

COURSE USER GUIDE
FOR
ACADEMIC DEPARTMENTS
AND DEANS

University of Colorado at Boulder
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GENERAL INFORMATION

This guide is divided into three sections. Section I covers term-specific information for those directly involved with course set-up each term. Section II covers course inventory information. Section III provides general information pertaining to both term-specific and inventory. Sections I and II are organized in screen order, ranging from the lowest to highest number.

As you find information that is unclear, or do not find instructions for a particular job, please notify Academic Scheduling (2-6619 or 2-4570) so that we can clarify or include the missing instructions in a later edition.

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SECTION I: COURSE TERM FILE INFORMATION

1. Production Calendar Overview - Course Term File

OBJECTIVE

The schedule of courses is produced twice a year, for the Fall and Spring Semesters, to appear in the On-Line Schedule Planner, and the Summer Session Catalog is produced once a year. These documents inform students of the courses being offered for a given term. Students use the schedule/catalog to select their courses, to obtain the five-digit call numbers necessary for registration and schedule adjustment, to receive information on registration deadlines and procedures, as well as view the final exam schedule. In preparation, the Registrar's Office creates a packet of instructions for each academic unit, a part of which is the production calendar.

PROCEDURE

- A. The Registrar's Office updates the production calendar and all related instructions.
- B. The Registrar's Office sends instructions, production calendar, and a copy of the initial Schedule printout to all academic units.
- C. The Registrar's Office changes the SIS security feature, allowing update capability to academic units.
- D. Academic units make all corrections and updates for the new term. (Only preassigned classrooms and departmentally controlled rooms will be entered at this time. All other central classroom assignments will be made using Schedule 25, the automated room scheduling program, later in the production schedule.)
- E. The Registrar's Office edits course listings for spelling, abbreviations, adherence to inventory definitions, consistency, and technical needs such as linkage codes, section numbers, sequence numbers.
- F. Schedule 25, the automated room scheduling program, is run twice during this time period to assign classrooms to all courses. (Schedule 25 is run only once for summer session.)
- G. A Schedule printout is sent to academic units several times during the update process for further corrections and revisions. Academic units make corrections on-line until the established deadline date.
- H. Print Check. A final printout is reviewed by academic units in the Academic Scheduling office. All changes and corrections to the Schedule after this point need to be submitted to the Registrar's Office on a Course Term Update Form (CTUF) with appropriate signatures.
- I. Registrar's Office finalizes the Schedule for the On-Line Schedule Planner.

2. Course Term File - Overview

The course term file (CTF) is the collection of screens which make up a specific semester's offering of courses. Before a course can be added to the specific semester, it must already exist in the course inventory file (see inventory information, pages 37-46). The CTF consists of the following screens:

- screen 129 - schedule maintenance**
- screen 130 - faculty load**
- screen 131 - course section tallies
- screen 132 - combined section tallies
- screen 134 - course meeting pattern**
- screen 136 - course section text**
- screen 141 - course prerequisites
- screen 143 - section restrictions/priorities
- screen 144 - wait list prioritization rules**
- screen 145 - block registration sections

**Designates screens for which academic departments have limited update capability.

Course information is "rolled" or duplicated from an active semester to begin the set-up process for a future semester. Fall courses are rolled to begin a new fall, spring courses are rolled to begin a new spring, and summer follows the same pattern. In addition, notes are rolled from screen 136, registration restrictions are rolled from screen 142, and course prerequisites are rolled from screen 141. In some cases, the instructor and meeting patterns also roll. The amount of information that rolls is controlled in part by a field coded on the course inventory, screen 125.

Departments receive a copy of the base, rolled information from Academic Scheduling and then, using the Course Set-Up Worksheet (see web site: <http://registrar.colorado.edu/Dept/academicscheduling.html>) as a guide, add or delete courses and sections as appropriate. The Worksheet lists the order of screens to follow when adding a course to your offerings, and also indicates some important fields to check for accuracy.

The three essential screens for courses in a given term are 129, 130, and 134. Information **must** be entered onto these three screens for a course's information to be considered complete. All screens listed on the Worksheet should be checked for accuracy.

- A. During the schedule of courses production, while departments have update access, the course term file screens will be maintained by academic departments, who are responsible for updating their course listing information for the new semester.
- B. After department update access has ended for a particular term, the course term file will be maintained by Academic Scheduling in the Registrar's Office. Any changes to course information must be submitted to Academic Scheduling on a Course Term Update Form (CTUF; again available on our web site). All changes to the course term file after update access has ended must be routed as follows:
 - 1. department chair
 - 2. curriculum office (College of Arts and Sciences only)
 - 3. dean's office (all except College of Arts and Sciences which go through the Assistant Dean)
 - 4. Registrar's Office, Academic Scheduling.

An appropriate signature from each office is required.

The following changes must be submitted on a CTUF after update access has ended:

- added courses (page 8)
- cancelled courses (page 12)
- course number changes (call Academic Scheduling)
- time changes (page 27)
- day changes (page 27)
- credit hour changes (page 14)
- title changes (page 13)

Please see the specific procedures in each category (page numbers shown in parentheses above) for further information on changes.

The Registrar's Office makes timely updates of all information submitted on CTUFs. After entry of the updated material, the CTUFs are kept for a minimum of one semester for auditing purposes.

Screens used for Schedule production:

- 129 schedule maintenance
- 130 faculty load (along with 1C1 if necessary)
- 134 course meeting patterns
- 136 course section text
- 145 block registration sections (Law only)

3. Term Definition and Controls - Screen 1A5 (sample screen print, page 63):

OBJECTIVE

The time-based security feature found on screen 1A5 allows the Registrar's Office to control update access to screens 129, 130, 131, 134, 136 and 137 of the course term file. Departmental personnel have the necessary security clearance to update their own information during the schedule of courses production phase. Once the initial phase is complete, update capability will be reduced to viewing access only.

4. Instructor Inventory - Screen 1C1 (sample screen print, page 63):

The Student Information System (SIS) contains two instructor files. Both are maintained by academic departments. These two files are the instructor inventory file, screen 1C1, and the instructor term file, screen 1C2. *Department staff have continuous update access to screen 1C1.*

OBJECTIVE

The instructor inventory, screen 1C1, must be created before an instructor may be entered elsewhere on SIS. Screen 1C1 contains the appointment information for each instructor including full name, employee i.d. number, rostered department, tenured department, job class, faculty rank, teaching faculty status, beginning and end terms.

PROCEDURE

A. On the action line enter:

SCREEN: 1C1
 INST: BD
 AU: B1
 SID: (Instructor employee i.d. number)
 TERM: (Year/Term)
 Press [ENTER].

B. If the instructor does not have a record on the inventory, the message, "Instructor ID not found for this institution," will be displayed. To create an instructor record, you must enter the following information:

1. FULL NAME. Enter the last name, followed by a comma and a space. Then proceed with a title (if required), first name and middle initial(s). Periods after initials and abbreviations are not required. Press [ENTER]. Then continue to enter the remaining fields.
2. LAST NAME, INCLUDING ANY SUFFIXES. Enter the complete last name. If a suffix is required, enter according to the following: Jones, Jr.; Jones, III., etc.
3. FIRST, MIDDLE INITIAL(S). Enter the first and middle initial(s). Up to three initials are allowed.
4. DEPARTMENT ROSTERED. Enter the department abbreviation for the department where the instructor is rostered.
5. TEACHING FACULTY STATUS. Enter the teaching status which indicates the level of courses the instructor is authorized to teach. The codes are:

0	Non-credit only
1	Undergraduate - lower division
2	Undergraduate and professional courses and lower
3	Graduate courses and lower
6. BEGINNING TERM. Enter the first year and term the instructor is teaching, using the same coding as the year/term in the action line.

C. If the following information is available, these *optional* fields may also be entered:

1. DEPARTMENT TENURED. Enter the department abbreviation of the department where the instructor has tenure.
2. JOB CLASS. Enter the job class that you have been given for the instructor. Space has been provided for two six-digit job classes in the event that an instructor is given two different job classes. Use only the first six digits if you have only one job class.
3. FACULTY RANK. Enter the numeric administrative rank (first digit) and academic rank (second digit) that corresponds to the rank of the instructor. Please refer

to the complete list of rankings on page 60, or use screen help, [F2], for the correct numeric assignment.

4. ENDING TERM. Enter the last year and term which the instructor is eligible to teach. This field should NOT be completed until the instructor's teaching at the University of Colorado is complete. If an instructor leaves but later returns to the University, simply remove the ending term by pressing the space bar.
- D. Deletions may only be done if the instructor has never taught a course. If the instructor information must be deleted, begin by removing the instructor term record, screen 1C2, then remove the instructor inventory record, screen 1C1. **The delete function cannot be completed if the instructor is listed on screen 130, faculty load, for any course .**
1. On the action line enter:

SCREEN: 1C2
 INST: BD
 AU: B1
 SID: (Instructor employee i.d. number)
 TERM: (Year/Term)
 Press [ENTER].
 2. Move the cursor to the bottom of the screen to the DELETE field. Type a "D" and press [ENTER].
 3. Return to screen 1C1.
 4. Move the cursor to the bottom of the screen to the DELETE field . Type a "D" and press [ENTER].

5. Instructor Name Search - Screen 1C3 (sample screen print, page 64):

This screen initiates a search for an instructor by name. It can be accessed directly by entering "1C3" in the action line or indirectly by entering an instructor's alphabetic name in the SID field from any of the instructor-related screens: 130, 1C1, or 1C2. (Entry of alphabetic characters in the SID field on any other screen will call up the *student* name search screen.)

OBJECTIVE

Knowing only an instructor's name, you may determine whether an instructor is entered on the instructor inventory (screen 1C1) or obtain an instructor identification number (ID) by retrieving an alphabetic list of instructors on the inventory and their corresponding IDs.

PROCEDURE (Follow steps A-C or D-E)

- A. On the action line enter:

SCREEN: 130
 INST: BD
 AU: B1
 SID: (blank)

- CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER]
- B. In the SID field, enter the instructor name using the format [last name] [comma] [space] [first name]. You may search using as many as nine characters or as few as one. Be sure that you have erased any numeric characters from the field before you begin your search.
- C. Press [ENTER].
1. If your entry matches exactly with an instructor on the instructor inventory (those instructors on screen 1C1), SIS will place that instructor's ID in the SID field on screen 130. You must then enter the ID into the INSTR ID field in the body of the screen, and press [ENTER].
 2. If there is more than one possible match, SIS displays screen 1C3 with a list of all instructors matching your alphabetic entry. Placing any character in the "S" field next to the desired instructor name places that instructor's ID in the SID field and returns you to screen 130. You must then enter the ID into the INSTR ID field in the body of the screen, and press [ENTER].
- D. On the action line enter:
- SCREEN: 1C3
 INST: BD
 AU: B1
 SID: [last name] [comma] [space] [first name] up to a maximum of nine characters. Remove any numeric characters by pressing the space bar to the end of the field.
- CRS: (may be blank)
 TERM: (may be blank)
- E. Press [ENTER].
1. If one exact match is found from the instructor inventory list, SIS places the instructor's ID in the SID field and the system remains on the same screen, not changing to screen 1C3, even though that was entered on the action line.
 2. If there is more than one possible match, SIS moves to screen 1C3 and lists all instructors matching the alphabetic entry. Placing any character in the "S" field next to the desired instructor name and pressing [ENTER] places that instructor's ID in the SID field and returns you to the previous screen.

6. Course Menu - Screen 1M1 (sample screen print, page 65):

Provides users with a list of the course screens that are available in SIS. To select the course menu, type 1M1 in the SCREEN field from any SIS screen and press [ENTER].

7. Course Sections - Screen 105 (sample screen print, page 65):

OBJECTIVE

To display all sections of a course offered during a term with selected information including instructor, meeting pattern, enrollment, enrollment limit, room capacity, waitlist type, and course status.

PROCEDURE

A. On the action line enter:

SCREEN: 105
 INST: BD
 AU: B1
 CRS: (Subj/Crs#)
 TERM: (Year/Term)
 Press [ENTER].

B. SIS lists all sections for the particular course entered in the action line, along with the following information for each section:

1. the number of remaining seats available
2. the meeting pattern, days and times (from screen 134)
3. session code (from screen 134, used for summer terms only)
4. activity type (from screen 129)
5. instructor (from screen 130)
6. capacity of the assigned room (from screen 134)
7. maximum enrollment limit (from screen 129)
8. number of students enrolled (from screen 131)
9. whether there are restrictions set on screen 143
10. the type of wait list (from screen 129)
11. whether other sections of a combined section set have openings

8. Wait List - Screen 108 (sample screen print, page 66):

OBJECTIVE

This screen lists all students on the waitlist for a particular course. Additionally, you may make manual changes to the waitlist by overriding a student's system generated priority code, or by adding or deleting names from the waitlist. For linked courses, the waitlist can only be seen at the lowest activity level, either REC or LAB. (Additional waitlist information may be found on pages 22 and 34.)

PROCEDURE

A. You may resequence a waitlist by assigning new priority codes to selected students. You may only utilize this option if your waitlist has sequencing priorities in place; you cannot reassign priority codes to students on an Automatic waitlist. To resequence the waitlist manually, tab to the PRI field. Enter the priority value you wish to assign the student. Valid values are 1-4 (1 is highest), 9, 19, 29, 39, 49, 59, 69, 79, or 86-99 (99 is lowest). When more than one student has the same number, the person who came on the waitlist first has the higher priority. This on-line function overrides the batch resequencing of a course waitlist.

- B. To add a student to the course from the waitlist, tab to the FCN field next to the student's name. Type an "R". Press [ENTER].
- C. To drop a student from the waitlist, tab to the FCN field. Type a "D". Press [ENTER].
- D. Waitlists will be available until one week before census date for fall/spring terms. All wait lists will then be purged from the system.
- E. All Student Program Entries (SPE's) for students dropped from waitlists will be retained on screen 159, registration audit display.

9. Adding a Course Or Section - Screen 129 (sample screen print, page 68):

OBJECTIVE

Use this screen to add a new section of a course to the course term file. The course may be new or you may add additional sections to an existing course. There are two different methods to add a course, depending on when the change takes place.

PROCEDURE

- A. During the period when departments have access to update SIS:

Departments have the ability to make all changes to the course term file on-line. There is no paperwork exchanged between departments and Academic Scheduling. However, before a course may be added to the term file (screen 129), it must exist on the course inventory file (screen 125). Also make sure the course number falls within the course numbering guidelines (see appendix).

1. On the action line enter:

SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].

