading, click on the Printable Form link above the course title.
To view current approved prerequisites for AHS 112, go to the field on Course form labeled “Prerequisites”

Only prerequisites listed in this field can be used in SIS.

If a prerequisite in this field says “one course in STAT or equivalent” but does not list the actual course, you can not list the STAT course.

It is necessary to have exact course numbers approved in this field if you want to list actual course numbers in SIS.

For AHS 112 in 04S, you can only list AHS 027 or ANTH027 on screen 131 in SIS
- In the “If repeatable, may be taken more than once per quarter” field, it must say “Yes” if you want to allow students to take more than one segment of the same E – Z course in the same term.
Updating Class Times

The following codes are used to designate the days of the week
- M – Monday
- T – Tuesday
- W – Wednesday
- R – Thursday
- F – Friday
- S – Saturday
- U - Sunday

- MWF classes begin at 10 minutes after the hour and end on the hour such as MWF 8:10 – 9:00 AM
- TR classes begin at are 1 hour and 40 minutes in duration such as TR 9:40 – 11:00 AM
- University Village classes have their own unique time to allow for travel time from campus to the village
- Village times can not be used in campus rooms, see chart for Village times
- Campus times can not be used in Village rooms, see chart for Campus times

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<th>Standard Campus Class Times</th>
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- Class times in SIS for a course must conform to the total number of activity hours that the course was approved for in CRAMS
Class activities that do not have an established total number of class instruction hours must be listed as TBA in the Days field only on screen 130 in SIS.

**Building Code Abbreviations**

- When requesting a general assignment classroom, please use the following abbreviations:
  - OLMH – Olmstead Hall
  - HMNSS – Humanities and Social Sciences
  - UNLH – University Lecture Hall
  - PRCE – Pierce Hall
  - UV THE – University Village Theatre (8, 9, 10)
  - BOYHL – Boyce Hall
  - BRNHL – Bourns Hall
  - SPR – Sproul Hall
  - CHUNG – Winston Chung Hall
  - INTS – CHASS Interdisciplinary South
  - SPTH – Spieth Hall
  - STAT - Statistics
  - PHY - Physics
  - INTN – CHASS Interdisciplinary North
  - LFSC – Life Sciences
  - WAT- Watkins Hall
  - SURGE – Surge Building
  - MSE – Materials Science and Engineering

**Requesting a General Assignment Classroom**

- To request a general assignment classroom during the First Call, Second Call or Department Proof period, you must submit your request in an email to Academic Scheduling by the deadlines mentioned in the First Call memo that Scheduling sends to Academic departments
- In addition to the written request, you must enter the following information on screen 130 so Academic Scheduling can generate a room search for a room that seats the number of students expected
- On SIS screen 130, in the Max Enrollment field enter the total number of students that will be allowed to enroll
- In the Expected field, enter the number of students that you expect to enroll or want to allow to enroll
- In the Days field, enter the day(s) code(s) that the course will meet such as MWF or TR or the code for one day if it is a one day class
- In the Start Time field, enter the time the class will begin; check the time chart above for standard times used in general assignment classrooms
- Do not use colons in the time; use the following format: 0840AM
- In the Stop Time field, enter the time the class will end; check the time chart for standard times used in general assignment rooms
- Use the standard format for ending time such as 0900AM
- If a course only has one activity, SIS will automatically insert that activity code in the ACT field
- If there are multiple activities, you must enter the activity codes in the ACT field for each line as you enter the day/time information for each activity
Classroom Scheduling Requests
All requests for general assignment classrooms are reviewed for scheduling placement. In the event of a conflict, the Scheduling guidelines state:

“Priority will be given to the courses which demonstrate the highest seat utilization based on current projections and end of third-week enrollment figures for the last three terms the course was taught …”
A prior course enrollment analysis is done to determine the classroom scheduling assignment. (The information used can be found on the (Summary Statistics) SIS screen 127.) Departments will be notified to assist in resolving classroom conflicts and for suggestions on alternate class times.

Note: Summer session and current quarter figures are not included in the analysis.

Classroom Management

- All Academic departments have complete viewing access to the screens used to view overall classroom space, assignments and special event scheduling
- Academic departments have limited update access to these screens
- 1C1 – Classroom list screen
- 1C5 – Classroom Profile screen
- 1C7 – Classroom Usage screen
- 1C8 – Classroom Weekly Usage screen
- 1C9 – Special Event Search screen

Classroom List - Screen 1C1

- Lists classrooms by building location
- Lists room number
- Lists room type
- List room capacity
- Lists the department that controls the room and can schedule it
- To view a specific room, type the building code in the Building field
- Type the room number in the room field
- Press the Enter key
- Use the building abbreviation codes chart or use the F2 Help key to view a list of building abbreviations
**Classroom Profile – Screen 1C5**

- Provides information about:
  - Classroom type such as lecture or seminar room
  - Actual Seating capacity
  - Department that controls the room
  - For media equipment and other special features go to the classroom website
  - Classroom website is: [http://cnc.ucr.edu/classrooms](http://cnc.ucr.edu/classrooms)
  - Academic Scheduling **does not** furnish general assignment classrooms; they only schedule the rooms
  - If you need your department classroom added in the Classroom Profile (1C5) screen, contact Berent Pippert and request that the room be evaluated for instruction
  - Email Berent at: berent.pippert@ucr.edu or call him at 827-2431

**Lectern and Podiums**

- If a room assigned to your course does **not** have a lectern or podium and one is needed, you must contact Physical Plant to arrange for one to be put in that room. You must provide them with your department’s FAU number since they do charge for this service

**Special Accommodations for Instructors with Disabilities**

- For instructors with special needs due to disabilities, please send an email to Academic Scheduling listing specific requirements necessary in the assigned room for the professor
- Academic Scheduling makes every possible effort to accommodate instructors with disabilities

**Classroom Usage - Screen 1C7**

- Displays classroom scheduling, listed by course number, day and time
- To view the listing is a specific room:
  - On SIS screen 1C7(Classroom Usage), type in the term in the Term field
  - Type the building abbreviation in the Building field
  - Type the room number in the Room field
  - Press the Enter key
  - If “C” is not listed in the AU field, then type “C” in the AU field
  - Press the Enter key
  - In the Days field, type in the days of the week that you want to view such as MWF
  - In the first field under Times, enter the beginning time in the time frame that you want to view
  - Enter the ending time in the last field for Time to complete the time frame of your search
  - Press the Enter key
The results are displayed in chronological order as shown in the example below.

Classroom Weekly Usage - 1C8

- Displays graphic representation of classroom usage by term
- To view the usage of a specific classroom:
  - On SIS screen 1C8, type the term in the Term field
  - In the building field, type in the building abbreviation
  - In the Room field, type the room number
  - In the AU field, type “C” if it is not automatically filled in
  - Press the Enter key
  - The “X” in the time slots indicates a course or event has been scheduled
  - An open, blank space indicates the room is available
  - The “CC” code indicate that two classes were scheduled together using the “C” Conflict code
  - The “TT” code indicates that two courses have been scheduled together in at the same time at the department’s request
Scheduling Department Classrooms

- Department classrooms can only be scheduled by the department that has control as indicated on SIS screen 1C5(Classroom Profile)
- General assignment classrooms can only be scheduled by Academic Scheduling
- There are two methods of scheduling classrooms in SIS
  - Search mode
  - Direct mode
    - Only Academic Scheduling has access to schedule a room with the “C” conflict code
    - Only Academic Scheduling can schedule a location as TBA with the “C” code
    - Department can schedule the day(s) a course is offered as TBA in the Days field on screen 130

Search Mode

- Lists all available classrooms for type, capacity, specific days and times
- On SIS screen 130(Course Section Meeting Schedule), type in the course number in the Course field
- In the Term field, type in the term
- Press the Enter key
- In the FNC field, type “X”
- Press the Enter key
- You are now viewing screen 1C6 (Classroom Schedule Request)

- On screen 1C6, you can request a special building by typing in the building abbreviation in the BLDG field
- To request a specific room type, type in the room type code such as LEC for lecture or SEM for seminar
• In the Seats field, type in the number that is in the Expected field so SIS will only list rooms with begin with that room capacity
• Using specific search criteria narrows the room list down to only rooms that meet that criteria
• If you want to list all available rooms of with no limitations except room capacity; only update the Seats field
• To schedule one of the rooms from the available rooms listed at the bottom of the screen
  o Type “S” (schedule code) in the FNC field
  o Press the Enter key to update
  o This action returns you to SIS screen 130 where you can view the scheduled activity
**Direct Mode**

