

Student Administration Project
Scheduling Business Process Guide

Cross-listed and Combined Classes Processes

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Process: Creating and Scheduling Cross-listed and Non Cross-listed Classes per Term

Process: Cross-listed Courses –

Cross-listed courses are those courses that are:

- Combined at Catalog level (share course ID #) – See Box A
- Share the same course title, description, and attributes
- Classes are never scheduled independent of each other
- The Combined Sections of these Cross-listed courses will roll over each term

For each Cross-listed Course there is one LEAD department.

LEAD Department is responsible for communicating details about the cross-listed offerings between other departments and the Registrar’s Office.

Both Cross-listed and non Cross-listed classes share the same instructor & the same room.
Both types are considered Combined Sections in SA.

Below are steps on a per term basis for Cross-listed Courses.

NOTE: See further down in this document for instructions for Combined Sections ONLY.

Step 1: Cross-listed Courses from the prior “like” term are rolled by the Registrar’s office.

Step 2: Registrar’s office runs a report that identifies how cross listed courses are combined for the term.

Step 3: Nate Czarnota will email the cross-listed course report out to all departments with cross-listed courses.

(Only departments identified as the Lead Dept will receive the report. It is the responsibility of the Lead Dept to communicate with the departments with which they share cross-listed classes, or are otherwise combined on the report.)

How to Read the Cross-listed Course Report

- A. Course Catalog ID
- B. Combined Section ID.
- C. Class Nbr: for each section that is combined.
- D. Facility ID and Meeting Pattern Information.
- E. Section Number, Requested Room Cap, Enrollment Caps, Wait List Cap.

** Course ID = static number assigned to the course at the Course Catalog level.*

** Class Number = number assigned to a scheduled class after the class has been created in the class schedule for a specific term. This number changes each term the class is offered.*

Course ID / Comb Sctn	Description	Class Number	Subject / Catalog Number	Class Section	Req Room Cap	Enrl Cap	Enrl Total	Wait Cap	Wait Total
050030 0010	African-Amer Hist Survey AFST 206 Instructor: Unknown	2222 4115	AFST 206 HIST 218	01 01	40 40	35 35	0 0	0 0	0 0
050027 0011	Intro To Contemp Africa AFST 211 Instructor: U	2223 4116	AFST 211 HIST 242	01 01	60 60	50 50	0 0	0 0	0 0

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Step 4: Lead Department communicates with the departments, with which they are combining classes, to discuss the details of the class.


Step 5: Lead Department makes any edits directly on the spreadsheet.

What to Edit on the Report?

- Changes in class meeting days or times
- Change to classes that are combined on the report.
- Changes to sections that are combined on the report.
- Changes to Instructor
- Changes to Enrollment (including waitlist) per section
- Changes to Enrollment (including waitlist) for the entire class
- Changes to the Room Capacity

How to Edit the Report

Enter the change directly into the cell. Click once in the cell that you just edited once.

Click the  icon. Select the "yellow" color. The entire cell should turn "yellow."

Repeat the process for all cells in which you have made a change.


Go to the File menu, select Save As.. Save the file name with the added extension of "edited -Term."

For example AFST.xls should be saved as "AFSTedited -2112.xls"

Course ID / Comb Sctn	Description	Class Number	Subject / Catalog Number	Class Section	Req Room Cap	Enrl Cap	Enrl Total	Wait Cap	Wait Total
050030	African-Amer Hist Survey								
0010	AFST 206								
	Instructor: Dr. Smith		Room:	Days: T	Time: 7:10PM - 9:40PM				
		2222	AFST 206	01		36	30	0	0
		4115	HIST 218	01		36	30	0	0
			Enrl Tot: 0	Wait Cap: 0		Wait Tot: 0		Req Room Cap: 40	
050027	Intro To Contemp Africa								
0011	AFST 211								
	Instructor: Dr. Smith		Room:	Days:	Time: -				
		2223	AFST 211	01		60	50	0	0
		4116	HIST 242	01		60	50	0	0
			Enrl Tot: 0	Wait Cap: 0		Wait Tot: 0		Req Room Cap: 60	

How to Cancel a Class on the Report

Select all of the rows associated to the Combined Section class to be cancelled.

Click the  icon. Select the "red" color. The entire cell should turn "red."

Repeat the process for the Description field for additional classes you want to cancel.

(Note: If you are removing a class section from the report, highlight the class to be removed and highlight it in red.)