2. When screen 129 appears, move the cursor to the FUNCTION field and type an "A" for add. The cursor will then move to the SECTION ACTIVITY field. The default activity type is LEC; you do not need to retype if this is the correct activity type. Enter the correct activity type as is defined on the course inventory (screen 125) and press [ENTER]. SIS will automatically pull the following information from the inventory file:

course title
 college
 course level
 course career
 credit hours minimum and maximum
 maximum enrollment

3. Check this information for accuracy. If changes need to be made to the course title, college, course level, or course career fields, contact Academic Scheduling. The title of a course may not be changed on screen 129, but you may select an approved subtitle from screen 126. The only instance in which credit hours may be changed are

courses with variable credit. The hours may be set to a fixed number within the range defined on screen 125. Fixed credit hour courses may NOT have the number of credit hours changed. An area that requires particular attention is the enrollment limit. This should be monitored for departmental needs each semester.

4. Call numbers for all new courses are automatically assigned by SIS. These numbers are used by students during the registration process and the schedule adjustment period, and may be seen in the CALL # field on screen 129. If you already know the call number of a course, you may enter that number in the CALL # field (instead of entering the subj/crs#/sec) and the information regarding that course will be displayed.

B. When departments no longer have access to update SIS:

1. Departments have the ability to add new courses and/or sections, cancel courses or sections, and make a variety of other changes necessary to ensure that the information on SIS is accurate. To do this after department access has ended, a Course Term Update Form (CTUF) must be used. This form is available on our web site.

2. The CTUF must be filled out completely, approved by the department chair and the dean's office, and then forwarded to Academic Scheduling in the Registrar's Office. All changes affecting centrally scheduled classrooms need the approval of Academic Scheduling, Registrar's Office.

3. Academic Scheduling will then enter the changes on SIS.

C. Section Numbering Standards for Fall and Spring

Section numbering follows standards to allow easy identification for reporting purposes, and quick recognition of the teaching methodology of a particular course.

1. Sections 001-009
This series is used when the course has no attached recitations or labs.

Example:	HIST 1010- 001	lecture
	002	lecture
	003	lecture
	004	lecture

2. Sections 010-019, 020-029, 030-039, etc.

This series is used if a recitation or lab is required with the lecture section. This series is also used if a course has one lecture requiring a recitation or lab, and other sections of the same course that are lecture only.

Example:	PHIL 1000-010	lecture
	011	recitation
	012	recitation
	013	recitation
	1000-020	lecture
	021	recitation
	022	recitation
	1000-030	lecture only
	1000-040	lecture only

3. Sections 100-199, 200-299, etc.

This series of numbers is used if there are ten or more recitations or labs required with the lecture section, similar to the examples above for sections 010-019. It is also used for courses requiring both a lab and a recitation with the lecture.

Example:	NASC 1250-100	lecture
	110	lab
	111	recitation
	200	lecture
	210	lab
	211	recitation

or

	INFS 2000-100	lec
	101-113	recitation

4. Sections 700-899:

This series of section numbers is reserved for controlled enrollment courses ONLY. Courses using 700 section numbers will not appear in the On-Line Schedule Planner (an exception to this are section numbers 790-794, the Chancellor's Leadership Program, who does not suppress either their courses or their call numbers). When a 700-799 or 800- series number is used, the department is responsible for distributing the call number to eligible students.

These sections are predefined for certain programs for the fall and spring semesters.

- 700-704 – Hallett Residential Academic Program
- 705-709 – Smith Hall International Program (SHIP)
- 710-729 – Sewall Residential Academic Program (SEWL)
- 730-749 – Farrand Residential Academic Program (FARR)
- 750-759 – Libby Residential Academic Program (LIBY)
- 760-779 – Student Academic Services Center
- 780-784 – Minority Arts and Sciences Program (MASP)
- 785-789 – Baker Residential Academic Program (BAKR)
- 790-794 – Chancellor's Leadership Residential Academic Program (LDSP)

795-799 – Norlin Scholars (NRLN)
 800-879 – General Department Courses
 880-889 - Honors Program

5. Sections 900-999:

These section numbers are reserved for courses that are independent study or dissertation courses ONLY. The activity type must be DIS or IND, and the course number must fall within the course numbering guidelines for DIS or IND courses.

D. Section Numbering Standards for Summer

1. During the summer term, section numbering indicates in which session the course is being offered. As in fall and spring, the lecture section number must always be lower than the lab or recitation section number.

Term	Regular Section	Controlled Enrollment	Independent Study/Thesis
M	001-099	N/A	N/A
A	100-199	810-819	N/A
B	200-299	820-829	N/A
C	300-399	830-839	N/A
D	400-499	840-849	900-999
E	500-599	850-859	N/A
F	600-699	860-869	N/A
I	700	N/A	N/A

10. Deleting a Course or Section - Screen 129 (sample screen print, page 68):

OBJECTIVE

You may use screen 129 to completely remove a course that will not be offered for a given semester from the course term file. The only instance in which a deletion occurs is during the schedule of courses department update access period.

PROCEDURE

- A. During the period when departments have access to update SIS:

Departments have the ability to make all changes to the course term file on-line. There is no paperwork exchanged between departments and Academic Scheduling. All courses that will not be offered for the term must be deleted.

Courses are deleted from screens on the term file in the reverse order from that in which they are added.

1. If any meeting pattern information (days, times including TBA, building, room) exists for a course on screen 134, it must be deleted first. See instructions, page 29, for specific steps.
 2. If an instructor has been assigned for this course, the assignment must be removed from screen 130. See instructions, page 25, for specific steps.
 3. Finally, the actual course/section should be deleted from screen 129. (For deleting a combined section course, please refer to page 18.)
 4. On the action line enter:

SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
 5. When screen 129 appears, enter a "D" in the FUNCTION field and press [ENTER]. This deletes the section from screen 129.
- B. After SIS update access has been removed from departments, all courses must be cancelled rather than deleted. Please see "Cancelling a Course," immediately following.

11. Cancelling a Course or Section - Screen 129 (sample screen print, page 68):

OBJECTIVE

The cancellation of a course can occur at any time during the planning or production phase of the schedule of courses, or during the registration or schedule adjustment phase. There are three different procedures for cancelling a course, depending upon when the cancellation occurs.

PROCEDURE

- A. During the period when departments have access to update SIS:
- During this time period, departments make all changes to the course term file on-line. There is no paperwork exchanged between departments and Academic Scheduling.
1. If it is determined that a course will not be taught while departments have update capability to the course term file, the course or section should be **deleted** from the file. Please see the procedure on deleting courses, page 11, for further information.
- B. After update access has ended, but before any registration or schedule adjustment activity has begun:
1. The department notifies Academic Scheduling in the Registrar's Office of a cancelled course through the use of a CTUF, submitted with the appropriate signatures. Academic Scheduling then cancels the course. CU PLUS will give any student requesting a cancelled course a "course cancelled" message, along with the option to search for another section.

- C. After registration or schedule adjustment activity has begun:
1. The department notifies Academic Scheduling in the Registrar's Office of a cancelled course through the use of a CTUF, submitted with the appropriate signatures. Academic Scheduling then cancels the course. CU PLUS will give any student requesting a cancelled course a "course cancelled" message, along with the option to search for another section.
 2. Academic Scheduling drops all enrolled and waitlisted students from the course. A listing of all students affected is sent to the department and it is the department's responsibility to notify all students of the cancellation.

12. Course Title Changes - Screen 129 (sample screen print, page 68):

OBJECTIVE

You may use screen 129 to change the title of a course to an approved subtitle listed on screen 126, Course Subtitles. To change the title on a permanent basis, the new title must have the approval of your college or school's curriculum representative, and **MUST** be changed on the course inventory file (screen 125). For a course that varies in content (such as a special topics course), it is recommended to carry the most frequently used titles on screen 126, Course Subtitles (see pages 21 and 47), rather than changing the title on the course inventory.

There are two different procedures for changing the title of a course, depending upon when the change occurs.

PROCEDURE

- A. During the schedule of courses production:

During this time period, departments have the ability to make all changes to the course term file on-line.

1. If the title change occurs **before** a new semester's courses have been rolled, the only change necessary will be on screen 125 via a Course Revision Form to the Registrar's Office.
2. If the title change occurs **after** a new semester's courses have rolled but during update access, it must be changed in two places: screen 125 and screen 129.
 - a. The department must initiate the change on screen 125 by submitting an approved Course Revision Form to the Registrar's Office.
 - b. Once the change has been made on screen 125, the department is responsible for changing the course title on screen 129. Move the cursor to the SECTION ACTIVITY field and type over whatever code is there (for example, if the existing code is LEC, type over it with LEC; if the existing code is SEM, type over it with SEM). Press [ENTER]. SIS pulls the new title from inventory. Review all updatable fields on screen 129 (particularly the enrollment maximum). You may need to readjust these figures again.

B. After department update access has ended:

1. To change from a general title (i.e. Special Topics) to a specific, approved subtitle from screen 126, the department must submit to Academic Scheduling a Course Term Update Form (CTUF) with appropriate signatures. Upon receipt by Academic Scheduling, the title change will be entered onto the term file. All students' records will automatically reflect the title change. However, the printed title in the Schedule will still reflect the original title. If the title change is substantial, the original section will be cancelled and a new section created.
2. To change the title of a course on a permanent basis, the department must submit an approved Course Revision Form to the Registrar's Office.

13. Credit Hour Changes - Screen 129 (sample screen print, page 68):

OBJECTIVE

A change affecting the number of semester credit hours for which a course is offered can occur at any time during the planning and production phase of the schedule of courses, or during the registration or schedule adjustment period. Departments are allowed to make changes to fixed credit hours on screen 129 only if the change has also been made on the course inventory, screen 125. Departments may change the number of credit hours on a variable credit hour course as long as the hours fall within the range approved on screen 125.

There are three different procedures for changing the number of credit hours, depending on when the change occurs.

PROCEDURE

A. During the period when departments have access to update SIS:

During this time period, departments make all changes to the course term file on-line.

1. If there is a change in the number of fixed credit hours, or an increase or decrease in the range of variable credit hours, the credit hour change must first be reflected on the course inventory file, screen 125. Departments should submit a completed Course Revision Form to the Registrar's Office.
2. Once the credit hour change is made on the course inventory file, screen 125, the course term file, screen 129, is updated by the department to reflect the correction.

On the action line enter:

SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER]

3. If the course is not yet on the course term file, follow the "add" procedures, page 8.
8. The new credit hour limit will be pulled from the inventory automatically .

4. If the course is already on the course term file, move the cursor to the field labeled CREDIT HOURS, insert the correct number of credit hours, both MIN and MAX. Insert the correct connector, either an F for fixed or a V for variable, and press [ENTER].
- B. After update access had ended, but before any registration or schedule adjustment activity has begun:
1. The credit hour change must first be reflected on the course inventory file, screen 125. Departments should submit a completed Course Revision Form to the Registrar's Office.
 2. Once the change is reflected on the course inventory, Academic Scheduling will make the change on the course term file. The original section(s) will be cancelled and new section(s) will be created to reflect the correction.
- C. After registration or schedule adjustment activity has begun:
1. The credit hour change must first be reflected on the course inventory file, screen 125. Departments should submit a completed Course Revision Form to the Registrar's Office.
 2. Academic Scheduling will cancel the original section(s) and create new section(s) to reflect the correction. All students enrolled in the original section(s) will be transferred to the new sections(s).
 3. A list of all affected students will be sent to the department and the department is responsible for notifying students of the change.

14. Combined Sections - Screen 129 (sample screen print, page 68):

OBJECTIVE

Combined sections allow the same course to be taught on more than one level (double-listed) or in more than one department (cross-listed). The course is the same in content, meeting pattern, title, activity type, and instructor. The graduate-level course of an undergraduate/graduate-level combined section course requires additional work by the student. Prior to establishing courses as double- or cross-listed, the course inventory, screen 125, must correctly reflect this combination.

The correct tracking of combined sections is important. It is the sponsoring department's responsibility to review the set-ups for accuracy.

Combined sections affect Schedule 25, the automated room scheduling program. If not correctly listed in the course term file, Schedule 25 will assign two separate rooms for a combined section course. Course enrollments may be double the planned figures. Combined sections also affect all credit hour and room utilization reporting that is done to the State of Colorado, Colorado Commission on Higher Education, as well as instructor information, enrollment tallies and summarizations.

PROCEDURE FOR SET-UP

- A. On screen 125, the course inventory file, the CROSSLST/SIML CRS field should be C for cross-listed (taught with another course from a different department), D for double-listed (taught at two different levels), or M (course falls into both categories). The appropriate linked department names and course numbers are also shown here. This

information is entered by the Registrar's Office which also transfers this information to screen 135. This "same as" note on screen 135 causes a message to appear when you are **initially** creating a course section on screen 129, alerting you to the possibility of creating a combined section course. To add or change the double- or cross-listing for a course, the department should submit a completed Course Revision Form to the Registrar's Office.

Once the CROSSLST/SIML CRS information appears on screens 125 and 135, you may create the combined section information for the course.

1. On the action line enter:
 SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
- B. To add the course, enter 'A' in the FUNCTION field, type in the ACTIVITY TYPE, and press [ENTER]. If the CROSSLST/SIML CRS information is set on screen 125, you will now see a message at the top of the screen which says "COURSE SECTION CREATED; CROSS LISTED COURSES EXIST." Directly beneath this will be displayed the course(s) with which this section could be cross-listed. This message only appears when the course is initially added to the course term file, although courses can be combined at any time.
- C. Move your cursor to the CS SETUP field; type a 'C' in this field and press [ENTER]. You have now told SIS that you will be creating a combined section for a course.
- D. Move the cursor to the COMBINED SECT STAT/SPON field. You must now define which course and section is the sponsor and which course and section is the nonsponsor. There may be only one sponsor for a particular combined section set, but any number of nonsponsors. The sponsor member is the course taught by the department with financial responsibility for the course, or the undergraduate section of a double-listed course.
 1. If your course is the *sponsor* of the course, enter 'S' and then the complete course ID, including subject abbreviation, course number and section number in the SPONS field. Press [ENTER]. (If your course is the sponsor section, the course ID you enter here will be the same as the course ID indicated in the CRS field in the action line on screen 129.) This creates an additional enrollment field, CS (combined section) on screen 129. Initially the CS total will equal the MAX ENR figure for the sponsor section. These figures can be changed on the sponsor's screen after the nonsponsor section is set-up. The combined section total enrollment can never be less than the sum of the sponsor plus the nonsponsor section(s) enrollment limits.
 2. If your course and section is the *nonsponsor* for the course, enter an 'N' and then the complete course ID, including subject abbreviation, course number, and section number of the **sponsor** course, in the SPONS field. Press [ENTER]. (The sponsor section must first be set up as sponsor on screen 129 before you can set your course as nonsponsor.)
- E. The next step is to establish accurate enrollment limits for the sponsor and nonsponsor courses. There are three options:
 1. The academic unit is not concerned with which section of the combined section course students register. The best example is a double-listed course.