- Allows immediate room assignment bypassing a room search
- Use this mode when designated room is already known
- An attempt to schedule an unavailable room when using the direct mode will prompt the following error message “REQUESTED ROOM IN CONFLICT WITH“
- The error message will be followed by C for conflict code and term along with the course that is already assigned to the room

- On SIS screen 130, using the direct mode type “R” in the FNC
- Press the Enter key
- In the BLDG field, type in the building code
- In the Room field, type in the room number
- Press the Enter key
- View results on SIS screen 130 of assigned room
- Verify that the room capacity matches or exceeds the expected enrollment of the course
Scheduling Two Classes in the Same Room

- In rare instances, two course with the same or similar course material are scheduled at the same time and in the same room per the department’s request.
- Requests to use this double-booking method must be sent to Academic Scheduling in an email.
- It is the requesting Academic department’s responsibility to verify that the course material of both courses is the same or similar before submitting the request.
- In order to double-book two courses in the same room in the same time slot, the “C” code (conflict code) must be used. Only Academic Scheduling has access to use that code.
Un-Scheduling an Assigned Classroom

- Before an Academic department releases a general assignment classroom by the following method, it is strongly suggested that you notify Academic Scheduling.
- When a general assignment classroom is released during a current term with enrollment, Academic Scheduling will post the new location at the old general assignment location to notify the students if the department notifies Scheduling of the room release.
- Academic Scheduling does **not** post classroom changes from a department room into a general assignment room.
- On SIS screen 130, type in the course number in the Course field.
- In the Term field, type in the term.
- Press the Enter key.
- In the FNC field, type “U” (unscheduled code).
- Press the Enter key.
- View the result that there is now no room assigned to the course.

Schedule Print Field (SIS screen 130- Course Section Meeting Schedule)

- The Schedule Print field provides the option to allow **or** prevent the publication of a course in the online Schedule of Classes.
- To allow a course to appear in the online SOC, leave the Schedule Print field blank on SIS screen 130.
- To prevent a course from appearing in the online SOC, type “N” in the Schedule Print field on screen 130.
- Although primarily this feature has been used by Special Studies courses, any department may activate this option.
- If you do not want your course to appear online, please notify Academic Scheduling at Department Proof in an email or as a notation on your proof so they can verify that this field have been activated.
Cross-listed Courses

- Allows two or more departments with same curriculum to offer one course instead of several separate courses
- All cross-listed courses have their own identification and call number however the scheduling data is identical
- Communication between all cross-listed departments is crucial to the successful addition in term
- Allows students to enroll in any of the cross-listed courses
- Enrollment limits can be shared equally between the departments or they can be established so that enrollment is first-come, first-in basis
- It is crucial that the departments establish who will be the primary department before enter the courses in term
- The primary department is responsible for:
  - Enrollment limits
  - Time offered
  - Course data in SIS
  - Communication between departments to ensure all secondary departments have entered and linked their courses with the primary department’s course
- Secondary department do not have access to change the course data

Cross-Listing Course Sections to One Another (Course Section Meeting Schedule – Screen 130)

Primary Course Sections

- The primary department must update the cross-listing code “PP” in the Cross Listing field on SIS screen 130 before secondary courses can be linked with it
- The “P” in the first field of the Cross Listing field indicates that the course is the primary department
- The second “P” in the Cross Listing field indicates that the department controls the student enrollment limit
- The “PP” code indicates that the department controls the course data and can make any changes needed
- To cross-list a course as the primary course, type the course number in the Course field
- Type the term in the Term field
- Press the Enter key
- In the Cross Listing field, type “PP”
- Contact the secondary department(s) and notify them that they can now link their course(s)
with the primary course in SIS.

Secondary Course Sections

- After the primary department has updated their “PP” code in the Cross Listing field on screen 130, the secondary department can update their “SP” code.
- Before updating the “SP” code on SIS screen 130, verify that the activities for your course are in SIS exactly the same way that the primary course’s activities are in SIS.
- If the courses are linked together with different activities, enrollment will be prevented.
- If your activities are not the same, then delete your course and re-add it correctly.
- If activities and data match, enter your “SP” code in the Cross Listing field on screen 130.
- The “S” in the first field indicates that the course is a secondary course which does not control course data, enrollment limits, class time or if the course prints in the SOC.
- The “P” in the second field of the Cross Listing field indicates that the primary course overrides any existing data that was entered by the secondary department.
- It is crucial to unlink the secondary codes first if it is later decided that these courses need to be deleted from term or one of the courses will be stuck in term.
- If your course is stuck in term due to improper deletion, contact Scheduling for assistance.
Cross Listing Courses with Individual Enrollment Limits

- Independent enrollment control
- When two or more departments of a cross-listed course want to control their own enrollment limits
- The “PI” and “SI” codes are used to indicate individual enrollment limit controls
- This type of enrollment controls is established by the maximum enrollment limits entered in the Max Enrollment field on SIS screen 130 for each course
- The combined total of the primary and all secondary courses’ maximum enrollments must total or be less than the expected enrollment of the primary course
- Both the primary and the secondary course must have a maximum enrollment which combined does not exceed the assigned room’s capacity to avoid over-enrollment in the room assigned.

Primary Course

- On SIS screen 130, type in the course number in the Course field
- In the Term field, type in the term
- In the Cross Listing field, type in “P” in the first field and “I” in the second field if your course is the primary course
- The P in the first field indicates the course is the primary department
- The I in the second field indicates that Independent enrollment limits will be used
- Press the Enter key to update
- The primary course is the only course that must have an Expected enrollment
- All secondary courses will only use the Max Enrollment field to enter the number of students allow to enroll in that course
- Contact the secondary department(s) to notify them of your addition to term
- Discuss what the combined Maximum enrollments of all cross-listed courses will be so you can ensure the room’s capacity is adequate since primary department is responsible for the room assignment
- Primary department is responsible for ensuring that all secondary courses have been added to term and linked together before SOC goes online
Secondary Course(s)

- Before linking your course to the primary course, verify that the course data for your course is exactly the same as the primary course’s data.
- In the Course field, type in the course number.
- In the Term field, type in the term.
- In the Cross Listing field, type “S” in the first field.
- Type “I” in the second field.
- Press the Enter key.
- The S in the first field indicates that the course is a secondary course.
- The I in the second field indicates that the course will use Independent enrollment controls.
- Discuss with the primary department what the room’s capacity will be so enrollment limits can be determined.
- In the Max Enrollment field, enter the number of students permitted to enroll in this secondary course.
- Do not enter an Expected enrollment since the primary department controls that data.
Removing the Controls from a Cross Listed Course

- It is crucial that the secondary cross listing codes are removed from all of the secondary courses before primary code is removed
- It is crucial that both the secondary and primary codes are both removed before a course is deleted from term
- If cross listing codes are not all removed before a course is deleted, the removing course will be stuck in term
- If your course is stuck in term due to incorrect deletion, contact Academic Scheduling for assistance

Removing the Codes (SIS screen 130 – Course Section Meeting Schedule)

- The department that want to initiate the deletion of their course from term is responsible for contacting the other cross-listed departments to notify them of the action before it occurs
- On SIS screen 130, the secondary department will remove their SP code from the Cross Listing field first
- By using the space bar or an asterisk, remove the SP code
- Press the Enter key to update
- Then the primary department will remove their PP code after all secondary departments have removed their SP codes
- By using the space bar or an asterisk, remove the PP code
- Press the Enter key to update
- Communication is crucial
- If you are not sure if the secondary department(s) removed the SP code(s) yet, contact them or pull up that course(s) on SIS screen 130 to verify
- After all codes for all linked courses have been removed, each department can delete their course from term
- The courses can now be deleted from term. See following screen prints:
### 130 Course Section Meeting Schedule