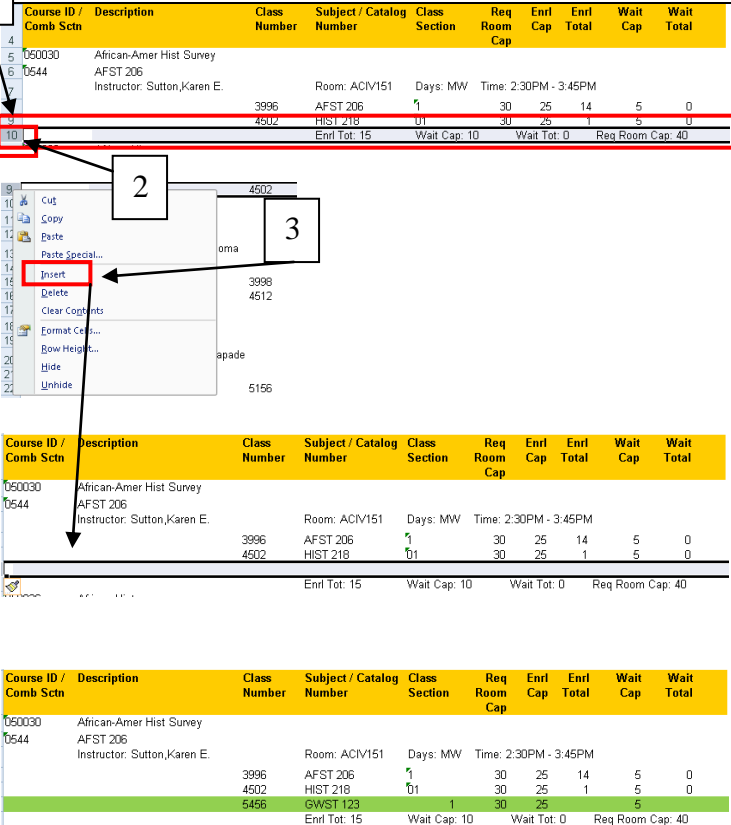

050005	Africa: Cult/Developmnt								
0074	AFST 213								
	Instructor: Badru,Lateef Olapade		Room:	Days:	Time: -				
		5156	FA 215	MW	1:00PM - 2:15PM	35	25	5	5
		4000	MLL 210	01		30	25	20	5
			AFST 213	1		30	25	20	5
			Enrl Tot: 25	Wait Cap: 10		Wait Tot: 3		Req Room Cap: 40	

Cancel the entire combined class.

Cancel one class section from the combined class.

050005	Africa: Cult/Developmnt								
0074	AFST 213								
	Instructor: Badru,Lateef Olapade		Room:	Days:	Time: -				
		5156	FA 215	MW	1:00PM - 2:15PM	35	25	5	5
		4000	MLL 210	01		30	25	20	5
			AFST 213	1		30	25	20	5
			Enrl Tot: 25	Wait Cap: 10		Wait Tot: 3		Req Room Cap: 40	

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Step 6: Create an RT Ticket and Submit the edited spreadsheet to the Registrar’s Office. **Be sure to cc your cross listed partners on the RT ticket so they are aware of the changes to the schedule.**

Step 7: The Registrar’s office edits the combined classes with the changes identified on the report.

What if you received the report and you are not the Lead Department?

- Identify on the Spreadsheet which class has the error.
- Notify the Registrar’s Office via RT and include the updated spreadsheet.

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Viewing Combined Section Changes in SA