EPOB 4410 - Sponsor	Enrollment = 25
EPOB 5410 - Nonsponsor	Enrollment = 25
combined section max = 25*	

*Note that although the separate section limits total 50, the maximum is set to 25, and enrollment will be limited to 25.

- Used most frequently by combined sections between departments, this method allows the sponsoring department to determine how many spaces they will allow the nonsponsor to have, and protects the enrollment of both courses.

ENGL 1260 - Sponsor	Enrollment = 25
WMST 1260 - Nonsponsor	Enrollment = 10
combined section max = 35*	

*Note that the enrollment limits for the separate sections total the combined section maximum.

- Used infrequently, this method allows enrollment in one section of the class to be up to the course maximum, but restricts the other section.

GEOL 4310 - Sponsor	Enrollment = 35
GEOG 4310 - Nonsponsor	Enrollment = 10
combined section max = 35*	

*Note that the limits of the two separate sections do not equal the combined section maximum. If enrollment in the GEOL course reaches 35 before any student enrolls in the GEOG course, no students will be allowed into the GEOG course.

F. You have now created a combined section course. Here is some additional information to be aware of in working with combined section courses.

- When the course listings are rolled to begin a new semester, the combined section status is carried forward.
- The sponsor section of a combined section **MUST** exist and be set up as the sponsor on screen 129 before the nonsponsor section(s) may be designated.
- The nonsponsor section(s) may not have any instructor or meeting pattern information on SIS prior to combining. If it does exist, SIS will reject your attempt to combine the courses. The instructor and meeting pattern must then be deleted from the nonsponsor(s). When the instructor and/or meeting patterns are entered for the sponsor, the data is automatically transferred to screens 130 and 134 for the nonsponsor section(s). Update of instructor or meeting pattern information is not allowed on the nonsponsor section.
- When creating the sponsor/nonsponsor status for double-listed courses, the undergraduate course is the sponsor.
- For courses that are multi-level, such as for applied music lessons, use the first numerical occurrence of that course as the sponsor.

Example:

PMUS 1022	Voice	(Sponsor)
2022	Voice	(Nonsponsor)
3022	Voice	(Nonsponsor)
4022	Voice	(Nonsponsor)
5022	Voice	(Nonsponsor)
6022	Voice	(Nonsponsor)

6. Remember to set the PRT CRLST flag to Y on screen 129 for both the sponsor and nonsponsor(s). See page 18 for details.

PROCEDURE FOR REMOVAL FROM THE SET

All nonsponsor sections must be removed from the combined section set before the sponsor can be deleted. One or more nonsponsors may be deleted at any time.

- A. To delete part or all of a combined section course, you must first uncombine the sections. Beginning with the nonsponsor section(s), enter 'C' in the CS SET-UP field on screen 129, and press [ENTER].
- B. Space out the 'N' in the COMBND SECT field by pressing the space bar, leaving that field blank. Press [ENTER]. This removes the course from the set.
- C. Review screens 130 and 134 for accuracy. When the nonsponsor is removed from the set, the instructor and meeting pattern information remain on these screens. However, the room is no longer assigned to the course, indicated by an 'N' in the SCH RM field on screen 134. Contact Academic Scheduling if a room assignment is needed. If the nonsponsor section is being deleted, you must delete the information on screens 130, 134, and 129 using directions for those specific screens.

15. Course Notes - Screen 129 (sample screen print, page 68):

NOTE: Also see note information, screen 135 (Section II) and screen 136 (page 29).

OBJECTIVE

Notes augment registration information for courses. There are three types of notes available, although not all types are currently being used. Notes available through screen 129 are standard notes, section text notes, prerequisite/corequisite, and combined section notes. (Standard notes are not currently being used.)

Prerequisite/corequisite, and combined section notes appear in the Schedule with each affected course. Notes for both instances are entered on screen 135 by the Registrar's Office and are triggered to print in the Schedule by flags set on screen 129.

PROCEDURE

- A. Crosslisted and prerequisite/corequisite notes are flagged to print by setting the PRT CRLST or PRT PRERQ flag to "Y" on the **first section** only of the appropriate courses. During Schedule production, departments are responsible for setting the flag on these courses.

1. On the action line enter:
 SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
 2. If the course is a combined section course, move the cursor to the bottom of the screen to the PRT CRLST field and enter a "Y". Press [ENTER]. Be sure the "Same as ..." note appears on the course inventory description, screen 135, lines 90.00-99.99. If not, contact the Registrar's Office. (See page 49 for more information on screen 135.)
 3. If the course has prerequisites or corequisites, move the cursor to the bottom of the screen to the PRT PREQ field and enter a "Y". Press [ENTER]. Be sure the course has an existing prerequisite/corequisite note on lines 80.00-89.99 of the course inventory description, screen 135. If not, contact the Registrar's Office. (See page 49 for more information on screen 135.)
 4. If more than one section of a course exists, the prerequisite/corequisite or combined section note should be flagged on the **first section** only.
 5. The prerequisite/combined section notes will not appear in text on screen 129, but will appear in your proofs and in your printed schedule of courses.
- B. Departments may enter notes related to registration for a particular course or section on screen 136, Course Section Text. A 'Y' in the TEXT FLAG field on screen 129 will automatically appear if there is text on screen 136. See page 29 for details.

16. Linked Courses - Screen 129 (sample screen print, page 68):

OBJECTIVE

During registration, a student enters one call number for a linked course (lecture and recitation and/or lab) which enrolls him in all parts of the course. SIS automatically "links up" all parts of the course and enrolls the student. In order for this to occur, several procedures must be followed during course set-up to insure courses are correctly linked together.

PROCEDURE

- A. In a two-part linked course (lec/rec or lec/lab), the student will enroll using the call number of the recitation or lab. Therefore, the recitation or lab must link directly to only one lecture. In a three-part linked course (lec/lab/rec), the student will enroll using the call number of the rec. Therefore, the rec must link directly to only one recitation and one lecture.
- B. In a three-part linked course, the rec must be the last part of the set (have the highest section number).
- C. The call number for the lecture section (or lecture and recitation sections for lecture/recitation/lab sets) is suppressed from print by entering an **S** in the CONT ENRL field on screen 129. This prevents a student from requesting the inappropriate section of a linked set. Academic Scheduling maintains this field.

- D. Defining a wait list as “Automatic” is not allowed for any part of a linked course. All linked sets must either have no wait-listing capability (“N” in the WAIT LIST field on screen 129) or be set up with a sequenced waitlist (“S” in the WAIT LIST field). An automatic waitlist can be simulated by selecting a sequenced waitlist with no sequencing rules on screen 144.
- E. All waitlist rules must be defined on screen 144 for the lowest level (recitation or lab) section of the set.
- F. All registration restrictions must be defined on screen 143 for the lowest level (recitation or lab) section of the set.

17. Section Linkage Codes - Screen 129 (sample screen print, page 68):

OBJECTIVE

Section linkage codes are used to connect recitations and/or labs to the lecture section of a linked course. The linkage code on the lecture section is always the lowest number. For any course with two activity types, the linkage code will be two digits. For any course with three activity types, the linkage code will be three digits. This field is only required if your course has more than one activity type. An alphabetic character will be used in the case where a course is taught in one section as lecture only, but also taught as lecture and recitation.

PROCEDURE

- A. On the action line enter:
 - SCREEN: 129
 - INST: BD
 - AU: B1
 - CRS: (Subj/Crs#/Sec#)
 - TERM: (Year/Term)
 - Press [ENTER].
- B. Move the cursor to the SECT LINK field.
 - 1. For any course with only two activity types (LEC and REC or LAB):
 - LEC linkage code - A0, where A is a variable
 - REC or LAB linkage code - A1, where A is a variable.

For example: SPAN 3000-010 (LEC Linkage Code “10”)
 SPAN 3000-011 (REC Linkage Code “11”)
 SPAN 3000-012 (REC Linkage Code “11”)
 SPAN 3000-020 (LEC Linkage Code “20”)
 SPAN 3000-021 (REC Linkage Code “21”)
 - 2. For any course with three activity types (LEC and REC and LAB):
 - LEC linkage code - A00, where A is a variable
 - REC linkage code - A10, where A is a variable
 - LAB linkage code - A11, where A is a variable

For example: CHEM 1000-100 (LEC Linkage Code “100”)
 CHEM 1000-101 (LAB Linkage Code “110”)
 CHEM 1000-102 (REC Linkage Code “111”)
 CHEM 1000-103 (LAB Linkage Code “120”)

CHEM 1000-104 (REC Linkage Code "121")
 CHEM 1000-200 (LEC Linkage Code "200")
 CHEM 1000-201 (LAB Linkage Code "210")
 CHEM 1000-202 (REC Linkage Code "211")

3. For any course with a combination of activity types (LEC only; LEC and REC):
 LEC only linkage code - alphabetic character
 LEC linkage code - A0, where A is a variable
 REC linkage code - A1, where A is a variable

For example: PHIL 2000-010 (LEC only Linkage Code "A")
 PHIL 2000-020 (LEC Linkage Code "10")
 PHIL 2000-021 (REC Linkage Code "11")
 PHIL 2000-030 (LEC only Linkage Code "B")

18. Course Subtitles - Screen 129 (sample screen print, page 68):

OBJECTIVE

The use of subtitles allows the identification of individual course sections covering specialized topics, such as in special topics courses.

PROCEDURE

The subtitle must be defined on screen 126, Course Subtitles, before it may be selected for use in the term. The Registrar's Office maintains this screen. (For additional information, see screen 126 procedures, page 47.)

- A. To view the list of existing subtitles:

On the action line enter:
 SCREEN: 126
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].

- B. To use a subtitle:

1. Determine the appropriate subtitle from screen 126. Note the numeric CODE of the desired subtitle, located in the left hand column.
2. Move to screen 129. Move the cursor to the SUBTITLE CODE field at the bottom of the screen. Type in the appropriate numeric subtitle CODE determined from screen 126.
3. Press [ENTER]. The subtitle replaces the original title.

- C. A selected subtitle may be changed to a different subtitle. To change a subtitle:

1. Determine the correct subtitle CODE from screen 126.

2. Move the cursor to the SUBTITLE CODE field at the bottom of screen 129 and type over the existing two digit code with the new code you would like to use.
3. Press [ENTER]. The new subtitle now appears.

19. Wait Lists - Screen 129 (sample screen print, page 68):

OBJECTIVE

Waitlists allow students to be placed in a waiting queue for a course/section that is already enrolled to capacity. When students register for a course, SIS maintains a waitlist for the courses specified by the academic department. Not all courses are set up with the waitlist capability.

The waitlist feature of SIS allows for students to be **automatically** rolled into a vacant position (the first students onto the list being given the first priority), or **resequenced** according to an established priority and then rolled into a vacant position. SIS also allows the academic department to upgrade a student's priority manually when necessary. The Boulder Campus will use these procedures, established by the Council of Associate Deans, June 1988.

When a department adds a course section on screen 129 to activate the course for the term, the WAIT LIST flag defaults to "A", meaning that an automatic waitlist will be used. During the summer (Boulder campus only) the wait list flag will default to "N" for no waitlist. The WAIT LIST field may be changed to activate a particular waitlist type. Options are as follows:

- A - automatic roll (real time) into open position (default)*
- N - no wait list
- S - sequenced waitlist and roll in batch at night.

* Linked courses may not use the automatic waitlist. However, this may be simulated by selecting a sequenced waitlist with no priorities on screen 144, Waitlist Prioritization Rules.

PROCEDURE

- A. To change the waitlist type from the default of "A"utomatic:

On the action line enter:
 SCREEN: 129
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].

- B. Move the cursor to the WAIT LIST field, and type in an "N" for no waitlist or "S" for sequenced waitlist. Press [ENTER]. You have now changed the waitlist type for this section. Courses with an "S" type may have priorities established on screen 144 (see page 34 for details.) If no priorities are defined, the waitlist will function as an automatic waitlist.
- C. Before a student is added to the waitlist, course registration edits and prerequisites are checked by SIS.
- D. When a space opens in the course, students are enrolled as follows:

1. Automatic Waitlist - the student at the top of the waitlist will automatically roll into an open position immediately as space becomes available.
2. Sequenced Waitlist - all students whose names are on the waitlist will undergo resequencing according to the priorities set on screen 144 (if any). (See Screen 144, page 34, for details.) This will be done in a batch process at night, and if space is available, the student at the top of the list will be enrolled in the course. Depending upon registration demand, this program may be run nightly or only once a week.

20. Call Number as Action Line - Screen 129 (sample screen print, page 68):

The CALL # field on screen 129 is an additional "action line", similar to the SCREEN line. The CALL # field can be used in the following ways:

1. When the CRS field is blank and a five digit call number is entered into the CALL # field, the system will locate and bring the course with that call number to the screen. If no course corresponds to that call number, you will receive an error message at the top of the screen.
2. If both a course ID and a call number are already displayed in the action lines, and the **course ID is changed**, the course will be retrieved through the **course ID**.
3. If both a course ID and a call number are already displayed in the action lines, and the **call number is changed**, the course will be retrieved through the **call number**.
4. If **both a course ID and a call number** are entered into the CRS and the CALL # fields in the action lines before [ENTER] is pressed, the course will be retrieved through the **course ID**.
5. If both a course ID and a call number are already displayed in the action lines, and a **new term** is entered, the course for the new term will be retrieved using the **course ID**. If the course is not valid, you will receive an error message at the top of the screen.
6. Tips on cursor movement:
 - a. When your cursor is in the SCREEN field, a back-tab will take you to the CALL # field.
 - b. Pressing "HOME" from anywhere on the screen will take you to the CALL # field. Pressing "TAB" moves you to the SCREEN field from the CALL # field.
 - c. Pressing "ENTER" from anywhere on the screen will take you to the SCREEN field.