**INTRO TO ENVIRONMENTAL ECONOMICS 06S**

**Screen:** SID: ______ Course: ECON066 001 Term: 06S

**Activities:** LEC  
**Schedule Names:** Schwabe K

**Schedule Print:** 04-03-2006 06-09-2006  
**Session Code:** 0  
**Cross Listing:** _ _  
**Max Enrollment:** 35  
**Expected:** 20  
**Enrolled:** 43  
**XENR:**  
**Status:** C Closed

**Fnc** | **Days** | **Start** | **Stop** | **Bldg** | **Room** | **Act** | **Stat** | **Size** | **Type** | **Special Codes**
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
- | - | - | - | - | - | - | - | - | - | -
- | - | - | - | - | - | - | - | - | - | -
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### 130 Course Section Meeting Schedule

**INTRO TO ENVIRONMENTAL ECONOMICS 06S**

**Screen:** SID: ______ Course: ENSC006 001 Term: 06S

**Activities:** LEC  
**Schedule Names:** Schwabe K

**Schedule Print:** 04-03-2006 06-09-2006  
**Session Code:** 0  
**Cross Listing:** ENSC006  
**Max Enrollment:** 40  
**Expected:** 45  
**Enrolled:** 48  
**XENR:** 43  
**Status:** O Open

**Fnc** | **Days** | **Start** | **Stop** | **Bldg** | **Room** | **Act** | **Stat** | **Size** | **Type** | **Special Codes**
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
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- | - | - | - | - | - | - | - | - | - | -
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Screen 131 Section Registration Controls

- Registration controls are used to define and enforce enrollment limits
- They can be used during registration to
  - Monitor student enrollment
  - Block or limit student enrollment
  - Reserve seats for specific student enrollment
- Registration controls for a course (prerequisite, restriction) must be approved in CRAMS (Course Request and Maintenance System)
- Registration controls entered on SIS screen 131:
  - RQM - prerequisite course with a minimum grade requirement
    - This is the only prerequisite code that should be used to enforce course prerequisites. If the course was approved without a minimum grade requirement, use the default grade of D-
    - Course prerequisites are set to print on the online Schedule of Classes (SOC)
  - RQ - prerequisite code without a minimum grade requirement
    - Use only for placement test prerequisites that do not have a minimum grade requirement
  - QRS - restricts enrollment to specific student populations
    - Course restrictions are set to non-print; they are not to appear on the online Schedule of Classes
    - Approved course restrictions (per CRAMS) must be enforced
    - Maintenance of course restrictions on SIS screen 131 is a responsibility shared by the academic department (data input) and Academic Scheduling (verifying any restrictions for a course entered on screen 131 are approved in CRAMS)
  - Section registration memo notes
    - Most memo notes begin with “M” (see screen print below)
    - Memo notes are used to notify students of specific information in the online SOC
    - Memo notes do not control enrollment
    - Memo notes are used primarily in conjunction with course restrictions (QRS)
Section Registration Controls – (SIS screen 131)

CA code on SIS screen 131

- The CA activity co-requisite is an internal system code that automatically updates on SIS screen 131 when a course with multiple secondary activities is added to term correctly
- Never type over or delete any CA coding that appears on SIS screen 131
- An error message will appear at the top of the screen when you remove the CA code (see examples below):

The CA activity co-requisite is crucial to enrollment of courses with multiple secondary activities
Without the CA code on SIS screen 131, secondary activities are not linked to the primary activity
Students cannot enroll in all related activities for the course if the CA code is missing. The academic department must manually enroll students until the course’s CA coding has been corrected
CA coding will not appear on SIS screen 131 if secondary activities are incorrectly added in SIS (see section on adding a course with multiple secondary activities)
• If a registration control appears right after the CA activity co-requisite (i.e., on Seq field line #2), there must be an AND entered in the And/Or field on the same line as the activity co-requisite. The AND ensures both the activity co-requisite and the registration controls that follow are enforced.

• The AND prefaces the following registration controls:
  o If a section co-requisite appears on line 2
  o If a course prerequisite appears on line 2
  o If a test prerequisite appears on line 2
  o If a course co-requisite appears on line 2
  o If a concurrent enrollment statement starts on line 2

What if I remove the CA co-activity code?

• Corrections can only be made to courses before the Schedule of Classes goes online
• Deletions cannot occur to correct a course which has enrollment
• If an error is found after the SOC goes online, contact Academic Scheduling at x2-3408
• If you removed the CA code on screen 131, to correct the error you must delete the course from term and re-add it (see sections on deleting a course and adding a course)
• When you correctly re-add the course, the system will automatically fill in the CA code on screen 131
• If the course is a cross-listed course, you must unlink the courses before deleting (see section on deleting cross-listed courses)
• If a missing CA code is found in a course section with enrollment, the academic department must manually enroll additional students in all approved activities of that course, as well as verify that the students already enrolled are enrolled in all approved activities of the course

What if a course has more than one CA activity code?

• Example: ECON-130 with approved activities of lecture (LEC), discussion (DIS), and term paper (TPA)
• LEC and TPA are added under the same call number
• DIS is added as multiple sections, each with its own call number
• When a course is approved with more than two activities, either the primary or secondary activity section(s) will list more than one activity co-requisite (CA code) on SIS screen 131
• In this example, the ECON-130 DIS (secondary activity) contains the other two approved activity co-requisites – LEC and TPA:
Due to programming enhancements made to SIS screen 131, each activity co-requisite must appear on its own separate line.

If screen 131 of a given secondary activity section appears similar to the example above, the CA coding needs to be re-entered.

Make sure you are on screen 131.

Type ECON130 001 (space between the first and second zero) in the Course field on SIS screen 131 and press Enter.

Move cursor to the Value field containing the activity codes and space out the comma and TPA.

Type AND in the And/Or field on the same line as the LEC activity co-requisite.

Tab to the next open Ctl Type field and type CA (number in Seq field will populate after pressing Enter).

Tab to the Value field and type TPA.

Press Enter.

Repeat above steps for each DIS section until all have updated activity co-requisites.

See example below for final output:

- If only activity co-requisites appear on screen 131, AND must appear in the And/Or field after each activity co-requisite except the final one.
- If a section co-requisite follows an activity co-requisite, you must type an AND in the And/Or field after the final activity co-requisite so all registration controls are enforced.
- If a prerequisite follows an activity co-requisite, you must type an AND in the And/Or field after the final activity co-requisite so all registration controls are enforced.
- If a restriction, memo note, or the PDP (permission needed by department) code follows an activity co-requisite, you do not need to type an AND in the And/or field after the final activity co-requisite (see following for procedures on entering these registration controls).
The CS code is a section co-requisite activity control that links a specific secondary activity section to a specific primary activity section. This code is used when there are multiple lectures with multiple secondary activities for a course. The CS code directs a student’s enrollment to ensure they are concurrently enrolled in the correct course sections. The CS code must be manually updated on SIS screen 131 by academic departments.

Adding the CS code on SIS screen 131

- On line 1 (CA – activity co-requisite), type AND in the And/Or field.
- Tab to the Ctl Type field on line 2 and type CS. (again – numbers in the Seq field will populate after pressing Enter).
- In the Value field, type in the specific course ID and section number of the primary activity being linked to this secondary activity section.
- Press the Enter key.

Although grouping codes are also updated on SIS screen 131 (which also link the secondary activities to a specific lecture), CS coding also enforces proper enrollment.