<p>Course ID: 050134 Course Offering Nbr: 1 Academic Institution: UMBC Term: Fall 2010 Undergrad Subject Area: GWST Gender and Women's Studies Catalog Nbr: 353 Marriage And The Family</p> <p>Class Sections Find View All First 1 of 1 Last</p> <p>Session: 1 Regular Academic Session Class Nbr: 2548 Class Section: 1 Component: Lecture Event ID: 000028970</p> <p>Meeting Pattern Find View All First 1 of 1 Last</p> <p>Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date SOND105 80 MWF 9:00AM 9:50AM [x] [x] [x] [] [] [] [] 08/31/2010 12/13/2010</p> <p>SOND 105 Topic ID: Free Format Topic: <input type="text"/> <input type="checkbox"/> Print Topic On Transcript Contact Hours Combined Section</p> <p>Instructors For Meeting Pattern Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Assignment</th> <th>Workload</th> <th>ID</th> <th>Name</th> <th>Instructor Role</th> <th>Print</th> <th>Access</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>3000035171</td> <td>Damasiewicz,Meryl S.</td> <td>Prim Instr</td> <td><input checked="" type="checkbox"/></td> <td>Approve</td> <td>+ -</td> </tr> </tbody> </table>	Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact			3000035171	Damasiewicz,Meryl S.	Prim Instr	<input checked="" type="checkbox"/>	Approve	+ -	<p>Viewing edits in SA > Curriculum Management > Maintain Schedule of Classes</p> <ol style="list-style-type: none"> 1. Search the schedule for your desired class. 2. Open the class. 3. Click once on the Meetings tab. 4. Click once on the Combined Section link. <p><i>(The Combined Section link is only available when a class is combined in SA as a combined section class.)</i></p>																												
Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact																																						
		3000035171	Damasiewicz,Meryl S.	Prim Instr	<input checked="" type="checkbox"/>	Approve	+ -																																						
<p>Schedule of Classes</p> <p>Combined Section Detail</p> <p>Academic Institution: UMBC1 UMBC Term: 2108 Fall 2010 Session: 1 Regular Academic Session Combined Sections ID: 0208 socy353 1171/gwst353 1892 <input type="checkbox"/> Skip Mtg Pattern & Instr Edit</p> <p>Enrollment restrictions may apply to open classes.</p> <table border="1"> <thead> <tr> <th colspan="4">Combined Enrollment Capacities</th> </tr> <tr> <th>Requested Room Capacity</th> <th>Enrollment Capacity</th> <th>Enrollment Total</th> <th>Available Seats</th> </tr> </thead> <tbody> <tr> <td>80</td> <td>80</td> <td>35</td> <td>45</td> </tr> <tr> <th>Wait List Capacity</th> <th>Wait List Total</th> <td></td> <td></td> </tr> <tr> <td>10</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Class Nbr</th> <th>Description</th> <th>Status</th> <th>Enrl Tot</th> <th>Wait Tot</th> </tr> </thead> <tbody> <tr> <td>GWST</td> <td>353</td> <td>1</td> <td>2548</td> <td>Marriage And The Family</td> <td>Open</td> <td>7</td> <td>0</td> </tr> <tr> <td>SOCY</td> <td>353</td> <td>1</td> <td>1318</td> <td>Marriage And The Family</td> <td>Open</td> <td>28</td> <td>0</td> </tr> </tbody> </table> <p>Return</p>	Combined Enrollment Capacities				Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats	80	80	35	45	Wait List Capacity	Wait List Total			10	0			Subject	Catalog	Section	Class Nbr	Description	Status	Enrl Tot	Wait Tot	GWST	353	1	2548	Marriage And The Family	Open	7	0	SOCY	353	1	1318	Marriage And The Family	Open	28	0	<ol style="list-style-type: none"> 5. Verify the information is accurate. 6. Click Return to return to the class. <p><u>Requested Room Capacity</u> = combined section room capacity (used when scheduling rooms) <u>Enrollment Capacity</u> = combined enrollment capacity (determines total number of seats available for registration in all combined sections.) <u>Waitlist Capacity</u> = total waitlist for all sections</p>
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<p>Menu</p> <ul style="list-style-type: none"> Schedule of Classes <ul style="list-style-type: none"> SA Integration Pack <ul style="list-style-type: none"> Class Search Schedule New Course Maintain Schedule of Classes <ul style="list-style-type: none"> Schedule Class Meetings Adjust Class Associations Update Sections of a Class Class Event Table Print Class Schedule Exam Code Table Exam Code Table Report Generate Exam Schedule Class Notes Table Class Notes Report Class Notes Table Report Global Notes Table Global Notes Table Report Resource Queue Cleanup Review Message Log <p>Maintain Schedule of Classes</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: = UMBC1 <input type="text"/></p> <p>Term: = 2112 <input type="text"/></p> <p>Subject Area: = <input type="text"/></p> <p>Catalog Nbr: = begins with <input type="text"/></p> <p>Academic Career: = <input type="text"/></p> <p>Campus: = begins with <input type="text"/></p> <p>Description: = begins with <input type="text"/></p> <p>Course ID: = begins with <input type="text"/></p> <p>Course Offering Nbr: = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>	<p>Make your own edits in SA > Curriculum Management > Maintain Schedule of Classes</p> <p>Changes Scheduling Coordinators can make include:</p> <ul style="list-style-type: none"> • Updated Enrollment Numbers • Addition of Reserve Cap • Addition of Room Characteristics • Addition of new sections <p>Changes that require <u>Registrar Staff</u> to complete:</p> <ul style="list-style-type: none"> • Change in Meeting Pattern • Change in Instructor • Change in Location <p><i>(Create an RT ticket with the changes to be made to the above fields. Include the class information in your RT ticket to include, class number, section number, specific edits.)</i></p>																																												