21. Faculty Load - Screen 130 (sample screen print, page 69):

OBJECTIVE

The faculty load screen is used to enter an instructor name on a course for a specific term. This screen contains the instructor's name, employee i.d. number, percent responsibility, and the schedule print code. This information is used for reporting to the State of Colorado for budget purposes and causes the instructor name to print in the Schedule. *Department staff have continuous update access to this screen.*

PROCEDURE

- A. On the action line enter:
- | | |
|---------|------------------|
| SCREEN: | 130 |
| INST: | BD |
| AU: | B1 |
| CRS: | (Subj/Crs#/Sec#) |
| TERM: | (Year/Term) |
| Press | [ENTER]. |
- B. The following fields must be completed:
1. NO. 01 is for the primary instructor for the course. This is the instructor who will be responsible for reporting grades for the course. If additional instructors are required, enter 02, 03, 04, etc. on subsequent lines. If an instructor is listed that is incorrect, see the delete procedure, item 6.
 2. INSTR ID. Instructor employee i.d. number. If there is more than one instructor for the course, the employee i.d. number for each instructor must be entered. If the instructor has not been determined before schedule publication, you may indicate this by entering the mock "employee i.d. number" of 000-00-0001. This will print "** Unassigned" in the Schedule. If the instructor's ID is not known, you may search by name using the procedures outlined on page 5.
 3. PERC RESP. This field indicates the percent of responsibility for each instructor of the course. The figure should be a decimal such as 100.00, 50.00, etc. The default is 100.00 for instructor 01. This figure is NOT calculated by SIS, and MUST BE user maintained if more than one instructor is teaching a course.
 4. SCH PRT. Enter a "Y" if you want the instructor(s) names to print in the Schedule. If you do not wish the name to appear in print, leave this field blank. For instructor 01, the default is "Y."
 5. Press [ENTER]. If the instructor is on the inventory (screen 1C1) and you have entered the correct employee i.d. number, you will see the instructor's name appear on the screen. The instructor information will also appear on screen 129 in the instructor fields.
 - a. You may see a message that says, "INSTRUCTOR NOT ACTIVE FOR THIS TERM ** ERROR....". Check for an end term on screen 1C1. (See page 3 for further instructions.)
 - b. You may see a message that says "INSTRUCTOR NOT QUALIFIED TO TEACH THIS COURSE." If the instructor is teaching the course, simply press [ENTER] a second time. Check the teaching status on screen 1C1. (See page 3 for further instructions.)

- c. If the instructor is not on the inventory, you will see the message "INSTRUCTOR ID NOT FOUND FOR THIS INSTITUTION" on the top of the screen. You must then go to screen 1C1 and enter the correct information for the missing instructor before inputting the information on screen 130. (See page 3.)
6. DL. Delete. If you wish to delete an instructor from a course, enter a "D" in this column and press [ENTER]. You cannot delete the first instructor if there is more than one instructor for a course; all additional instructors must be deleted before the first instructor may be deleted.
7. INSTR NAME. Not updatable. The name is pulled from the instructor inventory once the [ENTER] key has been pressed. Shows only the first thirteen spaces of the instructor name as it appears on screen 1C1. The name will print in the Schedule as it appears on the inventory.

22. Course Section Tallies - Screen 131 (sample screen print, page 70):

OBJECTIVE

This screen provides an overview of the enrollment activity for a particular course and section by term.

PROCEDURE

- A. On the action line enter:
 SCREEN: 131
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
- B. ENROLLMENT MAXIMUM field is updatable. This same figure also appears on screen 129 (MAX ENR). Both fields cross-reference each other, and the most recent figure shows on both screens. This field is updatable only during the period when departments have update access to SIS. After access has ended, departments should contact Academic Scheduling to change enrollment.
- C. ENROLLMENT MINIMUM field is updatable although is not presently used. This same figure also appears on screen 129 (MIN ENR). If a number is entered in this field, the course will remain closed until the minimum number of students have requested the course. This method of controlling enrollment causes a section status of "H" to be set.
- D. SECTION TALLIES is not updatable. This field lists the number of students enrolled, the number waitlisted, and the number of adds and drops for the section. These figures are useful in determining demand for a course.
- E. COMBINED SECTIONS DATA summarizes enrollment figures for combined section courses. ENROLLMENT MAXIMUM gives the combined section maximum enrollment; the FORMALLY ENROLLED figure indicates the sum of enrollment in the sponsor and all nonsponsor sections.
- F. SECTION STATUS indicates whether the course has space for more students ("O"pen), has reached its enrollment maximum ("C"losed), has been cancelled ("X"), has had an

enrollment minimum placed on the course which has not yet been met (“H”old) or is inactive.

- G. The two EXTERNAL fields are updatable, but are not used by the Boulder campus.

23. Combined Section Tallies - Screen 132 (sample screen print, page 70):

OBJECTIVE

You may review combined section status for a particular course including the maximum enrollment limits, along with the present enrollment by section, and the total enrollment.

PROCEDURE

- A. On the action line enter:
- | | |
|---------|------------------|
| SCREEN: | 132 |
| INST: | BD |
| AU: | B1 |
| CRS: | (Subj/Crs#/Sec#) |
| TERM: | (Year/Term) |
| Press | [ENTER]. |
- B. If the course is not a combined section, the following message appears at the top of the screen "COURSE SECTION NOT DEFINED AS A COMBINED SECTION." Under the COURSE ID field there will be the word "COMBINED." No other information is listed below the COMBINED column.
- C. If the course is a combined section (either the sponsor or nonsponsor), specific maximum enrollment limits for all sections as well as the present enrollment figures are displayed. The information from left to right:
1. COURSE ID: lists the combined section information pulled from the sponsor screen along with a listing of all department/course/sections included in the set.
 2. COMB SECT STAT: indicates whether the course is the sponsor or nonsponsor.
 3. SEATS AVAIL: lists the total number of seats available for the combined section set, calculated by subtracting the number of students presently enrolled from the maximum enrollment limit.
 4. SECT STATUS: indicates whether the course is open (room for additional enrollment) or closed (enrollment maximum reached).
 5. MAX ENR: the maximum enrollment set for the combined section total, and also for each of the members in the set.
 6. MIN ENR: not used on the Boulder campus.
 7. ACT ENR: present number of students enrolled as a total for the set, and also for each of the members in the set.
 8. EXT INT: not used on the Boulder campus.
 9. TOT WTL: total number of students on the waitlist for the combined section total, and also for each of the members in the set.
 10. TOT AUD: total number of students auditing.
 11. TOT DEM: total demand for the course
 12. TOT DRP: total number of students who originally registered for the course, and later dropped. The demand minus the drop figures equals the actual enrollment figure.
 13. TOT DWL: total number of students who originally were waitlisted for the course and later dropped.

24. Course Meeting Patterns - Screen 134 (sample screen print, page 71):

OBJECTIVE

Meeting patterns are rolled from the previous like-term (fall to fall, spring to spring) during the creation of a new term. Newly created courses must have a meeting pattern defined. Screen 134 must be accurate for room scheduling purposes, for the On-Line Schedule Planner, and also for printing on the student's schedule/bill.

PROCEDURE

A. During the period when departments have update access to SIS:

Departments make all changes to the course term file on-line. There is no paperwork exchanged between departments and Academic Scheduling. Meeting patterns must be as accurate as possible prior to the running of Schedule 25, the automated room scheduling program, so that courses are assigned adequate classroom space.

1. On the action line enter:

SCREEN: 134
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].

2. When screen 134 appears, move the cursor to the appropriate fields and enter the following:

a. SESSION In the fall and spring, this field is used only if the course meets less than the full term. **A session must always be entered during the summer.** Please consult the summer session production calendar for the correct session codes.

b. BEGIN DATE, END DATE The begin and end dates the course meets if other than for the entire term. During the summer, entering a SESSION code of A, B, C, D, or I will automatically insert BEGIN DATE and END DATE when [ENTER] is pressed. If the course is either an E or F session, the user must enter the specific dates manually. The dates of E and F sessions only will appear in the printed Summer Session Catalog. Please consult the summer session production calendar for details.

c. COMB SECTN This indicates whether the section is part of a combined section course, its status as sponsor or nonsponsor, and the sponsor section of the course.

d. FCN A - to enter new information
 C - to change existing information
 D - to completely delete a meeting pattern

e. DAYS M = Monday
 T = Tuesday
 W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

TBA = To Be Arranged (must be used for all independent study, and other courses without specific meeting patterns assigned. When using TBA, leave the SCH RM field blank.)

No spaces are entered between the days of the week and the days must be entered in order, MTWRFSU.

f. START/STOP The time the course begins and ends. Military time is not used. You must indicate 'am' or 'pm' for both START and STOP times.

Standard Meeting Times:

<u>MWF</u>	<u>TR</u>
8:00 - 8:50 a.m.	8:00 - 9:15 a.m.
9:00 - 9:50 a.m.	9:30 - 10:45 a.m.
10:00 - 10:50 a.m.	11:00 - 12:15 p.m.
11:00 - 11:50 a.m.	12:30 - 1:45 p.m.
12:00 - 12:50 p.m.	2:00 - 3:15 p.m.
1:00 - 1:50 p.m.	3:30 - 4:45 p.m.
etc.	

g. BLDG Building abbreviation of the building where course will be taught. This field is left blank if a centrally scheduled room is requested, and will be entered later by Academic Scheduling. If you are using a departmentally controlled classroom, enter the building abbreviation.

h. ROOM Room number in building where course will be taught. This field is left blank if a centrally scheduled room is requested, and will be entered later by Academic Scheduling. If you are using a departmentally controlled classroom, enter the room number.

i. BEG DT/END DT Dates of courses that are not full term offerings. Currently this field is used only by Academic Scheduling to enter final exam information. These dates further define a meeting pattern, but do not appear in the On-Line Schedule Planner, or on the student's schedule.

j. SCH RM Defines room scheduling status for this course. Departments may enter either an R, a U, or leave this field blank:

R = requesting that Schedule 25, the automated room scheduling program, assign a room; no BLDG or ROOM should be entered. This is used only **before** Schedule 25 is run. After Schedule 25 has run you must call Academic Scheduling to be assigned a centrally scheduled room.

U = designates a specific, departmentally controlled room. This is used for departmentally controlled (noncentrally scheduled) space only.

S = room assigned by Schedule 25.

P = room assigned by Academic Scheduling.

BLANK = no room requested. Must be left blank for TBA meeting pattern.

IMPORTANT: An S or a P in the SCH RM field on screen 134 indicates that a room has been assigned to that course. Any changes made to the meeting pattern after that point will release the room assignment. Please contact Academic Scheduling when you plan to make meeting pattern changes to any course with a centrally scheduled room already assigned.

k. SPC FTR Schedule 25 has the capacity to recognize audio visual (AVM), seminar (SEM), smart (SMT), and table arm chair (TAC) requests only. This information will be used in determining room assignments, and **may** place the special room request above your preferred building request. To be assigned a room, you must enter an R in the SCH RM field in addition to coding the SPC FTR field.

l. SPC EQP Special equipment. Schedule 25 is not presently equipped to read this field.

m. PRT Partition request. If you wish a course to be taught in a location other than your normal preference, enter the appropriate partition number from page 61. Schedule 25 will use this information in determining room assignments. NOTE: Use of the PRT field requires the approval of your dean's office and the Academic Scheduling coordinator. Call Academic Scheduling for further information.

3. To change meeting pattern information, move the cursor to the field marked FCN; enter a "C.". You may then make the desired changes to the DAYS and/or START/STOP fields. Press [ENTER]. SIS will then question your SCH RM field. You must space out (remove) the building and room information. Contact Academic Scheduling immediately so as not to lose an assigned centrally scheduled room.

4. To delete a meeting pattern, move the cursor to the field marked FCN; enter a "D" and press [ENTER]. This deletes the meeting pattern for this course/section.

B. When departments no longer have access to update SIS:

1. To make any changes to the course meeting pattern after the update period has ended, departments must submit a completed CTUF.

2. The CTUF must be approved by the department chair, your dean's office, and be forwarded to Academic Scheduling in the Registrar's Office. (Arts and Sciences departments need the approval of the department chair and the Arts and Sciences Curriculum Office.)

3. Upon receipt by Academic Scheduling, all courses with time/day changes will be **cancelled**. A new section of the course will be created to accommodate the new meeting pattern.

25. Course Section Text - Screen 136 (sample screen print, page 72):

OBJECTIVE

Course section text notes augment registration information on the On-Line Schedule Planner, and apply to a specific course or a particular section of a course. These notes are used to indicate lecture/lab/recitation information, evening examination schedules, and controlled enrollment courses. Additional notes may be entered only if they are considered necessary for proper

registration. Academic Scheduling has final approval on this type of note. A TEXT FLAG of 'Y' on screen 129 alerts you to course section text on screen 136.

PROCEDURE

- A. On the action line enter:
 SCREEN: 136
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
- B. Move the cursor to TEXT TYPE field; enter "N". Move the cursor to the TEXT POSITION field; enter "FC". Press [ENTER].
1. **It is imperative that you complete this step by pressing [ENTER] before proceeding to the next step.** These fields must be established before the actual text is entered; they denote the placement of the text in the Schedule. If not completed now, your text will disappear when you finally press [ENTER].
- C. Move the cursor to the LINE # field. For the first line of the note, enter "1" or "01" here, tab to the TEXT field, and enter the text of your note. Each line is 54 characters wide. SIS does not wrap text at the end of each line; you must be aware of the location of the cursor. When you reach the end of line 01, tab to the next line, enter a LINE #, and continue with your text. You must enter a line number, or the text will disappear once you leave the screen. When you have completed the text of your note, press [ENTER].
- D. If you refer to any centrally scheduled classroom space in your note, you must also contact Academic Scheduling to reserve the room. This is not done automatically.
- E. All notes are reviewed by Academic Scheduling. During the Schedule production, departments may enter notes that are appropriate to the course section. Final editorial approval lies with the Academic Scheduling coordinator in the Registrar's Office.
- F. Standard wording guidelines are as follows:
- Controlled enrollment course, see dept. office for eligibility.
- Restricted to PSYC majors until December 7.
- Evening exams will be given at _____ on _____.
- G. You may delete a particular line of a note, or delete the note in its entirety. To delete a line, move the cursor to the line number you wish to delete. Make sure the cursor is in the DEL column, enter a 'D' and press [ENTER]. To delete the entire note, move the cursor to the DELETE field, enter a 'D' and press [ENTER].
- H. All notes from screen 136 print automatically in the On-Line Schedule Planner.

26. Course Prerequisites - Screen 141 (sample screen print, page 72):

This screen is maintained by Academic Scheduling based on information submitted by academic departments. The screen is comprised of a number of “groups,” determined by the amount of substitution available to the student in meeting the prerequisites. Based upon the degree of complexity of the prerequisite, Academic Scheduling will determine how many groups to create for the course.