In the examples below, each discussion section must be linked to a specific lecture:

- Examples:
  - MATH-009B-001 – lecture must be linked to MATH-009B-002
  - MATH-009B-010 – lecture must be linked to MATH-009B-011
  - MATH-009B-020 – lecture must be linked to MATH-009B-021

- To link MATH-009B-021 to MATH-009B-020, type MATH009B021 in the Course field on SIS screen 131 and press Enter.
- On line 1 (CA – activity co-requisite), type AND in the And/Or field.
- Tab to the Ctl Type field on line 2 and type CS.
- In the Value field, type MATH009B020 (no hyphens).
- Press the Enter key to update. See following example for final output:
Group Activity Codes

- Group activity coding is a tool that assists in enforcing the CS (section co-requisite) and CA (activity co-requisite) registration controls
- Lectures with multiple discussions or labs are tied to these discussions or labs first with the CA code, then with the use of a group activity code
- Academic Scheduling assigns the group code in the Activity Group field on SIS screen 131
- Sections that do not have a group code will not allow enrollment
- If you add a secondary activity after the SOC goes online, contact Academic Scheduling so they can update the group code on SIS screen 131
- When enrolling in a course, the student will receive an error message in GROWL if he tries to enroll in a secondary activity that is not grouped with the corresponding primary activity
- The error message prompts the student to enroll in the correct group of secondary activities
- Enrollment is not allowed until the correct group has been selected

Using CC co-requisite coding on screen 131 (Section Registration Control)

- The CC code signifies that a course co-requisite (identified in the Value field) must be taken the same term as the course approved with the course co-requisite
- A course co-requisite must be approved in CRAMS
- An approved course co-requisite must be enforced
- Confirm that the course co-requisite is in SIS for the given term. If not, add it to term before entering it as a course co-requisite

Adding the CC code on SIS screen 131

- Example: MUS-030A-001 with a course co-requisite of MUS-031A
- Type MUS 030A001 (with a space between S and zero) in the Course field on SIS screen 131 and press Enter
- Move cursor to the Ctl Type field on the first available line and type CC
- Tab to the Value field and type MUS 031A (with a space between the S and 0)
- Press Enter to update
- If adding a registration control after the course co-requisite such as a prerequisite (see pages 45 & 46), type AND in the And/Or field after MUS 031A
- If adding a restriction or memo note, you do not need to type AND or OR after the course co-requisite
- See following pages on procedures for entering a prerequisite, restriction, and memo note
- See following example for final output:
Using the CC code to set up a prerequisite/co-requisite option on SIS screen 131

- Some courses approved for a course co-requisite may also have the option of completing the course as a prerequisite. **Check CRAMS for most current approved version of a course**
- For example, CHEM-01LA can be taken with CHEM-001A being either a course co-requisite or a prerequisite with a grade of C- or better
- For CHEM-01LA, CHEM-001A is approved primarily as a course co-requisite and secondarily as a prerequisite with a minimum grade requirement
- Thus, when registration controls for a CHEM-01LA section are entered on SIS screen 131, the course co-requisite control (CC) is set to print while the prerequisite control (RQM) is set to non-print
- Course co-requisite information that CHEM-001A is to be taken the same term as CHEM-01LA will appear in the Co-requisite field in the Details section of the online Schedule of Classes
- The information that CHEM-001A may be completed as a prerequisite to CHEM-01LA needs to be submitted as a written typeset note request to Academic Scheduling. Typeset notes appear at the bottom of the Details section in the Schedule Note(s) and Catalog Description section
- The course co-requisite/prerequisite option must also be entered on screen 131 for the CHEM-001A lectures (i.e., CHEM-01LA can be taken either as a course co-requisite or completed as a prerequisite with a grade of C- or better). Here also the course co-requisite is set to print and the prerequisite control is set to non-print. A typeset note also needs to be submitted with similar verbiage
- The course co-requisite/prerequisite set-up is not needed on screen 131 of a course’s secondary activity sections (i.e., for the CHEM-001A discussions)

Adding the CC code to set up a prerequisite/course co-requisite option on SIS screen 131

- Example: CHEM-01LA with CHEM-001A as either a course co-requisite or a prerequisite completed with a grade of C- or better
- Type CHEM01LA001 in the Course field of SIS screen 131 and press Enter
- Move cursor to Ctl Type field on the first available line and type RQM
• In the PR field, type N
• Type a ( in the “(“ field
• In the Arg field, type C-
• In the Value field, type CHEM001A
• In the And/Or field, type OR
• Tab to the Ctl Type field on the line immediately below and type CC
• Tab to the Value field and type CHEM001A
• Tab to the “)” field and type )
• Press Enter to update
• If adding memo notes, you do not need to type AND in the And/Or field after the course co-
  requisite. Tab to the next open Ctl Type field, enter the memo note code, and press Enter to
  update. (See page 64 for more information on memo note entry )
• Send to Academic Scheduling a typeset note request that reads as follows: “Concurrent enrollment in
  CHEM001A or a grade of C- or better in CHEM001A.”
• See example below for final output:

Using the CC code to set up a concurrent enrollment option on SIS screen 131

• Some courses are approved that a course prerequisite(s) may also be taken in the same term as
  the course in question (i.e., taken concurrently)
• Example: BCH-100 with CHEM-112C taken as either a prerequisite with a minimum grade
  requirement of C-, or it may be taken concurrently with BCH-100
• In this scenario, CHEM-112C is approved primarily as a prerequisite and approved secondarily
  as a course that can be taken concurrently with BCH-100
• Thus, when registration controls for BCH-100 are entered on SIS screen 131, the prerequisite
  control (RQM) is set to print while the course co-requisite control (CC) is set to non-print
• On SIS screen 131, enter a concurrent enrollment statement before any course prerequisite
  registration controls
• For concurrent enrollment, CHEM-112C as a course prerequisite for BCH-100 will appear in
  the Prerequisite field in the Details section of the online Schedule of Classes
For concurrent enrollment, the information that CHEM-112C may be taken the same term as BCH-100 needs to be submitted as a written typeset note request to Academic Scheduling. Typeset notes appear at the bottom of the Details section in the Schedule Note(s) and Catalog Description section.

Adding the CC code to set up a concurrent enrollment option on SIS screen 131

- Example: BCH-100 with CHEM-112C as either a prerequisite with a minimum grade requirement of C- or may be taken concurrently with BCH-100
- Type BCH 100 001 (with a space between H and 1) in the Course field of SIS screen 131 and press Enter
- Move cursor to Ctl Type field on the first available line after all prerequisite entries and type RQM
- Tab to the “(“ field and type a (
- In the Arg field, type a C-
- In the Value field, type CHEM112C
- In the And/Or field, type OR
- Tab to the Ctl Type field on the line immediately below and type CC
- In the PR field, type N
- Tab to the Value field and type CHEM112C
- Tab to the “)” field and type )
- Press Enter to update
- If adding memo notes, you do not need to type AND in the And/Or field. Tab to the next open Ctl Type field, enter the memo note code, and press Enter to update. (For more information on memo notes, see section below.)
- Send to Academic Scheduling a typeset note request that reads as follows: “CHEM112C may be taken concurrently.”
- See following example for final output:

![SIS screen 131](image-url)
Using RQM prerequisite coding on screen 131 (Section Registration Control)

- Prerequisites are controls that ensure a student has successfully completed a course that is required in order to enroll.
- These controls also review transfer course work that has been fully articulated on the Transfer Maintenance screen (141).
- Course prerequisites must be approved in CRAMS (Course Request and Maintenance System).
- However, enforcing approved prerequisites is optional and at the department’s discretion. Thus, the department is responsible for entering approved prerequisites for a course on SIS screen 131.
- If you want to use a prerequisite that is not listed in CRAMS, you must submit a course proposal in CRAMS for the Committee on Courses to review and approve before you can use that prerequisite.
- Before the SOC goes online, Academic Scheduling checks listed prerequisites on screen 131 for only new courses or courses with prerequisite changes, both effective the quarter being scheduled.
- If an activity co-requisite (CA code) appears on screen 131, begin entering prerequisites on the line right below the activity co-requisite. Do not delete or move the activity co-requisite.
- You must type AND in the And/Or field on the same line of the activity co-requisite to ensure both the activity co-requisite and subsequent prerequisites are enforced.
- All course prerequisites must use the control type RQM; i.e., course prerequisite with a minimum grade requirement. A course not approved with a minimum grade requirement will use the default grade of D-.
- Two or more prerequisites are to be enclosed in a parenthetical statement (see following examples). This is best practice because there will be scenarios when parentheticals are mandatory to ensure a course’s prerequisites are enforced as approved in CRAMS.
- An even number of parentheses needs to be entered on screen 131 for parenthetical statements. If there is an odd number of parentheses, after pressing Enter an error message in red will appear at the top of screen 131 indicating an “unbalanced” number of parentheses. Screen 131 will not update until an even number of parentheses are entered in the correct fields (“(“ or “)”).
- While SIS counts the number of parentheses, it will not alert you if you group a prerequisite string incorrectly with parentheses. Refer to CRAMS to ensure you have the exact wording of how prerequisites are approved prior to entering parenthetical statements on screen 131.
- Prerequisites that are test scores and are not a regular course are the only prerequisites that may utilize the RQ control type (prerequisite without a minimum grade requirement). Test score prerequisites must be set to N (non-print) in the PR field on screen 131 to prevent confusion for students viewing course data online.
- Departments are welcome to contact Academic Scheduling at 2-3408 or e-mail Academic Scheduling contacts to request review of entry of prerequisites (or any registration controls) on screen 131 for a course.
Adding two or more prerequisites on SIS screen 131

