

COURSE SET-UP WORKSHEET

Revised 11/06/00

Screen 105: To review all course activity for a given term

_____ Check to see what sections currently exist for this course number in this term.

Screen 129: to add or to delete a course form a given term

_____ Add course using "A" function, ENTER

_____ Write over activity code if NOT 'lec' – the default (check screen 125 for correct code).

_____ Write over credit hours if variable credit course, and key 'F' for fixed on the 'v'. (Only IND, DIS, PRC, INT codes stay as variable credit; LEC and SEM must be fixed and show corresponding contact hours in meeting pattern.)

_____ Write over maximum enrollment number to desired enrollment limit.

_____ Change waitlist flag to S (sequenced – set up sequencing priorities on screen 144), or N (no waitlist). Default is A for automatic or chronological. Linked courses (lec/lab/rec) cannot have A; must have S or N, even if not sequenced.

_____ Set controlled enrollment flag to 'Y' for all 700, 800, 900-section courses.

_____ Put "N" in PRT field for residence hall program courses, independent studies, dissertation hours to prevent printing in the Handbook.

_____ Set PRT CRLST field to 'Y' for first section of a given course ONLY.

_____ Set PRT PRERQ field to 'Y' for first section of a given course ONLY.

_____ Key in subtitle code from choices on screen 126, ENTER.

Screen 134: to add, change, or delete a meeting pattern; to request a room, including features

_____ Session code field: key in letter for M (maymester), A, B, C, D, etc. terms, and dates will pop in. If an intensive, E or F, you must key in the exact dates.

_____ For all courses, use A in the function field (the first field), then key in the meeting pattern, using chosen combination of MTWRF, times, e.g., 0800am – 0850am, and TBA only for IND, DIS, PRC, INT activity codes.

_____ Key in an "R" in the SCH RM field to request a room from "Schedule 25", the computer-generated room assignment program. For dept-controlled rooms, key in bldg/room, with a "U" in the SCH RM field, for "user".

_____ Features such as AVM (audiovisual), SMT (internet access), TAC (moveable chairs), are keyed in the SPC-FTR and SPC-EQP fields. For dept-controlled rooms, key in bldg/room, with a “U” for user in the SCH RM field.

Screen 1C1: Instructor Inventory Screen – access 365 days/24 hours per day

_____ In SID field, enter instructor’s ID number, ENTER.

_____ In FULL NAME field, enter instructor’s last name, comma, space, first name, middle initial, ENTER (make screen print of another instructor already in inventory for reference).

_____ In LAST NAME field, enter last name only.

_____ In FM INITIALS field, add first and middle names only.

_____ In DEPT ROSTERED field, add four-letter abbreviation of dept where rostered.

_____ In TEACHING FACULTY STATUS, enter appropriate level number.

_____ In BEGIN TERM field, enter first term teaching, e.g., 007, 001 ENTER.

Screen 130: Instructor Screen for Term – access 365 days/24 hours per day

_____ Enter instructor’s ID number in the INSTR ID field in the middle left of the screen.

_____ If more than one instructor, adjust percentage responsibility to 50% or 34%, etc.

_____ Add Y in the SCH PRT field for second and third instructors to print, ENTER.

Screen 136: Note Screen

_____ Add ‘N’ in the TEXT TYPE field, and ‘FC’ in the TEXT POSITION field, ENTER. This will position text above the first course listing, on the course title line in the Handbook.

_____ Add 01, 02, 03 to first field below, and key in notes, e.g., “EVENING EXAMS AS 7PM, SEPT. 21, OCT 20, NOV 23.” Hit ENTER several times, as this screen does not word-wrap and content can flip out and require reentry.