As students request to enroll in a course for which prerequisites exist, SIS will search the student’s academic history for the necessary course(s). If the student has completed the prerequisite(s), he is allowed to enroll in the course, provided all other registration restrictions are met. The student may be enrolled in the course but flagged as having failed the prerequisite(s). This notation will appear on the faculty member’s class roster, informing him of students who did not meet prerequisites. Presently, the Boulder campus utilizes the prerequisite check only to flag students’ records, and does not deny enrollment to any student who fails the check. The flag initiating a prerequisite check is maintained on screen 129, the CRS PRERQ field. This field is updated automatically as entries are made to screen 141.

On screen 141, Group 00 is the group for REQUIRED prerequisites. Any courses entered here are required, and have no substitutions. (There may be a combination of “and/or” logic.) If the student has a choice of how to satisfy the prerequisites, Academic Scheduling may then use alternative screens 01, 02, 03, etc., potentially skipping the 00 screen. Up to 99 alternative screens are available for use.

PROCEDURE TO VIEW CODING ON SCREEN 141

- A. On the action line enter:
- | | |
|---------|-------------|
| SCREEN: | 141 |
| INST: | BD |
| AU: | B1 |
| CRS: | (Subj/Crs#) |
| TERM: | (Year/Term) |
| Press | [ENTER]. |

The group displayed will be the first for which prerequisites have been entered. There will be a message displayed at the top of the screen indicating how many groups exist for this course. You may access the other groups by moving the cursor to the GROUP field, typing the number of the next group, and pressing [ENTER].

- B. The prerequisite screen enables the entry of courses in a combination of and/or logic as is shown in the following examples:

1. These course prerequisites are coded onto the primary “00” screen:

EXAMPLE 1: prereq A

EXAMPLE 2: prereq A and
(up to 6 lines) prereq B and
prereq C

EXAMPLE 3: prereq A or B or C

EXAMPLE 4: prereq A or B or C (one of these) The student must pass any one of
(up to 6 lines) AND three courses across a line, and
prereq D or E (one of these) must pass one requirement from
AND each one of the lines going down.
prereq F

2. These course prerequisites are coded onto the primary “00” plus the “01” group: (“00” is required. “01” becomes required since there are no further screens. This is used if not all choices fit on screen “00”).

<p>EXAMPLE 5: <u>GROUP 00</u> prereq A <u>or</u> X <u>or</u> W <u>and</u> prereq B <u>or</u> Z <u>and</u> prereq C <u>and</u> prereq D <u>and</u> prereq E <u>and</u> prereq F <u>and</u></p>	<p><u>GROUP 01</u> prereq G <u>and</u> prereq H</p>
---	---

3. These course prerequisites are coded onto groups “01,” “02,” “03,” etc. (skipping group “00”):

<p>EXAMPLE 6: <u>GROUP 01</u> prereq A <u>and</u> prereq B</p>	<p><u>GROUP 02</u> prereq C <u>or</u> D <u>or</u> F</p>	<p><u>GROUP 03</u> prereq G</p>
--	---	-------------------------------------

The student only needs to pass the check for one of the screens, not all three.

4. These course prerequisites are coded onto screen “00” [the required course (s)] and screens “01”, “02”, “03”, etc. for choices on how to satisfy the remaining requirement(s):

<p>EXAMPLE 7: <u>GROUP 00</u> prereq A <u>or</u> B</p>	<p><u>GROUP 01</u> prereq C <u>and</u> prereq D</p>	<p><u>GROUP 02</u> prereq E <u>and</u> prereq F</p>
--	---	---

The logic will read screen “00” first. If the student does not pass, the test will end here and the student will fail. If the student passes screen “00”, SIS will then check the remaining screens. If the student passes screen “01” the test will end here and the student will be allowed to enroll. If the student fails the test on screen “01”, SIS will progress to the next screen and test it. The program will go through as many screens as are coded, with only screen “00” being required; all others are acceptable substitutes for one another and the student need only pass one of the other screens to pass the prerequisite check.

- C. **TRANSFER EQUIVALENCIES** In order for the prerequisite check to read transfer course work, the equivalency must show on the student’s record, screen 150, with the specific CU course identified.
- D. **CROSS-LISTED COURSES** If the prerequisite for a 4000-level course also satisfies the prerequisite for the double-listed 5000-level course, that course must be entered on screens 135 and screen 141 for both the 4000- and 5000-level course. The fact that the two courses are defined as being cross-listed on screen 125 does not cause the prerequisite check to cross from one course to another. For example: MATH 4480 and 5480 are double-listed. The prerequisite for MATH 4480 is MATH 4470; the prerequisite for MATH 5480 is MATH 5470. If a student enrolls in MATH 5480, the prerequisite program will check for MATH 5470 only and not MATH 4470. If MATH

4470 will satisfy the prerequisite for MATH 5480, it must be entered on both screens 135 and 141.

- E. **PREREQUISITE COURSES THAT CHANGE COURSE NUMBER** In a manner similar to that for cross-listed courses, the prerequisite check program does not read the coding on screen 125 indicating that courses have changed number. For example, if PSCI 2222 changed number to 2223. On screen 125, the PREV CRS (previous course) ID for PSCI 2223 is 2222; the CURR CRS (current course) ID for PSCI 2222 is 2223. However, the prerequisite check program does not read either of these fields. For all courses where PSCI 2222 or PSCI 2223 are acceptable as prerequisites, **BOTH** courses should be entered on both screens 135 and 141.

27. Section Restrictions/Priorities - Screen 143 (sample screen print, page 73):

OBJECTIVE

Entry on this screen defines classification and college/major registration restrictions, either by including or excluding specific populations, and determines whether or not a student is allowed to enroll in a particular course section during registration. This information **rolls from the inventory**, screen 142, each time a new section of a course is set up.

PROCEDURE

- A. Each time a new section of a course is set-up, the restrictions from the inventory roll to restrict the new section. If the restrictions for the section are to differ from the inventory, a **Student Program Restrictions Form** (sample, see our web site) must be completed, signed by the department head and the college dean, and submitted to Academic Scheduling with the following information:
1. The semester information. If more than one term is active, you may use just one form for all terms. Be specific regarding which sections are to be changed for each term. The boxes indicating whether this is a permanent or term change should be checked.
 2. Subject, course, and section number. Be specific. Restrictions roll for all sections. If you lift restrictions for lectures, you must also lift them for the associated recitations or labs.
 3. Restriction Action requested.
 - R - the most often used. This restricts both confirmed entry for continuing students, and the sectioning process for new students.
 - S - seldom used. Restricts during the sectioning process for new students only. Restrictions are reviewed by the deans immediately prior to the sectioning process.
 - U - very seldom used. Notification is made on the roster only, for use by the professor. No one is prevented from registering for the course.

There is a box here to indicate that either a) the changes indicated need to be made or b) all restrictions are to be removed.
 4. Class-predicted cumulative hours designation.
 - a. Indicate whether the restrictions will **include** or **exclude** the designated population. It is advisable to set restrictions for the smaller population.

- b. Class codes are set for the unusual cases only: education and graduate students. If restrictions are to be set for undergraduates, it is recommended to set the restrictions by predicted cumulative hours (see "c" below).
 - c. Predicted cumulative hours restrictions assume that a student will successfully complete the current semester when determining hours completed.
 - d. There is a box to indicate that a) no class/predicted cum hour changes are to be made or the b) all class/predicted cum hour restrictions should be removed.
5. College/major code designations.
- a. Indicate whether the restrictions will **include** or **exclude** the designated population. It is advisable to set restrictions for the smaller population.
 - b. College/school designation allows you to restrict by college or school.
 - c. Major code designation allows you to restrict by major code with a maximum of 16 codes.

NOTE: The restrictions set will check both items 5b and 5c. If the student satisfies 5b, 5c is not checked, and vice versa. For example, if you want to restrict your course to accounting majors only, you would set the restrictions to:

1. INCLUDE
2. **BLANK**
3. ACCT

If you included the college of BU for item 2, **all** business students would be included. Please call Academic Scheduling if you have questions.

- d. There is a box to indicate that either a) no college/major changes are to be made or b) all college/major restrictions are to be removed.

- B. The comment section can provide information pertinent to Academic Scheduling.
- C. The form is signed by the department head, dean, and sent to Academic Scheduling for entry.

28. Wait List Prioritization Rules - Screen 144 (sample screen print, page 74):

OBJECTIVE

This screen is used to set priorities to sequence students on the waitlist for a specific section. In a nightly batch program, students are resequenced according to these priorities and enrolled in the course as openings occur. The batch program is run anywhere from once a week to nightly, as determined by the Associate Registrar.

Before batch resequencing, students new to the wait list have a priority code of 85. Students reassigned in batch will have a priority code that matches the prioritization rules on screen 144. If there is no match, the priority code remains 85. Once the resequencing is complete, students are rolled during the batch process into open positions in the course, students with the highest priority rolling first.

PROCEDURE

- A. On the action line enter:
 SCREEN: 144
 INST: BD
 AU: B1
 CRS: (Subj/Crs#/Sec#)
 TERM: (Year/Term)
 Press [ENTER].
- B. Move the cursor to the ROLL FLAG field; type a "Y" to allow these rules to roll forward as new terms are established. The WAIT LIST FLAG must be set to "S".
- C. Move the cursor to the PRIORITY CODE field. This field requires a numeric code, 05-84 (excluding 9, 19, 29, 39, 49, 59, 69, 79). This code establishes which student populations are to be given the highest priority; 05 is high priority, 84 is low priority. Priorities may be based on the following:
- AU (Academic Unit)
 college or school
 major
 class
 degree checkout term
 formal concurrent status
- D. Establish the highest priority rule first. Place a numeric code (05-84) in the PRIORITY CODE field; then move the cursor to enter your selected priorities.
- AU - B1 = Boulder Residential Instruction
 B2 = SAVE (Boulder Continuing Education - Credit)
- College or School - use appropriate 2-digit abbreviation.
- Major - use appropriate 4-digit major code.
- Class - use appropriate 2-3 digit class abbreviation.
- Degree Checkout Term - This code is not available for waitlist prioritization since graduation codes are not available until the end of the term. Instead, use CLASS to give priority to seniors.
- Formal/Concurrent Status - used to establish priority for concurrently enrolled students. This is based on the student's home campus. Only "S", host AU of formal concurrent student, should be used.
- E. You may enter up to 30 prioritization rules, ten per page. After the last entry on the first page, press [ENTER] twice to create the second page.
- F. Once all the rules are set, you may move from one page of prioritization rules to another by entering the page number you wish to view in the NEXT PAGE field at the bottom of the screen.

- G. To delete one or more established priority rules, move the cursor to the DEL field on the line of the priority rule you wish to delete. You may delete more than one rule at a time. Type in a "D" after each rule you want to delete and press [ENTER].

29. Block Registration Sections - Screen 145 (sample screen print, page 74):

OBJECTIVE

It is possible to group several selected courses together as a block, allowing a student to register for these courses using only one call number. Block registration is presently used for Law courses only.

PROCEDURE

1. A block course (a specific "dummy course") is defined on screen 125, course inventory. For example, the Law School uses LAWS 9999, "First Year Block Course," as their dummy block course. Credit hour fields are entered as BLANK, roll control = P, activity code = BLK.
2. Controlled enrollment sections of the dummy block course are set up on the term record, screen 129. Section control (SEC CTL) is set to "B," SECTION ACTIVITY is set to "BLK," WAIT LIST is set to "N," CONT ENRL flag is left **blank**, and the PRT flag is set to "N." For six blocks, six sections of the dummy course are set up. These courses do not show up on screen 105; you can only view them on screen 129.
3. All courses and sections that will be in the block must also be set up on screen 129, using standard procedures.
4. The block is then defined on screen 145 by entering the specific department abbreviation, course, and section number for each member that is to be included in the block, one course and section on each line. The title is pulled to the screen after [ENTER] is pressed. If an error is made, entering "D" in the DELETE field deletes ALL information on this screen.

Notes: Students are able to enroll in a part of the block by requesting the one specific course rather than the dummy block course.

Student registration does not show in the dummy section; students are transferred immediately by SIS to the specified courses on screen 145.

Screen 105 does NOT show the block sections in a section search.

SECTION II - COURSE INVENTORY FILE

1. Course Inventory File - Overview

OBJECTIVE

The course inventory file (CIF) is the collection of screens that make up the library of course offerings for each school and college. Before a course may be added to the course term file, it must first exist on the course inventory file. The CIF contains courses currently offered, as well as courses which are no longer being taught. It is the permanent historical file for the University, containing information on course title, appropriate number of credit hours, course level, grading type, activity type, combined section information, subtitles, course description, prerequisite and corequisite information.

The CIF consists of the following screens:

screen 125	-	course inventory maintenance
screen 126	-	course subtitles
screen 127	-	summary statistics
screen 128	-	course inventory scan
screen 135	-	course inventory description
screen 141	-	course prerequisites
screen 142	-	course restrictions/majors

The course inventory file is maintained by the Registrar's Office, working closely with each dean's office and departmental offices.

If addition, deletions, or changes to the course inventory file are required, and those changes are also to be reflected in a TERM, the course term file, screen 129, will also need to be updated. It is the departments' responsibility to make this change if it occurs while update access to screen 129 is still allowed. If the update access period has ended, the Registrar's Office will make the necessary change(s). A Course Term Update Form (CTUF) may be required in some instances.

PROCEDURE

- A. All additions, deletions, or changes to the inventory must be routed as follows:
 1. Department chair
 2. Dean's Office
 3. Graduate School's Committee on Courses (for all graduate-level courses)
 4. Curriculum Office (Arts and Sciences departments only)

- B. New courses should be submitted to the Registrar's Office on a Course Proposal Form with appropriate signatures.

- C. The following changes should be submitted to the Registrar's Office on a Course Revision Form with appropriate signatures:
 - title changes
 - subtitle changes
 - credit hour changes
 - instructional changes (activity type)
 - courses no longer active

Each academic department may view the course inventory at all times, and should verify that all requested changes have been made correctly and in a timely manner. These changes can affect the production of the On-Line Schedule Planner and any student registrations that occur.

- D. A copy of all documents relating to the course inventory should be maintained in dean's offices as well as departmental offices.

2. Course Inventory Maintenance - Screen 125 (sample screen print, page 66):

OBJECTIVE

The course inventory provides the mechanism to set up new courses on SIS and track changes to each particular course throughout its lifetime. This screen contains specifics of all courses that are presently active as well as historical information on courses that have been retired from the curriculum.

GENERAL GUIDELINES

The following Course Inventory Procedures Chart will guide you in proposing additions or changes to the inventory, addressing the majority of changes you will need to make. It is imperative that this chart be followed, since the Degree Audit Program relies upon this information in its calculations.

The first column indicates what action you are proposing in regard to the course. The next two columns indicate whether this action requires that a new course (new course number), or a new version of the course (same course number), be created. The two final columns indicate whether a final term should be given to the current course, and whether the previous course id should be carried forward.