- Example: BIOL-110, choosing to enforce prerequisites BIOL-005C and CHEM-112C and MATH-009B and PHYS-002C and PHYS-02LC
- None of the prerequisites have a minimum grade requirement; thus, each prerequisite will have the default minimum grade of D-
- Type BIOL 110 001 in the Course field of SIS screen 131 and press Enter
- Move cursor to Ctl Type field on the first available line and type RQM
- Tab to the “(“ field and type an open parenthesis
- In the Arg field, type a D-
- Tab to the Value field and type BIOL005C
- Tab to the And/Or field and type AND
- Tab to the next open Ctl Type field and type RQM
- Tab to the Arg field and type D-
- Tab to the Value field and type CHEM112C
- Tab to the And/Or field and type AND
- Repeat steps 9-11 until PHYS02LC is entered in the Value field
- Then tab to the “)“ field and type a closed parenthesis
- Press Enter to update
- See example below for final output:

Adding multiple prerequisites with mixed AND/OR statements on SIS screen 131 (scenario #1)

- Example: MATH-120, choosing to enforce prerequisites MATH-010A and MATH-113 or MATH-131, all with a minimum grade requirement of C-
- Prerequisites may be fulfilled by completing either MATH-010A and MATH-113 or MATH-010A and MATH-131, all with a grade of C- or better
- Since MATH-010A is required regardless, this will be the first prerequisite listed
- MATH-113 and MATH-131 will follow in an OR parenthetical statement
- Type MATH 120 001 in the Course field of SIS screen 131 and press Enter
- On line with CA coding – move cursor to the And/Or field and type AND
- Tab to Ctl Type field on the first available line below the CA coding and type RQM
- Tab to Arg field and type C-
- Tab to Value field and type MATH010A
- Tab to the And/Or field and type AND
- Tab to the next open Ctl Type field and type RQM
- Tab to the “ (“ field and type an open parenthesis
- In the Arg field, type C-
- Tab to Value field and type MATH113
- Tab to the And/Or field and type OR
- Tab to the next open Ctl Type field and type RQM
- Tab to the Arg field and type C-
- Tab to Value field and type MATH131
- Then tab to the “ )” field and type a closed parenthesis
- Press Enter to update
- See example below for final output:

![SIS screen 131](image)

Adding multiple prerequisites with mixed AND/OR statements on SIS screen 131 (scenario #2)
- Example: ECON-123 with prerequisites of ECON-002 or ECON-002H and ECON-003; or ECON-004
- None of the prerequisites have a minimum grade requirement; thus, each prerequisite will have the default minimum grade of D-
- Prerequisites may be fulfilled by either completing ECON-004 (one course) or completing ECON-002 and ECON-003 or ECON-002H and ECON-003 (two courses either way)
- Two parenthetical statements are needed, but in this set-up one parenthetical statement will be "nested" within the other parenthetical statement
- Type ECON 123 001 in the Course field of SIS screen 131 and press Enter
- Tab to the Ctrl Type field on the first available line and type RQM

9/7/2012
Using cross-listed courses as prerequisites with mixed AND/OR statements on SIS screen 131

- Example: CHE-124, choosing to enforce prerequisites MCBL/BIOL-121 (cross-listed course) and BCH-110A and CHE-120 and CHE-122.
- None of the prerequisites have a minimum grade requirement; thus, each prerequisite will have the default minimum grade of D-
- Two parenthetical prerequisite statements need to be entered
The first parenthetical contains the cross-listed course prerequisite with each cross-listed option separated by OR.
The second parenthetical contains all the other course prerequisites, each followed by AND because they are all required.
Type CHE 124 001 in the Course field of SIS screen 131 and press Enter.
Move cursor to Ctl Type field on the first available line and type RQM.
Tab to the “(“ field and type an open parenthesis.
In the Arg field, type D-
Tab to the Value field and type BIOL121
Tab to the And/Or field and type OR
Tab to the next open Ctl Type field and type RQM
Tab to the Arg field and type D-
Tab to the Value field and type MCBL121
Tab to the “)” field and type a closed parenthesis.
In the And/Or field, type AND.
Tab to the next open Ctl Type field and type RQM.
Tab to the “(“ field and type an open parenthesis.
In the Arg field, type D-
Tab to the Value field and type BCH 110A (space between the H and 1)
Tab to the And/Or field and type AND
Tab to the next open Ctl Type field and type RQM.
Tab to the Arg field and type D-
Tab to the Value field and type CHE 120 (space between the E and 1)
Tab to the And/Or field and type AND.
Tab to the next open Ctl Type field and type RQM.
Tab to the Arg field and type D-
Tab to the Value field and type CHE 122 (space between the E and 1)
Tab to the “)” field and type a closed parenthesis.
Press Enter to update.
See example below for final output.
Using a placement test as a prerequisite on SIS screen 131

- Example: HNPG-015 with prerequisite of admission to the University Honors Program
- Reminder: test prerequisites without a minimum grade requirement can utilize the RQ registration control type
- Type HNPG 015 001 in the Course field of SIS screen 131 and press Enter
- Move cursor to Ctl Type field on the first available line and type RQ
- Tab to the Pr field and type N
- Tab to the Value field and type HNPGPREQ
- Tab to the next open Ctl Type field and type MU6 (see page 64 for more information on memo notes)
- Press Enter to update
- See example below for final output:

![Using QRS restriction coding on screen 131 (Section Registration Control)](image)

Using QRS restriction coding on screen 131 (Section Registration Control)

- Restricts enrollment to specific student populations
- Course restrictions are set to non-print; they are not to appear on the online SOC
- Approved course restrictions (per CRAMS) must be enforced

Using restrictions for undergraduate courses on SIS screen 131 (scenario #1)

- Example: PHIL 100 with enrollment restricted to sophomores and juniors who are Philosophy (PHIL) or Philosophy - Law & Society (PHLW) majors
- There are four options to fulfill the approved restrictions: sophomore Philosophy major; junior Philosophy major; sophomore Philosophy - Law & Society major; or junior Philosophy - Law & Society major
- Each option is enclosed within its own parenthetical. But because the student has to fulfill both the class and major in each option, AND is entered within each parenthetical
- Restrictions are set to non-print; memo note or typeset note needed to advise students of restriction on the online Schedule of Classes
• Type PHIL100 001 in the Course field of SIS screen 131 and press Enter
• Tab to the Ctrl Type field on the first available line and type QRS
• In the Pr field, type N
• In the “(“ field, type an open parenthesis
• In the Arg field, type CLASS
• In the Value field, type SO
• Tab to the And/Or field and type AND
• Tab to the next open Ctrl Type field and type QRS
• In the Pr field, type N
• In the Arg field, type MAJ
• In the Value field, type PHIL
• Tab to the “))” field and type a closed parenthesis
• Tab to the next open Ctrl Type field and type QRS
• In the Pr field, type N
• In the “(“ field, type an open parenthesis
• In the Arg field, type CLASS
• In the Value field, type JR
• Tab to the And/Or field and type AND
• Tab to the next open Ctrl Type field and type QRS
• In the Pr field, type N
• In the Arg field, type MAJ
• In the Value field, type PHIL
• Tab to the “))” field and type a closed parenthesis
• Repeat above steps to add the restrictions for sophomore/PHLW and junior/PHLW students
• Press Enter to update
• See example below for final output. Recommend submitting a typeset note listing restrictions:

Do not need to enter AND or OR between parentheticals containing restrictions

If want to set aside a specific number of seats, enter amount in Seat Ctl field on same line as CLASS restriction
Using restrictions for graduate courses on SIS screen 131 (example #2)
- Example: MSE 299 (Special Studies section) with enrollment restricted to graduate and professional level students
- Section numbers for Special Studies courses are assigned to one instructor
- If more than one restriction is enforced, enclose them in a parenthetical statement with AND in the And/Or field (except for the final restriction)
- Type MSE 299 M25 in the Course field of SIS screen 131 and press Enter
- Tab to the Ctrl Type field on the first available line and type QRS
- In the Pr field, type N
- In the “(“ field, type an open parenthesis
- In the Arg field, type LEVEL
- In the Value field, type G
- Tab to the And/Or field and type AND
- Tab to the next open Ctl Type field and type QRS
- In the Pr field, type N
- In the Arg field, type LEVEL
- In the Value field, type P
- Tab to the “)” field and type a closed parenthesis
- Tab to the next open Ctl Type field and type memo note code ML0 (see below for more information on memo notes)
- Press Enter to update
- See example below for final output:

If you try to type OR in this field, it will self-correct to AND

Memo note follows restriction (what shows on online SOC)

Reminder: AND not needed here because memo note follows (not enforceable)
Using prerequisites and restrictions on SIS screen 131

- Example: BUS-101 with prerequisite of CS-008 (no minimum grade requirement) and restriction of upper-division standing
- Enter prerequisite first, followed by the restriction, followed by memo note
- Reminder: restrictions are set to non-print; memo note needed to advise students of restriction on the online Schedule of Classes (See page 64 for more information on memo note entry)
- Type BUS 101 001 in the Course field of SIS screen 131 and press Enter
- On line with CA coding – move cursor to the And/Or field and type AND
- Tab to Ctl Type field on the first available line below the CA coding and type RQM
- Tab to the Arg field and type D-
- Tab to the Value field and type CS  008 (two spaces between S and 0)
- Tab to the next open Ctl Type field and type QRS
- In the Pr field, type N
- In the “(“ field, type an open parenthesis
- In the Arg field, type CLASS
- In the Value field, type JR
- Tab to the And/Or field and type AND
- Tab to the next open Ctl Type field and type QRS
- In the Pr field, type N
- In the Arg field, type CLASS
- In the Value field, type SR
- Tab to the “)” field and type a closed parenthesis
- Tab to the next open Ctl Type field and type memo note ML4 - Minimum level: upper division (See page 64 for more information on memo note entry)
- Press Enter to update
- See example below for final output:
Inserting a registration control on SIS screen 131

- Allows entry of a registration control without having to delete data from screen 131
- Example: BIOL-107A, choosing to enforce prerequisites BIOL-005C and CHEM-112C and PHYS-002C and PHYS-02LC
- Type BIOL107A001 in the Course field of SIS screen 131 and press Enter
- In initial data entry, CHEM-112C is not entered (see example below):

![SIS Screen Example]

To enter CHEM-112C so it will appear on line 3 after BIOL-005C, first move cursor to the Seq field on the first available line after the last prerequisite entry
- Type 2 (this is the line number prior to the desired line number).
- In other words, you’re putting in a command to “follow line 2” to insert the CHEM-112C prerequisite on line 3
- Make sure the 2 is aligned with the numbers in the Seq fields above
- In the Ctrl Type field, type RQM
- Tab to the Arg field and type D-
- Tab to the Value field and type CHEM112C
- Tab to the And/Or field and type AND
- Screen should appear like the following example:
• Press Enter to update
• See example below for final output:
Deleting a registration control from SIS screen 131

- Example: CHFY-010-001 – delete the HS03 restriction/quota controls for Learning Community students
- Type CHFY010 001 in the Course field of SIS screen 131 and press Enter
- On each line of data you want to delete, type a “d” in the Seq field (not case sensitive)
- Line up the “d” under the “S” in Seq (see below):

```
1 CA -- DIS -- AND Activity corequisite required.
2 CA -- LAX -- AND Activity corequisite required.
3 OLM N CLST HR01 -- 65 Quota, limit to specified seats.
4 OLM N CLST HS01 -- 65 Quota, reserve specified seats.
5 OLM N CLST HS** -- 65 Quota, limit to specified seats.
6 OLM N CLST HS** -- 65 Quota, limit to specified seats.
7 OLM N CLST HS** -- 65 Quota, limit to specified seats.
8 OLM N CLST HS** -- 65 Quota, limit to specified seats.
9 OLM N CLST HS** -- 65 Quota, limit to specified seats.
10 OLM N CLST HS** -- 65 Quota, limit to specified seats.
```

- Press Enter. Lines 5 and 6 will be deleted
- The remaining registration controls will automatically re-number
- See example below for final output:
Section Registration Memo Notes

- Most memo notes begin with the letter M
- Memo notes are used to notify students of specific information related to course requirements
- These notes appear with the course listing on the online Schedule of Classes (SOC)
- This information may or may not affect a student’s ability to enroll in a course
- However, memo notes by themselves do not enforce any registration controls
- Memo notes must be used whenever a QRS restriction is entered on screen 131
- If tied to a course restriction, the memo note must begin with MG, ML, or MU
- Memo notes cannot be used to list course restrictions that are not approved in CRAMS
- Memo notes must be listed on screen 131 in correct logical sequence
- The MR1 (“OR written consent of instructor”) memo note must follow the actual restriction clause to be logical due to the “OR” at the beginning of this memo note
- To see a list of the memo notes available in SIS, in the Ctl Type field press the F2 key. Press Enter to scroll through the list of registration controls. Press F4 to return to screen 131
- To select the correct memo note on the F2 screen, click on the “V” to the left side of the screen directly across from the memo note
- Press the Enter key twice to update
- Another method is to type the memo note code directly on screen 131 in the Ctl Type field and press the Enter key once

Adding a memo note on SIS screen 131

- Example: BUS-101 with restriction of upper-division standing
- Since restrictions are set to non-print, a memo note must be added to advise of the enrollment restriction on the online Schedule of Classes
- Type BUS 101 001 in the Course field of SIS screen 131 and press Enter
- Verify registration control for approved restriction notated above has been entered
- If restriction coding is not on screen 131, see page 60 on how to enter a class level restriction
- Tab to the Ctl Type field of the next open line and type the memo note code that advises enrollment is restricted to the class level of juniors and seniors (i.e., upper-division level). Press Enter to update
- If you don’t know the memo note code, press F2 and scroll through the list until you reach the memo note “Minimum level: Upper-division.”
- Place cursor on the green V to the left of this memo note
- Press Enter twice
- See following example for final output:
Adding an information-only memo note on screen 131

- Conveys information about a course not tied to a course restriction
- Information contained in these notes can be “mass-applied” to either a multiple number of courses or a multiple number of sections for one course
- Example: ENGL-001A with direction to contact the University Writing Program (UWP) Student Affairs office at 827-1453 if student has any questions about the course
- English department puts this contact information on all sections of ENGL-001A
- Type ENGL001A001 in the Course field of SIS screen 131 and press Enter
- Tab to the Ctrl Type field of the next open line and type the memo note code that provides the above-notated contact department and phone number. Press Enter to update
- If you don’t know the memo note code, press F2 and scroll through the list until you reach the memo note “Questions? Contact UWP STDNT AFFRS: 951-827-1453.”
- Place cursor on the green V to the left of this memo note and press Enter twice
- Repeat above steps until all sections of ENGL 001A contain this memo note:
Adding the “OR written consent of instructor” memo note on screen 131

- Does not have to be used in conjunction with a course restriction
- However, course must be approved in CRAMS with this enrollment option
- Note must appear on screen 131 after enforced prerequisites
- Or it must appear after the memo note identifying an approved course restriction
- This is so course prerequisite and restriction information flows logically
- Example: BIOL-116 approved with given prerequisites OR written consent of instructor
- Type BIOL116 001 in the Course field of SIS screen 131 and press Enter
- Tab to the Ctl Type field of the next open line after the final enforced prerequisite and type the memo note code for “OR written consent of instructor.” Press Enter to update
- If you wish to access the memo note from the registration control list, press F2 and scroll through the list until you reach this memo note’s code (MR1)
- Place cursor on the green V to the left of this memo note and press Enter twice
- See below example for final output:

---

Adding the “Contact dept for section & call #” memo note on screen 131

- Used in conjunction with Special Studies course sections
- Placed with the course restriction on an “advertised” section of the Special Studies course (assigned section 001), which is set to print to display on the online Schedule of Classes
- This notifies students the Special Studies course is being offered for that quarter
- The “Contact department” memo note suppresses the call number of section 001 so students do not enroll in the “advertised” section 001 in error
- The sections of this course assigned to specific instructors are set to non-print
- The memo note directs students to contact the department to be enrolled in the section tied to the instructor under whom they will be studying
- Example: ECON-290 with department choosing to use the “advertised” section 001 and setting all the sections for specific instructors to non-print
- Type ECON290 001 in the Course field of SIS screen 131 and press Enter
Tab to the Ctl Type field of the next open line after the “OR written consent of instructor” memo note and type the memo note code for “Contact dept for section & call #.” Press Enter to update
If you wish to access the memo note from the registration control list, press F2 and scroll through the list until you reach this memo note’s code (MR2)
Place cursor on the green V to the left of this memo note and press Enter twice
Be sure all sections assigned to specific instructors are set to non-print on SIS screen 130 so they do not display on the online SOC (see page 35 for procedure to set a course to non-print)
See below example for final output for section 001:

Departments can also choose to have the instructor’s Special Studies sections set to print on the online SOC
If this is done, you do not need to add an “advertised” section 001 of the Special Studies course
However, be sure any approved restrictions and corresponding memo notes are entered for each instructor’s Special Studies section on screen 131
Permission/Permit Code (PDP)

- Stands for “Permission needed by department.”
- Used by departments that want to control all enrollment in a given course section
- This code prevents students from enrolling in that course until they contact the department
- Use of the PDP code is at department discretion and thus their responsibility to add to screen 131
- Example: THEA-170, with department choosing to enforce “permission needed by department”
- Type THEA170 001 in the Course field of SIS screen 131 and press Enter
- Tab to the Ctl Type field of the next open line and type PDP. Press Enter to update
- If you wish to access this code from the registration control list, press F2 and scroll through the list until you reach it (PDP)
- Place cursor on the green V to the left of this code and press Enter twice
- See following example for final output:

![Screen capture of SIS A-ADMC137 showing the course with permission code PDP]
Updating Faculty, Teaching Assistants and Associate INS in SIS

Faculty Members
- Both of the following criteria must be met before data entry in SIS
  - Faculty must be in UCR payroll database (PPS) before being added to SIS
    - Faculty in a payroll database at another UC campus cannot be added to UC Payroll or SIS faculty file
    - Department can use Department Chair’s name if faculty is not in PPS
  - A current appointment letter must be on file with Academic Personnel

Associate INS
- Both of the following criteria must be met before data entry in SIS
  - Associate In must be in UCR payroll database before being added to SIS
    - Personnel ID number is needed; student ID number cannot be used
  - A current appointment letter must be on file with Academic Personnel
    - Letter must contain the course(s) that will be taught
    - Term that the appointment is valid
    - Letter must have Committee on Courses’ approval
    - Date of the Committee on Courses’ approval
    - Letter normally addressed from Chair of College to the COC

Teaching Assistants
- Teaching Assistants do not require an appointment letter
- Teaching Assistant must be in UCR Payroll database
- Personnel payroll ID required; student ID is not valid
- Academic department sends a list of Teaching Assistants via email to Academic Scheduling
  - List must give the Teaching Assistant's formal name as it appears in payroll (PPS)
  - Nickname cannot be used
  - If name change occurs, the Teaching Assistant must have it updated in payroll before it can be updated in SIS
  - ID numbers do not need to be sent with the list
    - Academic Scheduling verifies that personnel ID number is in payroll before updating TA name in SIS

Updating Faculty Names

Screen 132 (Section Faculty Assignments screen)
- Faculty name is listed on first line in the Instructor’s field
- Teaching Assistants may be entered on faculty screen 132 for non-unit bearing courses only.
- On SIS screen 132, type in the course ID number in the Course field
- In the Term field, type in the term
- In the ACT field, type the class activity.
  - LEC for lecture
  - DIS for discussion
  - LAB for laboratory
- In the Instructor SSN field, type the instructor’s last name, followed by a comma.
  - This faculty must be the one that will submit the grades
  - If multiple instructors listed, faculty in charge name must be listed on the first line
    - First line will list the faculty name that will be in charge
✓ Second line must list “in charge”

- Press Enter key
  - SIS lists everyone with that last name in SIS
  - Choose the correct name by using the number to the left of the name
- In the Number field at the bottom of the screen, type in the number associated with the faculty name that you want to choose
  - See example in diagram below
- Press ENTER twice to update the field with the Faculty ID number
- To assign “in charge” to faculty name on list one
  - On second line, type “IN”
  - Choose “in charge” from the list
  - Press ENTER to update

**Faculty name not in SIS**

- If instructor’s name does not appear on the Faculty Name Index screen (1F3)
- Contact Payroll and verify that he is in Payroll database (PPS)
- If he is not in Payroll, he can not be added in SIS
- To request his information be updated in SIS, send his appointment information to Academic Scheduling in a spreadsheet
  - Name as it is in Payroll database
  - Department
  - Rank such as lecturer, professor, etc
No Instructor Assigned to a Course

- If it has not yet been determined who will teach the course, you must enter “The Staff” in the Instructor’s SSN field.
- It should not be left blank or as “STAFF”.
- To update to “The Staff” follow the same steps as when you enter the assigned instructor’s name but:
  - In the Instructor SSN field, type “the,”
  - Press the Enter key
  - Choose “the staff” from the list provided
Vital Tips When Entering Faculty in SIS Screen 132 (Section Faculty Assignments)

- When updating faculty members on SIS screen 132, the faculty member must have an ID number that begins with 85.
- The following are the only exceptions where an ID number can begin with 84:
  - Not sure who is teaching so section has been set to “The Staff” but must be updated by the end of 3rd week of quarter (849-99-9999)
  - When multiple instructors will be teaching a section and you want to designate one of them as “In Charge” (849-99-9996)
  - When a course has been cancelled, you must cancel the instructor too by using “cancelled” default number in the faculty field (849-99-9997)
  - In order to enter a person in SIS and for tracking purposes for COMV - Visiting GD Committee Member (individual 84 numbers issued)

Faculty Responsibility Percentages

- If more than one instructor is responsible for a class, each person’s share of the responsibility is shown as a percentage. The numbers must total 100 percent.
- If there is more than one activity associated with a course and there is more than one instructor, each of the activities must have a percentage that totals 100 percent.

- On SIS screen 132 (Section Faculty Assignments), enter the course ID number in the Course field
- In the Term field, enter the term
- In the ACT field, type the activity code
- In the Instructor SSN field type in the faculty last name following by a comma
- Press the Enter key
- Choose the number to the left of the name that you want to use
- Press the Enter key
- In the Pct. Load field, type in 100% if only
• If there are two instructors; one teaches 90% of the course and the second one teaches 10% of the course then note it as in the screen example below
• In the ACT field, type LEC for lecture
• In the Instructor SSN field, type first instructor’s name such as Visscher, P. Kirk
• Press the Enter key
• Choose the number to the left of his name
• Press the Enter key
• Pct Load field type in 90% for the first instructor, Visscher
• Press the Enter key
• In the second line in the ACT field, type LEC for lecture
• In the Instructor SSN field, type the second instructor’s name such as VanOverbeke, Dustin
• Press the Enter key
• Choose the number to the left of his name
• Press the Enter key
• In the Pct. Load field, type 10%
• Press the Enter key
• The percentages must equal 100 percent for the lecture activity
Faculty “In Charge”

- In circumstances where you want to list one faculty as overseeing a course while the other faculty is teaching the course, you may use the “in charge” notation to notate the one that is “overseeing” the course

To enter the “in charge” notation

- On SIS screen 132(Section Faculty Assignments), in the Course field, type in the course ID number
- In the Term field, type in the term
- In the ACT field enter the activity such as
- In the Instructor SSN field type in the faculty’s last name.
- On the second line, type the same activity as the first line.
- If first line has LEC for activity then type LEC in ACT field on second line
- In the Instructor SSN field, type “in,” and then press ENTER.
- SIS lists everyone in SIS with that last name that begins with IN
- The first entry is “In Charge, *.”
- Choose the number to the left of “in charge”; 1
- Press the Enter key to update
Faculty Responsibility Assignment:

- An additional tool used to assign responsibility for a course when more than one instructor is teaching a course section is the numerical notation in the “F” field that is to the right of the ACT field on SIS screen 132.
- It is crucial that the correct CIRS numeric code be assigned to each instructor on SIS screen 132 in the “F” field since it affects the CIRS report.
- You can use the F2 key in the “F” field to designate a CIRS numeric code or you can type in a number in this field.
- Following codes are used in the “F” field:
  - Code 1 - If a professor is teaching 100% of the time, and is the only professor assigned.
  - Code 2 - If an instructor is assigned, but not in charge, such as TA assigned to teach a discussion or lab and in this case the professor in charge.
  - Code 3 - If the professor is in charge and NOT teaching.
To Delete a Faculty or Teaching Assistant from Screen 132 (Section Faculty Assignments)

- On SIS screen 132, type the course ID number in the Course field
- Type the term in the Term field
- Press the Enter key
- In the Act field, place an asterisk on the first letter of the word (LEC) and place an asterisk on the first number in the SSN field
- Press the Enter key
- This will delete the information on the ACT, SSN and LOAD lines all at the same time.
Removing Phantom Faculty Names on Screen 132(Section Faculty Assignments)

- The purpose of this procedure is to remove the phantom faculty name(s) that appear in the Schedule Names field on SIS screen 129 (Course Section Maintenance) and 132(Section Faculty Assignments) so only current faculty appears in SIS for the course.
- On SIS screen 132 in the Course field, type in the course ID
- In the Term field, type in the term
- The second name listed in the Schedule Names field is a phantom faculty name if you cannot removed it by updating your current faculty in the usual way.

Removing the Phantom Name
- Before you can remove the phantom name, you must update the phantom name on the first line in the Instructor’s Name field
- Delete all faculty names in the Instructor’s Name field as well as the activity in the Act field and the load in the Pct load field
- Place an asterisk(∗) on the first alphabet of the activity and an asterisk on the first alphabet of the faculty name
- Press Enter to delete the information.
- After all of the information has been deleted, add the phantom name in the Instructor’s Name field
- Fill in the activity such as lecture in the Act field
- Put in 100 in the Pct load field
- Press enter to update the phantom name
- Now you can remove the phantom name by placing an asterisk on the first alphabet of the activity in the Act field and an asterisk on the first alphabet of the faculty name in the Instructor’s Name field
- Press enter and the field phantom name will disappear.
- Now you can update your current faculty information.
Scheduling Guidelines for General Assignment Rooms

Departments are limited to offering no more than 50% of their lectures/seminars and no more than 60% of the labs/discussions during prime time hours (8 a.m. to 1 p.m.). Classes meeting on one day only and for more than normal duration (e.g., 3-hour seminars) should be scheduled in non-prime time (2 p.m. to 9 p.m.) to ensure maximum space utilization for all.

Sections (any lab, lecture, discussion, studio class, etc.) offered with starting times between 8 a.m. and 2 p.m. must conform to established time blocks. Established time blocks are fifty-minute classes beginning ten minutes after the hour in MWF pattern, and eighty-minute classes beginning ten minutes after the hour or half hour on Tuesday and Thursday (see class times). The one exception to this rule is the scheduling of sections in one-hour time blocks on Tuesday or Thursday for discussions. Sections requiring nonstandard hours are restricted to the non-prime time hours.

In the event of conflicts, priority is given to the courses that demonstrate the highest seat utilization based on current projections and end of third-week enrollment figures for the last three terms the course was taught. Special consideration may be given when departments submit information about anticipated significant enrollment increases beyond those of the general campus.

The Registrar maintains a wait list for departments that would like to offer courses during prime time in excess of the 50% / 60% cap. These requests are satisfied when possible on the basis of room availability, optimal utilization and in the order that the Schedule of Classes copy is received in the Registrar’s Office.

Special Studies Courses

Perpetual Numbers

- Before adding a special studies course, the professor must be assigned a perpetual number.
- The perpetual number is assigned to the professor in SIS on screen 1F3 (Faculty Member Profile) by Academic Scheduling.
- The perpetual number is 2 digits and the first letter of the professor’s last name.
- If all of the numbers from that alphabet has been exhausted the perpetual number will be created with the first letter of the professor’s last name and 2 digits. Example: 29S or S29
- The perpetual number can only be used by the professor that has been assigned to that number.
- The professor retains this perpetual number forever.
- Teaching Assistants and Associate Ins are not allowed to be assigned perpetual numbers.
- Visiting faculty member are also not assigned perpetual numbers since their assignment is not permanent.

Looking up the Perpetual Number in SIS (1F3-Faculty Member Profile)

- To verify whether or not a professor already has a perpetual number:
  a) Go to SIS screen 1F3( Faculty Member Profile)
  b) In the Faculty ID field, type in the last name of the professor
  c) Press Enter
  d) Choose the correct name from the list shown by choosing the number to the left of the name.
  e) Press enter.
  f) In the Section # field, if this field has a number; use this perpetual number to create a course.
  g) If the Section # field is blank, call or email Academic Scheduling to request a perpetual number.
Assigning a Perpetual Number to a Faculty

- If a faculty member has not been issued a perpetual number on SIS screen 1F3 (Faculty Member Profile screen), the following steps must be followed:
  - Faculty member must be in the Payroll (PPS) database
  - An appointment letter must be on file in Academic Personnel office
  - Faculty can not have a Visiting appointment
  - Perpetual Number are not assigned to Teaching Assistants or Associate Ins
- If all of the above steps have been verified, send an email request with the faculty’s name to Academic Scheduling.
- Faculty member will retain the assigned perpetual number forever.

Adding a Special Studies Course in SIS:

- Special Studies courses are added on SIS screen 129(Course Section Maintenance) as you would a regular course with a few exceptions.
  1. In the Course field, type in the course ID#.
  2. The last three digits will be the perpetual number. Example: PLPA197 14J
  3. In the Term field, type in the term that this course will be offered.
  4. In the Function field, type in “A” and press the Enter key.
  5. On SIS screen 132, you must enter the name of the instructor assigned to the perpetual number as soon as you add the course in the term
  6. SIS screen 130 (Course Section Meeting Schedule), in the Print field, type “N” for no print.
  7. If you want to allow this special studies section to appear in the SOC, leave the Print field blank
  8. In the Expected field, leave this field blank.
9. It is not necessary to put in a day and time or location since the student will meet with the professor but **not** in a classroom as a regular course would.

10. Make sure that the course has a 001 section that has been set to print so the course will appear online for students to view.

- On SIS screen 131 (Course Registration Controls), enter the codes in the CTL Type field that will notify the students that they need to call the department for the section number since course enrollment is by permission only.
  1. Screen 131, in the CTL Type field type “MR2” or use the F2 help key to choose from the menu.
  2. Press the “Enter” key to update.
  3. On the next line in the CTL Type field, type “PDP” or use the F2 help key to choose from the menu.
  4. Press the “Enter” key to update.
• When updating a new term at First Call, always delete any Special Studies sections that rolled over into the new term for faculty that will not be teaching in the new term.
• Delete all sections that rolled over the faculty that have a personnel ID number that begins with the number 84.
• Only ID numbers that begin with the number 85 can be used.
• Contact Academic Scheduling if a faculty with a number beginning with 84 will be teaching in the new term.
• A new number beginning with 85 will be issued for the faculty member.

SEC Section Change/Drop Screen

Rolling Students from one section of a course into another section of that same course can be completed on the SEC screen in SIS. You can’t roll from one course into a different course such as from ENGL to MATH. You can, however, roll students in the same course into a different section such as from ENGL-004-021 into ENGL-004-032.

In the Screen field, SEC. In the Course field, type in the course number that the students are enrolled in that must be moved such as ENGL-001A-001
In the Term field, type in the current term such as 10F
If you want to roll one or two students to another section use the fields to the right of the name
If you want to roll all of the students that are enrolled in the section use the Page Globals field.

Rolling All of the Students
Rolling all of the students from ENGL-001A-001 to ENGL-001A-030
In the first field under Page Globals, type “R” to signify roll.
In the second field under Page Globals, type 030 to signify that you are rolling all of the students into ENGL-001A-030.
Leave the third field blank. Press Enter. If there are multiple pages of names, repeat the above steps until all of the students have been rolled to the new section.
Verify that the students are in ENGL-001A-030 by viewing the SEC for ENGL-001A-030.
If you rolled the students into section 030 in error, complete the same steps above to roll them back into section 001.
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