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Navigation/Task	Steps/Notes
	<p>Step 7: Registrar's office generates a new report that includes all combined sections for the term.</p> <p>Step 8: Registrar's office distributes the report to the Lead departments for review and final edits.</p> <p>Step 9: Departments edit the report if necessary, and create a RT ticket if additional edits are required.</p>

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Process: Combined Classes that are not Cross-Listed

Process: Combined Classes that are not Cross-listed –

Combined Classes that are not Cross-listed are those courses that are:

- Different courses at the catalog level
- Can have different syllabuses and materials. (i.e., UGRD & GRAD)
- Can share the same syllabus and class materials (i.e., Topic class)

Scheduling Coordinators have to request that a combined section be built (via form) each term

For each Combined Class there is one LEAD department.

The LEAD Department is responsible for communicating details about the Combined Class offerings between other departments and the Registrar’s Office.

Both Cross-listed and Combined Section classes share the same instructor & the same room.

Both types are considered Combined Sections in SA.

Below are steps on a per term basis for Combined Courses.

NOTE: See the beginning of this document for information about Cross-listed Courses

	<p>Step 1: Communicate with the department(s) with which you will be combining sections to determine the following common components of each class section to be combined.</p> <ul style="list-style-type: none"> • Meeting Pattern • Instructor • Location • Enrollment Caps <p>NOTE: Reserve Capacities should also be discussed.</p> <p>Step 2: Determine who will be the LEAD department for the combined class sections.</p>
	<p>Step 3: Each department creates or edits the required class section in SA that will be combined.</p> <p>Step 4: The LEAD department should obtain the Class Number(s) for the other sections with which this class should be combined.</p>

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Navigation/Task	Steps/Notes
	<p>Other SOC changes or edits that can be done to sections that are to be combined are:</p> <ul style="list-style-type: none"> • Addition of Reserve Cap • Addition of Room Characteristics • Addition of new sections • Permission Requirements

Step 3: The LEAD department fills out the Combined Section Request Form.

<https://spaces.umbc.edu/display/sa/Scheduling+Coordinators>

Combined Section Form

Requesting Department: _____ Term: _____

Scheduling Coordinator: _____ Phone: _____

The Lead Course identifies the department which will be taking responsibility for communicating all details to the Registrar's office regarding the combined sections for the class for the term.

Combined Section Room Capacity:						Combined Section Enrollment Capacity:			
Lead Course	Course / catalog number	Class Nbr	Sec. Number	*Meeting Pattern & Times	*Instructor	Seat Allocation	Waitlist	Reserve Capacity?	Additional Notes/Comments
Y/N								Y/N	
Y/N								Y/N	
Y/N								Y/N	
Y/N								Y/N	

Select File > Save As

Enter a Name that is descriptive to what is included on the form. For example: "Combined Section AMST310/GWST310."

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The screenshot shows the 'Request' page for rt.umbc.edu. A callout bubble points to the 'Queue: RR-Scheduling' dropdown menu in the 'Create a new ticket' form, with the text 'Select "RR-Scheduling" Queue'. Another callout bubble points to the 'Cc:' field, with the text 'CC Combined Section Partners.'. A third callout bubble points to the 'Attach file:' section, with the text 'Browse for the Combined Section Form you just saved.'. A fourth callout bubble points to the 'Describe the issue below:' text area, with the text 'Provide further information here.'. The subject line of the ticket is 'Combined Section Request for AMST/GWST 310'.

Step 4: Send the Combined Section Request Form via RT to the Registrar’s Office. **Include departments partnering on your combined section request as a CC on the RT ticket.**

Step 7: Registrar’s office generates a new report that includes all combined sections for the term.

Step 8: Registrar’s office distributes the report to the Lead departments for review and final edits.

Step 9: Departments edit the report if necessary, and create a RT ticket if additional edits are required.

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