Screen 125 Course Inventory Procedures CU-Boulder

[Updated: 6/12/2006]

Course Proposal Activity	New Course Number	New Version (same #)	Give Final Term to Current Course	Previous Course ID/End Term in New Course Information
New Course (New Content)	X			Not Applicable
Renumbered course minimal content change (w/o level change)	X		Yes	Yes; Carry Forward
Renumbered course major content change (w/o level change)	X		Yes	NO
Title change-(minimal content changes)		X	Yes	Yes; Carry Forward
Title change-(major content change)	X		Yes	NO
Change to transcript title 2	<i>Field not to be used</i>			
Credit hour change-(minimal content change)		X	Yes	Yes; Carry Forward
Credit hour change-(major content change)	X		Yes	NO
Special grading changes		X	Yes	Yes; Carry Forward
Cross listing/Similar listing changes		X	Yes	Yes; Carry Forward
Change in Core Designation		X	Yes	Decision made by dean's office on a course by course basis.
Activity change-(minimal content change)	<i>Update</i>			

Course Proposal Activity	New Course	New Version	Give Final Term to Current Course	Previous Course ID/End Term in New Course Information
Activity change-(major content change)	X		Yes	NO
Activity code if changes to IND or INT		X	Yes	Yes; Carry Forward
Level Change minimal content change with level crossover	X		Yes	NO
Level Change major content change	X		Yes	NO
Change of college		X	Yes	Yes; Carry Forward
Change of credit type		X	Yes	Yes; Carry Forward
Repeatable for credit/Correction of Record	<i>Correct record</i>			
Repeatable for credit/Becomes or drops repeatable		X	Yes	Yes; Carry Forward
Dept. of Record (pulled from table)		X		
Enrollment Change Roll Control Change (Minimal content change)			NO	NO
Course No Longer Active			Yes	Not Applicable

Examples of various screen 125 Course Inventory changes: (CU-Boulder Campus)

New Course

new content: Self explanatory. Course number must fall within course numbering guidelines (see pages 75-76)

Renumbered Course

minimal content change:

1. ASEN 4017 renumbered to ASEN 4215 so course falls into department subheading 5, "geophysics and environment." **A new course is created.** A final term is given to ASEN 4017. ASEN4215 is then entered as the current course for 4017 and 4017 is entered as the previous course for 4215.
2. CHEM 4911, an independent study course, renumbered to CHEM 4891 to conform to course numbering guidelines. **A new course is created.** A final term is given to CHEM 4911. CHEM 4891 is entered as the current course for 4911 and 4911 is entered as the previous course for 4891.

substantial content change:

1. COMM 1240 is renumbered to COMM 2240. A change in emphasis from basic skills to basic content course in their new curriculum. **A new course is created.** A final term is given to COMM 1240 but the prev crs ID/end term for COMM 2240 is left blank because it is not an exact duplicate of COMM 1240.

Title Change

minimal content change:

1. GEOL 4050 "Introduction to Seismology" changes title to "Earthquakes." **A new version is created.** A final term is given to "Introduction to Seismology" and the previous crs ID/end term (if existing on the Seismology version of the course) is carried forward from the "Seismology" version to the "Earthquakes" version.

substantial content change:

1. MATH 1100 "Col Algebra/Trigonometry" for 5 credit hours changes to "Fund/Integral Calculus" for 1 credit hour. **A new course is created, and a new course number is used.** A final term is given to "Col Algebra" but the prev crs ID/end term is not entered for "Fund/Integral Calculus." This course also falls into the "credit hour change, major content change" category. Procedures are the same for both categories.

Credit Hour Change

minimal content change:

1. GEOL 1060 changes from 3 to 4 credit hours with the addition of a recitation section, but minimal content changes are made. **A new version is created.** A final term is given to the 3 credit hour version of the course and the prev crs ID/end term (if existing for the 3 hour version) is carried forward to the new 4 credit hour version. This change also falls under the "activity change, minimal content change" category. In this case, a decision is made that the credit hour change is more important.

substantial content change:

1. DNCE 1000 changes from 1 to 2 credit hours with the addition of a lecture component to the course (studio activity type). **A new course is created with a new course number.** A final term is given DNCE 1000 but the prev crs ID/end term for the new course is left blank.

Activity Change**minimal content change:**

1. ANTH 1100 changes from straight lecture to lecture plus recitation. Credit hours remain the same. This is a **revision**, and **neither a new version nor a new course is created.** The new activity type is entered onto 125. No revisions are made to the final term or the prev crs ID/end term.
2. GEOL 1010 changes from lecture/lab to lecture only. No credit hour changes are made. This is a **revision**, and **neither a new version nor a new course is created.** The new activity type is entered onto 125. No revisions are made to the final term or the prev crs ID/end term.

substantial content change:

1. **A new course is created with a new course number.** A final term is given to the original course but no prev crs ID/end term is given to the new course.

Level Change**minimal content change with level cross over:**

Level cross over is considered to be between the lower division (1000-2000 range) and upper division (3000-4000 range), between masters (5000-6000 range) and doctoral (7000-8000 range), or between undergraduate (1000-4000) and graduate (5000+) levels.

1. PHYS 3010 changed levels to become PHYS 2010. **A new course is created.** A final term is given to 3010 but the prev crs ID/end term for 2010 is left blank.

Level Change**substantial content change:**

No examples

Courses No Longer Active:

No examples

Examples needing dean's decision:

1. HIST 6415 title change from "Rdgs US Hist 1900-1929" to "Rdgs US Hist 1900-1932."
This could fall into either of two categories:
Title change, minimal content change
Title change, major content change

For the first, the course is a new version using the same course number. For the second, the course is a completely new course using a new course number.

2. GEOG 3023 credit hour change (from 3 to 4) and activity type change (from lecture only to lecture/lab). This could fall into one of four categories:
 - Credit hour change, minimal content change
 - Credit hour change, major content change
 - Activity change, minimal content change
 - Activity change, major content change

With both a credit hour change and an activity type change, it is likely major content changes are taking place. Both major changes require the same steps for creating a new course.

GENERAL GUIDELINES FOR COURSE INVENTORY:

Determining whether the change to a course is minimal or major is sometimes a judgment call on the part of the department and dean's office. The Inventory Procedures Chart (pages 39-40) delineates procedures for changes of all types.

The Degree Audit Program uses the four digit course number to distinguish one course from another. When the decision is made by a department to retire a course, a final term is entered on screen 125. That specific four digit course number cannot be re-used for a different course until a ten year period has passed (30 consecutive semesters, including fall, spring, and summer). This will allow Degree Audit to correctly assess the course credit for the majority of students.

Screen 128 of SIS lists all of a course's different versions by semester. Checking this screen will also enable one to determine when a particular course number has been inactive for the required ten year period.

The four digit number assigned to a course must follow the course numbering guidelines approved by the SIS Steering Committee and the Boulder Council of Associate Deans (pgs. 75-76). These guidelines divide courses into specific categories also used by Degree Audit. **Each dean has the responsibility of ensuring that proposed course numbers meet these guidelines.**

A course may be deleted from the inventory ONLY if it has never been scheduled for teaching (is not entered onto any term on screen 129). All courses on screen 129, both active and cancelled, MUST have an inventory definition on the inventory, screen 125.

The previous ID field is only used when the course number changes, and the new course is the same as (or minimally changed from) the old course. **The course number in the previous course ID field and the course number of the present course will never be the same.** Different versions of a course (new title, new activity type, etc. but with the same or similar content) are entered by giving a final term to the old course, starting a new version of the course with the pre-existing course number and a new term. The previous course ID/end term (if any exists) is carried forward from the original version.

Any time there is a level change but minimal content change, the CROSSLST/SIML CRS field will be entered to indicate the appropriate corresponding course. This field is also used whenever a course is cross listed, double listed, or has similar content to any other course on SIS.

3. Adding a Course to the Inventory, Screen 125 (sample screen print, page 66):

- A. The new course or new definition for an existing course must first be approved by the curriculum committee for your college or school. All changes to graduate courses must have the approval of the Graduate School Curriculum Committee.

- B. A Course Proposal Form should be submitted to the Registrar's Office with the following information:

College or school
 Department
 Course Number
 Course Title
 Activity Type
 Maximum Enrollment
 Crosslisting
 Credit Hours
 Special Grading (pass/fail)
 Prerequisite Courses
 Catalog Description
 Repeatable for Credit
 Core Course/Coding
 Approval Dates – Appropriate Signatures

COURSE NUMBER - 4-digit unique identifier. The assigned number should adhere to course numbering guidelines listed on pages 75-76.

COURSE TITLE - The full course title and an SIS course title limited to 24 characters in length. Some titles will need to be abbreviated. See page 62 for a list of standard abbreviations.

COURSE LEVEL - The student population for which the course is prepared. This will be determined by the Registrar's Office based on the following:

U1 = lower division undergraduate (1000 and 2000 level courses)
 U2 = upper division undergraduate (3000 and 4000 level courses)
 G1 = Master's level (5000 and 6000 level courses)
 G2 = Ph.D. level (7000 and 8000 level courses)
 P1 = Law school, 5000 level courses
 P2 = Law school, 6000 level courses
 P3 = Law school, 7000 and 8000 level courses

COURSE CAREER - The type of degree to which this course will apply. Up to three careers may be defined. This will be determined by the Registrar's Office given the following:

US = undergraduate semester
 GS = graduate semester
 PS = professional semester
 G* = all graduate, semester and quarter

ACTIVITY TYPE - Defines the way the course is taught. At least one activity code is required. If a course is taught with laboratory and/or recitation sections in support of the lecture, these codes (LAB and REC) must be specified under second and/or third activity code. Please see activity code definitions, page 56 for additional activity codes.

MAX ENR - Maximum enrollment for the course. This figure is pulled for the enrollment maximum on screen 129 each time a section of a course is created.

This level can be different for each activity type if you define more than one in a single course.

CROSSLST/SIML CRS - Some courses are taught in more than one department (**cross listed**), between upper division undergraduate and graduate levels in the same department (**double listed**), or have content **similar** enough to another that credit is allowed for only one or the other. In addition, occasionally courses are **taught** together utilizing the same instructor and room, but are NOT of the same or similar content. A fourth option for this field is that a course is cross- and double-listed. This is considered a **mixed** category.

Entry of course information in this field causes a message to appear at the top of screen 129, when a new course section is **initially** created, that a combined section relationship exists.

CRED MIN/MAX/CONN - Establishes the number of credit hours for the course and whether the credit hours are fixed or variable.

SPECIAL GRADING - Used to assign special grading types, such as pass/fail, to a course. This assignment is made by the academic unit, and is not chosen by students. Examples of this are the student teaching courses taught by the School of Education. These courses are offered on a pass/fail basis only.

ROLL CONTROL - Determines what information is rolled from the base term each time a new term is set up.

COURSE CONTENT - Identifies by college/school, the content of the course. Typically used to identify courses which meet core requirements.

The following information is required by CU-Boulder for use by the Degree Audit Program and will be maintained by the Registrar's office:

PREV CRS ID/END TERM - Courses will occasionally change course numbers. This field tracks the prefix and number of the old course. The field contains the previous department abbreviation and course number, and the last term for which this was the valid course number. This field is **ONLY** used when the course number changes, but the course itself remains relatively unchanged.

The rest of the information on screen 125 is optional, only to be used as needed. Definitions of these fields are as follows:

TRANSCRIPT TITLE 2 - Used when the course title does not fit into the COURSE TITLE field or when a one line title is too general to describe the course appropriately for the student transcript. Do not use TRANSCRIPT TITLE 2 in conjunction with subtitles on screen 126; subtitles will not supplement course titles, they will replace them.

CIP CODE - (Previously known as HEGIS code) Assigned by the Office of Institutional Research and Planning for BD B1 courses only. This code is used in all reports made to the Colorado Commission on Higher Education to designate content of courses. No update is required.

APPROVAL DATE - Date the course was approved by the curriculum committee of your college or school; format is MMDDYY.

ALTER INST OFFR - Used by the University of Colorado, Denver campus only. Designates those courses which are taught in conjunction with Metropolitan State College. Boulder campus will NOT use this field.

The need for accuracy on this screen cannot be overemphasized. The course inventory file is the backbone of the course offerings for which students register; if there are errors in the inventory, they are compounded, for instance, on the student's transcript. Please be sure to verify that what has been entered by the Registrar's Office is correct.

4. Procedure For Title Changes - Screen 125 (sample screen print, page 66):

All titles must have the approval of your college's or school's curriculum review. For a course that varies in content (such as a special topics course), you should carry the most frequently used titles on screen 126, Course Subtitles, rather than making changes on 125.

Caution should be exercised when changing the title of a course on the course inventory file. If the title of a course is changed, submit the appropriate paperwork to the Registrar's Office.

- A. To change the title of a course for which there is **minimal** content change, submit a Course Revision Form. The course number will remain the same; the Registrar's Office will create a new version.
- B. To change the title of a course for which there is **major** content change, submit a Course Revision Form. In addition to the old course number and an end date for the course, the form must contain the new course number, title and all essential information pertaining to the new course.

5. Procedure For Deleting A Course - Screen 125 (sample screen print, page 66):

A course is rarely deleted from the course inventory file. The only instance where a deletion occurs is when a course is entered in error and has never been scheduled to be taught (has never appeared on the course term file, screen 129).

6. Activity Code - Screen 125 (sample screen print, page 66):

OBJECTIVE

The activity code defines how a course is taught and is used in all student credit hour activity reports to the Colorado Commission on Higher Education (CCHE). The definitions of activity codes are provided by CCHE and are listed on page 56, along with the required contact hours per credit hour awarded, listed on page 58.

PROCEDURE

- A. The activity code is assigned when the course is initially approved for instruction and will be listed on the Course Proposal Form.
- B. An abbreviated listing of the most often used activity types follows:
 - LEC - lecture
 - SEM - seminar
 - REC - recitation attached to a lecture
 - LAB - laboratory attached to a lecture

- DIS - dissertation; required on all master's thesis and doctoral dissertation courses so that in-progress (IP) grading may be used.
- IND - independent study; all courses with this activity code are set up with multiple sections and instructors. Any course with the middle two digits equal to _83_ through _90_ must be independent study and use the independent study activity code.
- MLS - main lab section; a laboratory course that is not attached to a lecture.
- STU - studio; similar to a main lab section but used by arts, music, environmental design, and theatre and dance course work.
- FLD - fieldwork; minimal use of classroom space.

- C. The activity type on the course term file must correspond to that which is defined on the inventory. If you wish to change the activity type for a course, submit a Course Revision Form.

7. Subtitles - Screen 126 (sample screen print, page 67):

OBJECTIVE

The use of subtitles allows departments to assign specific course titles to sections of courses with general titles on the inventory, such as special topics courses. If a department offers several sections of a special topics course, each may have different content and therefore a different subtitle. The subtitle replaces the transcript title on the term file. Departments may select to view subtitles on screen 126, and select them for use on screen 129.

PROCEDURE

- A. To add, change, or delete subtitles, submit a Course Revision Form to the Registrar's Office.

8. Summary Statistics - Screen 127 (sample screen print, page 67):

OBJECTIVE

Departments may review the level of demand and enrollment for a particular course over a number of terms. Most of this data comes from a batch program that is run at census date for a given term, and is not updated following census date.

PROCEDURE

To view the summary statistics for a course, on the action line enter:

```
SCREEN: 127
INST:  BD
AU:    B1
CRS:   (Subj/Crs#/Sec#)
TERM:  leave blank
Press [ENTER].
```

When screen 127 appears, a compilation of enrollment statistics will be displayed. These figures are on a semester by semester basis, and are based on the census date enrollment for that course.

The enrollment figures are a total of the enrollment for all primary activity types of a particular course (labs and/or recitations are not included). This gives departments an accurate picture of total course demand by semester.

9. Inventory Scan - Screen 128 (sample screen print, page 68):

OBJECTIVE

To view data for a specific course or for a group of courses on the course inventory file. This screen provides summary information of the data on screen 125.

PROCEDURE

- A. To look at one specific course:
 1. On the action line enter:
SCREEN: 128
INST: BD
AU: B1
CRS: (Subj/Crs#)
TERM: (Year/Term)
Press [ENTER].
 2. When Screen 128 appears, you will see only the course you selected.
- B. To look at all courses for a specific department:
 1. On the action line enter:
SCREEN: 128
INST: BD
AU: B1
CRS: (four letter department code)
TERM: (Year/Term)
Press [ENTER].
 2. If you wish to see everything in the Chemistry department, under CRS type "CHEM" and press [ENTER].
 3. When Screen 128 appears, you will see a listing of courses for the subject you entered on the action line.
 4. If there is more than one page of courses, press [ENTER] and you will go to the next page of course listings. Keep pressing [ENTER] until you reach the end of the listing to see a complete department.
- C. To look for a specific level of courses within a department:
 1. On the action line enter:
SCREEN: 128
INST: BD
AU: B1
CRS: (four letter department code plus level indicator)
TERM: (Year/Term)
Press [ENTER].

2. If you wish to see everything in the English department at the 3000 level, enter ENGL3 in the CRS field and [ENTER]. You will see a listing of all English courses at the 3000 level; if you need to go to the next page of the listing, press [ENTER].
- D. You may type up to eleven characters of the course ID in the CRS field. The system will display a list of courses that matches your string.

10. Course Inventory Description - Screen 135 (sample screen print, page 71):

OBJECTIVE

This screen allows for a written description of each course, and a complete, unabbreviated course title. The University of Colorado, Boulder Catalog is published directly from SIS, using screen 135 text for all course descriptions. The course inventory description also contains the written information on combined section courses (lines 90.00 - 99.99), and prerequisites and corequisites (lines 80.00 - 89.99). Lines 80.00 - 99.99 will automatically appear in the On-Line Schedule Planner.

PROCEDURE

- A. The course inventory description will be entered on screen 135 by the Registrar's Office based on a Course Proposal or Course Revision Form. To view the text on screen 135:
1. On the action line enter:
 SCREEN: 135
 INST: BD
 AU: B1
 CRS: (Subj/Crs#) section number is not required
 TERM: (Year/Term)
 Press [ENTER]
 2. Specific text line numbers are reserved for specific uses.
 - a. lines 00.50 – 00.51: Complete course title; no abbreviations
 - b. lines 01.00 - 79.99: Course description -limited to 40 words
 - c. lines 80.00 - 89.99: Course prerequisites/corequisites
 - d. lines 90.00 - 99.99: Course cross listings or double listings
- B. To delete or update an existing inventory description, send a Course Revision Form to the Registrar's Office.

11. Course Restrictions/Majors - Screen 142 (sample screen print, page 73):

OBJECTIVE

This screen allows departments to set registration restrictions, either by including or excluding specific populations, and determines whether or not a student is allowed to enroll in a particular course during registration. This information rolls each time a new section of a course is set up for the term, and appears on screen 143 for that term. Screen 142 also establishes which colleges and majors qualify as "majors" for a course, which

the request/enrollment analysis report uses to separate students into major/nonmajor groups.

PROCEDURE

- A. The dean, in conjunction with the department, determines if registration restrictions are appropriate for a particular course. If so, a Student Program Restrictions Form must be completed, preferably at the time the course is initially approved, and submitted to Academic Scheduling with the following information:
1. The semester information. For inventory purposes, this information is not relevant. The box indicating that this is a permanent change should be checked, since the restrictions are new to the course and should be placed on the inventory screen.
 2. Subject, course, and section number. For inventory, the section number is not relevant.
 3. Restriction Action requested.
 R - the most often used. This restricts both confirmed entry for continuing students, and sectioning process for new students.
 S - seldom used. Restricts during the sectioning process for new students only.
 U - very seldom used. Notification is made on the roster only, for use by the professor.

 There is a box here to indicate either a) make the changes or b) remove all restrictions.
 4. Class-predicted cumulative hours designation.
 - a. Indicate whether the restrictions will **include** or **exclude** the designated population. It is advisable to set restrictions for the smaller population.
 - b. Class codes are set for the unusual cases only, education and graduate students. If restrictions are to be set for undergraduates, it is recommended to set the restrictions by predicted cumulative hours (see "c" below).
 - c. Predicted cumulative hours restrictions assumes that a student will successfully complete the current semester when determining hours completed.
 - d. There is a box to indicate that a) no class/predicted cum hour changes are to be made or b) all class/predicted cum hour restrictions should be removed.
 5. College/major code designations.
 - a. Indicate whether the restrictions will **include** or **exclude** the designated population. It is advisable to set restrictions for the smaller population.
 - b. College/school designation allows you to restrict by college or school.
 - c. Major code designation allows you to restrict by major code with a maximum of 16 codes.

NOTE: A student must only satisfy the college **OR** major designation. If the student satisfies 5b, 5c is not checked, and vice versa. For example, if

you want to restrict your course to accounting majors only, you would set the restrictions to:

1. INCLUDE
2. **BLANK**
3. ACCT

If you included the college of BU for item 2, **all** business students would be included. Please call Academic Scheduling if you have questions.

- d. There is a box to indicate that either a) no college/major changes are to be made or b) all college/major restrictions are to be removed.
- B. The comment section can be used for information pertinent to the restriction form itself.
- C. The form is signed by the dean and submitted to Academic Scheduling for entry onto the inventory screen.

SECTION III - APPENDIX

ON-LINE HELP

OBJECTIVE

To provide the user with a source of information on screens and specific data elements (fields), an on-line screen help system is available.

PROCEDURE

On-line help may be accessed on any screen or any field in the screen.

- A. Move the cursor to the field you want to know more about. You may use the 'new line', 'tab', or any arrow key (-->) to move the cursor. You are not limited to fields you may update; you may look at any field. Once your cursor is on the field in question, press F2.
- B. When the help screen appears, you will see the name of the field you are accessing in the upper left corner. A description follows and includes definitions of valid values for that field.
- C. To leave screen help:
 1. If the screen help is one page long: Press [ENTER].
 2. If screen help is more than one page: Press any key and then press [ENTER].

GLOSSARY

action line - the top line across the SIS screen. This information includes screen number, institution, campus abbreviation, student identification number (or name), course identification, and term code. The course call number can also be used as an action field.

batch - collection of transactions that are updated as a group. Example: the waitlist resequence and roll that runs during schedule adjustment.

call number - five-digit numeric code given to every course section.

CIF - Course Inventory File. All screens related to inventory information.

class list - a list of the students who have enrolled, waitlisted, or dropped a course; also called a roster.

classification - the definition of the level of a student; based on how many hours the student has completed:

- FR - 0-29 hours - freshmen
- SO - 30-59 hours - sophomore
- JR - 60-89 hours - junior
- SR - 90-124 hours - senior
- SR5 - 125 or greater - fifth year senior
- UCR - teacher certification only
- GM - graduate; master's level
- GD - graduate; doctoral level

controlled enrollment - a course that has limited enrollment; specific enrollment requirements are established by the department, and students must go to the department for permission to enroll in the course. Identified by section number between 800-899.

course edit - SIS examines several criteria before allowing a student to enroll in a course including availability of course, availability of a wait list, controlled enrollment, time conflict, restrictions, need for a lab or recitation, and credit overload.

course number - four-digit number assigned to identify a course; used in conjunction with subject abbreviation and section number. In the example MATH 1010-001, MATH is the subject abbreviation, 1010 is the course number, and 001 is the section number.

CTUF - Course Term Update Form. The form completed by departments to make changes/additions/cancellations after update access has ended. It is submitted to Academic Scheduling for entry onto SIS. **cursor** - the highlighted area of the SIS screen that lets the user know where they are on the screen.

edit - process in which the computer checks predefined rules. In registration processes, all students are checked against several edits whenever any course is requested.

element help - nearly every element (or field) on SIS has "help." To determine what the field does and what the valid values are, access [HELP] using the [F2] key.

enrollment limit - the maximum number of students allowed into a section of a course.

[ENTER] - referred to throughout this manual; refers to the return or enter key on the terminal or computer being used to access SIS.

flag - a field that is used to identify a specific characteristic of a student or a course.

FTE - Full time equivalent.

[HELP] - see element help, screen help.

independent study - a course limited to students working directly with a faculty member. Student must go to the department for permission to enroll in the course. Identified by middle two digits of course number from 84-90, and section number between 900-999.

lab - laboratory; part of a course; in addition to the lecture, the lab is required for completion of the course; also see linked activities.

linked activities - some lecture courses require that a student also enroll for a lab or recitation (as part of the same course). When this is required, the student registers for the course using the call number of the recitation or lab, and is then automatically enrolled in the attached lecture.

major - the student's primary course of study.

menu - screen which contains a listing of the available screens for different portions of SIS; 001 is the menu for the shared screens of SIS, 101 is the menu for the student records portion, and screen 1M1 is the student records course menu.

minor - the student's secondary course of study.

on-line - information that is entered at the terminal immediately changes the information stored in the computer.

predicted cumulative hours - the number of credit hours the student has earned toward a degree plus the number of ungraded hours in the current semester; used during registration periods to give the student the benefit of additional hours in obtaining courses.

recitation - part of a course; in addition to the lecture, a recitation may be required for completion of the course; also see linked activities.

restrictions - qualification requirements placed on a course to limit enrollment to a specific group of students as defined by the department offering the course; also called student program restrictions.

return - the [ENTER] key; must be used to tell the computer that you want it to process a request or an addition of information.

room capacity - the maximum number of persons allowed into a classroom; not necessarily the same as enrollment limit. Enrollment limit must NOT exceed room capacity.

roster - a list of the students who have enrolled, waitlisted, or dropped a course; also called class list.

schedule adjustment period - the time period allowed for students to drop and add courses with no signatures required.

screen help - you can go to nearly any screen on SIS and find out what the screen is used for. Access to [HELP] is the [F2] key. See also [HELP], element help.

section number - three digit number that identifies the specific section of a course being offered; used in conjunction with subject abbreviation and course number. A course may have more than one section, in which case there would be more than one section number. In the example MATH 1010-001, MATH is the subject abbreviation, 1010 is the course number, and 001 is the section number.

SIS - Student Information System; the integrated database management system that contains information on admissions, records, registration, course, financial aid, billing, and degree audit. SIS is used by all four CU campuses, including continuing education.

SPE - student program entry; describes one course enrollment for a student. For example, if SPAN 3000 section 001 is on a student's record, whether dropped, waitlisted, or enrolled, it is considered an SPE.

special action form (SAF) - the form used by deans and departments to allow an override of a restriction or an enrollment limit on a course. These originate from deans and departments only, require the appropriate override be marked, and a signature must authorize the override.

subject abbreviation - the four character abbreviation for academic subject areas for courses; used in conjunction with course number and section number. In the example MATH 1010-001, MATH is the subject abbreviation, 1010 is the course number, and 001 is the section number.

[TAB] - a function of the keyboard for access to SIS; moves the cursor to the next updatable field.

thesis - a type of course allowing students to be enrolled while working on their master's thesis or doctoral dissertation; graded with an IP grade (incomplete with a pass status) initially; after completion of the thesis, changed to a letter grade. Identified by section activity of DIS and a 900-999 section number.

wait list - when a course is enrolled to the enrollment limit, a wait list forms as a queue of other students who wish to be enrolled in the course. A department may choose automatic, sequenced, or no wait list.

ACTIVITY TYPE DEFINITIONS

Unless otherwise specified, all activity types take place on campus and are totally supervised by campus instructional personnel and/or faculty. See the end of this section for CCHE requirements on contact minutes per credit hour awarded.

<blank> - Not an activity - Don't use.

BLK - Block section (dummy) - Special transitory registration currently only for use by law school.

CAN - Candidate for degree - Proposed (not presently active) for candidacy enrollment.

CLN - Clinical - Student provides services in a professional clinical setting on or off campus. Supervision by faculty tends to be indirect. Students may be directly supervised by nonfaculty. Differs from PRC in that PRC tends to have greater faculty contact with student.

CNF - Conference - Don't use.

CON - Consultation - Don't use.

COP - Cooperative education - Don't use.

COR - Correspondence - Courses taught through the mail only.

DIS - Dissertation or thesis - Credit enrolled for during formal period of work on master's thesis or doctoral dissertation.

FLD - Field supervision - Instructional activities conducted by the faculty designed to supplement and/or extend an individual course or classroom experience. Minimal use of a classroom.

ICA - Informal credit activity - Don't use.

IND - Independent study - Individual research or study of a topic not offered as part of the regular curriculum, or the individual study of a topic in greater depth than is customarily offered. Normally culminates in some final project, paper, or presentation.

INS - Institute - Don't use.

INT - Internship - Participation in an off-campus work-setting emphasizing the experiential component. Student supervised by nonfaculty personnel in the work place. The academic component of the internship is evaluated by faculty. Includes student teaching.

LAB - Lab - Instructional activities which require student participation, experimentation, observation, or practice. Must be linked to a 'parent' section, usually a lecture. No credit hours are assigned directly to labs; credit hours associated with the lecture section reflect the additional time spent in lab.

LEC - Lecture - Formal presentation, customarily consisting of primarily one-way communication by the faculty.

MLS - Main lab section - Same as LAB except not linked to another activity type; has credit hours assigned to it.

OTH - Other - A "catch all." Can be used when course does not fit any of the other activity types. Includes graduate reading courses.

PRC - Practicum - Participation in an off- or on-campus work-setting, implementing classroom, laboratory, or studio experience. Student is supervised by a faculty member in a course with specific meeting patterns and academic assignments.

QUZ - Quiz - Sections that meet only to administer examinations. Not currently used on the Boulder campus.

RCT - Recitation (old code) - Don't use. See REC.

REC - Recitation - Two-way (student and instructor) communication of course materials. Must be linked to a parent section, usually a lecture. Like LAB, recitations reflect zero credit hours.

RES - Research - Undergraduate thesis, undergraduate research, graduate research (non-DIS).

SEM - Seminar - Same as REC except not linked to another section and reflects credit hours. Usually small sections (less than thirty). Group discussion and communication of course materials.

STU - Studio - Similar to a main lab section but with emphasis on artistic or aesthetic subjects. For example:

art: painting, sculpture, other lab-type activities

music: band, ensembles, music labs and the like

theater and dance: performance oriented dance classes

SYM - Symposium - Don't use (use OTH).

TVL - Television live - Lecture-type section where some or all of the students observe via television.

TVT - Television tape - Prerecorded lecture transmitted at a certain time for students to watch.

WKS - Workshop - Don't use (use LEC).

Note:

Special topics courses should be assigned whatever activity type best describes the teaching method.

In general, sections with CLN, COR, REC, TVT, IND, INT, FLD, CAN, or DIS are considered special sections, involving less contact hours per week by the faculty than the credit hours awarded for the course.

CCHE REQUIREMENTS

750 minutes required of LEC, REC, SEM, activity types for 1 credit hour - 1/1 ratio

1500 minutes required of CLN, IND, LAB, MLS, PRC, STU activity types for one credit hour - 2/1 ratio

1875 minutes required of FLD, MST, TCH activity types for one credit hour - 2.5/1 ratio

2250 minutes required in INT activity types for one credit hour - 3/1 ratio

The following methods of instruction (activity types) used at UCB are either institutionally defined for awarding of credit hours or are undefined by CCHE for contact hours. They are:

BLK - block courses

COP - cooperative education

OTH - other

RES - research

WKS - workshop

FREQUENTLY USED INFORMATION

TERM codes

1 = Spring Semester
4 = Summer Session
7 = Fall Semester

first two digits = year
last digit = term
(for example, 061= 2006, spring semester)

INST codes

BD = Boulder
DN = Denver
CS = Colorado Springs
HS = Health Sciences

COURSE LEVEL

U1 = lower division undergraduate
U2 = upper division undergraduate
G1 = master's level graduate
G2 = doctoral level graduate
P1 = professional level 1
P2 = professional level 2

AU CODES

B1 = Boulder Credit
B2 = Boulder Continuing Education - Credit
B3 = Boulder Continuing Education - Noncredit

COURSE CAREER

US = Undergraduate semester
GS = Graduate semester
G* = All graduate work, semester or quarter; degree and nondegree students
PS = Professional semester

**INSTRUCTOR MASTER FILE
FACULTY RANK**

01:	Professor
02:	Associate Professor
03:	Assistant Professor
04:	Senior Instructor
05:	Instructor
06:	Lecturer, Instructor-Adjunct
07:	Teaching Associate
08:	Honorarium
09:	Teaching Assistant
11:	Instructional Administrator (Professor Level)
12:	Instructional Administrator (Assoc. Prof. Level)
13:	Instructional Administrator (Asst. Prof. Level)
14:	Instructional Administrator (Sr. Instr. Level)
15:	Instructional Administrator (Instructor Level)
16:	Instructional Administrator (Lecturer-Adjunct Level)
17:	Instructional Administrator (Teaching Assoc. Level)
18:	Instructional Administrator (Honorarium)
19:	Instructional Administrator (Teaching Asst. Level)
20:	Administrator (Non-Instructional)
30:	Non-University Compensated
40:	ROTC (Non-University Compensated)
50:	Research Sponsored Faculty/Staff

PARTITION ASSIGNMENTS
Centrally Controlled Classrooms

SLHS	03
Chemistry	04
Clare Small Arts & Sciences	28
Duane Physics	06
Engineering - 0-level	07
Engineering - 1-level	08
Economics	09
Education	10
Ekeley Chemistry	11
Environmental Design	12
Fine Arts	13
MCOL	14
Guggenheim	15
Hale	16
Hellems - basement and 1st floor	17
Hellems - 2nd and 3rd floors	18
Ketchum - basement and 1st floor	20
Ketchum - 2nd and 3rd floors	21
McKenna	23
Muenzinger	24
Library	25
Ramaley	26
Stadium	29
Benson	32
Humanities	33
All Large Rooms (capacity > 90)	79

STANDARD ABBREVIATIONS AND FORMATS

A. Standard Abbreviations

Space is limited for course titles. It is appropriate to abbreviate to allow the title to fit into the given 24 spaces. Here is a list of some of the standard abbreviations used in the course inventory and course term files.

advanced -	adv	methods -	meth
analysis -	analy	prerequisite -	prereq
arranged -	arr	principles -	prin
control -	ctrl	problem(s) -	prob(s)
corequisite -	coreq	psychology -	psyc
education -	educ	quantitative -	quant
foreign -	frgn	readings-	rdgs
graduate -	grad	recitation -	rec
health -	hlth	research -	rsch
high school -	h s	science -	sci
hours -	hrs	social -	soc
independ study -	ind st	special -	sp
instructor -	instr	system(s) -	syst, sys
international -	internatl, intntl	teaching -	tchg
internship -	intern	topics -	tpcs
introduction -	intro	transportation -	transp
language -	lang	workshop -	wkshp
lecture -	lec	world -	wld
literature -	lit		

B. Standard Format Guidelines

These guidelines are to be used when entering information into the course inventory file.

1. When referring to a department, use the appropriate abbreviation (PSCI for Political Science, MKTG for Marketing, SOCY for Sociology, etc.).
2. When the text for prerequisite information on screen 135 contains both a prerequisite and a corequisite, the prerequisite information is listed first. The format is: PREREQ PSCI 110; COREQ PSCI 2202.
3. For combined section information the format is: same department, then undergraduate and graduate information in other departments (HIST 4041 is: Same as HIST 5041, ANTH 4041/5041 and FINE 4041/5041).
4. Use dashes or slashes in titles, not colons; they use fewer spaces (Grmn Lit-Up to 1910).
5. Roman numerals are not used in titles; use Arabic numerals; again, a space consideration. (Foundations 3, Spanish 1.)
6. Use commas sparingly.
7. Spell out titles completely whenever possible.

1A5 TERM DEFINITION AND CONTROLS

TERM

STATUS: P

SCREEN: INST: BD AU: B1 SID: CRS: TERM:
061

TERM BEGIN DATE: 01/17/06 NEXT CALL NUMBER: 23209
 TERM END DATE: 05/05/06 NUMBER OF WEEKS: 16
 TERM CENSUS DATE: 02/01/06 TERM TYPE: N
 TERM GRADUATION DATE: 05/12/06 AWARD UNIT TYPE: S

UNDERGRADUATE FT DEFIN: 12.0 ROLL FROM TERM 1:
 GRADUATE FT DEFIN: 8.0 ROLL FROM TERM 2:
 PROFESSIONAL FT DEFIN: 10.0 ROLL FROM TERM 3:

INITIAL SCHEDULE PRNTD: Y COURSE MNT SECUR LVL: N
 TRANSCR GRD POST RELS: REGIS MNT SECUR LVL: 1
 TRANSCR DEG POST RELS: REGIS OVR SECUR LVL: 1

----- REGISTRATION SWITCHES -----

-----*
 VRR REG ACTV CONT ADV REG CENS CNTR SAME OVER STU LINK
 50
 SEL AUD STOP TERM DEP APPR TIME DATE ENRL CRSE LOAD PGM ACTV CAP
 PCT

Y 4 4 4 4 4 1 2 4 4 6
 DELETE: DATE LAST MAINT:
 04/03/95

1C1 INSTRUCTOR

INSTRUCTOR, SUSIE

SCREEN: INST: BD AU: B1 SID: 482704629 CRS: TERM:

FULL NAME: INSTRUCTOR, SUSIE
 LAST NAME: INSTRUCTOR
 FM INITIALS: SQ

DEPARTMENT ROSTERED: CHEM EXTERNAL INSTITUTION:
 DEPARTMENT TENURED:
 JOB CLASS:
 FACULTY RANK:
 TEACHING FACULTY STAT: 0

BEGIN TERM: 904
 END TERM:

DELETE:

NEXT ID:

1C2 INSTRUCTOR AU/TERM		INSTRUCTOR, SUSIE					
SCREEN:	INST: BD	AU: B1	SID: 482704629	CRS:	TERM: 061		
TEACHING FACULTY STATUS: 0		DEPARTMENT ROSTERED: CHEM		FACULTY RANK:			
BUDGET DATA:		ACCOUNT NO.	POSITION NO.	SALARY	FTE		
	1.						
	2.						
	3.						
	4.						
PAYROLL DATA		ACCOUNT NO.	POSITION NO.	SALARY	FTE	PERCENT TIME	RANK
APPT-1	1.	0127641200	12345	2,500	1.000		
	2.						
APPT-2	1.						
	2.						
DELETE:							

1C3 INSTRUCTOR NAME SEARCH						
SCREEN:	INST: BD	AU: B1	SID: jones,	CRS:	TERM: 061	
			SEARCH:		(UP TO 16 CHARACTERS)	
S		NAME		ID-NUMBER	DEPT-ROSTER	INST
-		JONES, MELVIN, T		090-80-0545	CVEN	BD
-		JONES, TOM S		196-45-2222	CHEN	BD
-						
-						
-						
-						
-						
-						
-						
-						
PREVIOUS SCREEN: 003			SEARCH KEY: JONES,			

1M1 SR COURSE MENU

SCREEN: INST: BD AU: B1 SID: CRS: BLDG: TERM: 061
ROOM:

125 COURSE INVENTORY MAINTENANCE	14C INTRA-CU COURSE EQUIVALENTS
126 COURSE SUBTITLES	140 TRANSFER CRS EQUIVALENCY TABLE
127 SUMMARY STATISTICS	141 COURSE PREREQUISITES
128 COURSE INVENTORY SCAN	142 COURSE RESTRICTIONS/MAJORS
129 SCHEDULE MAINTENANCE	143 SECTION RESTRICTIONS/PRIORITIES
130 FACULTY LOAD	144 WAIT LIST PRIORITIZATION RULES
131 COURSE SECTION TALLIES	145 BLOCK REGISTRATION SECTIONS
132 COMBINED SECTION TALLIES	1C1 INSTRUCTOR
133 COURSE TUITION RATES	1C2 INSTRUCTOR AU/TERM
134 COURSE MEETING PATTERN	1C3 INSTRUCTOR NAME SEARCH
135 COURSE INVENTORY DESCRIPTION	1C5 ROOM PROFILE
136 COURSE SECTION TEXT	1C6 ROOM SCHEDULE REQUEST
137 CE/REPORTING SCHEDULE DATA	1C7 ROOM USAGE MAINTENANCE/DISPLAY
138 **RESERVED**	1C8 ROOM WEEKLY USAGE DISPLAY
101 STUDENT RECORDS MENU	1N5 COURSE ANECDOTAL DISPLAY
1M2 SR DEFINITIONS MENU	1N6 COURSE ANECDOTAL ENTRY
1M3 SR DATA COLLECT MENU	

105 COURSE SECTIONS

ANTH2020

SCREEN: INST: BD AU: B1 SID: CRS: ANTH2010 TERM: 061

SEC	AVAIL	DAYS	TIMES	SES	ACT	INSTRUCTORS	RCAP	LIM	ENRL	RST	WAITL	CS
001	150	TR	0930AM-1045AM	LEC				479				S
002	158	MWF	0100PM-0150PM	LEC				88				S

PAGE 1 OF 1 NEXT PAGE: 1 CONTINUE?

108 WAIT LIST

LAB

SCREEN: INST: BD AU: B1 SID: CRS: WAIT LIST FLAG: S
 INSTRUCTOR'S NAME: REPKA, ANN SECTION STATUS: CLOS COMBINED STATUS: N/A
 ENROLL LIMIT: 0020 COMB LIMIT: 0000

	FCN	CAP	PRI	NAME	SID	AU	CLS	COLL	DEG	MAJ1	MAJ2	FC
1.				85 KENNEY, KATHLEEN MARIE	523119751	B1	SO	AS	BA			KINE
2.				85 MAISONAVE, JOHN STANLEY	107607422	B1	SO	AS	BAC			PRNU
3.				85 REPPOND, CELINA ELIZABE	522290824	B1	SO	AS	BA			THTR KINE
4.				85 DEAN, BRADLEY SCOTT	020648821	B1	SR	AS	BA			EPOB
5.				85 LOCKE, RON J	521373154	B1	SO	AS	BA			KINE
6.				85 LE CLERE, MARK JOSEPH	523139409	B1	SO	AS	BAC			PRNU
7.				85 KASID, BRIAN EDWARD	470749596	B1	JR	AS	BA			KINE
8.				85 FLYNN, THOMAS MICHAEL	559350189	B1	JR	AS	BA			KINE
9.				85 WAGGONER, LESLIE	601642675	B1	SR5	AS	BA			BCHM
10.				85 GEITNER, RORY ELIZABETH	184562372	B1	SO	AS	BA			KINE

TOTAL PAGES: 1 THIS PAGE: 1 NEXT PAGE:

125 COURSE INVENTORY MAINTENANCE

PRIN OF NUM COMPUTATION

SCREEN: INST: BD AU: B1 SID: CRS: CSCI5606 TERM:

FUNCTION:	ROLL TERM:	COLLEGE: EN	CREDIT TYPE: C
COURSE TITLE: PRIN OF NUM COMPUTATION		COURSE LEVEL: G1	
TRANSCRIPT TITLE2:		COURSE CAREER: GS	
TERM FIRST/FINAL: 887 /		DEPT. OF RECORD: CSCI	
CRED MIN/MAX/CONN: 03.0 /	/ F	CIP CODE: 110701 0701	
AWARD UNIT TYPE: S		COURSE CONTENT:	
SPECIAL GRADING:		APPROVAL DATE: 00/00/0000	
ROLL CONTROL: Q		PREV CRS ID/END TERM: C S 560 / 881	
ALTER INST OFFER:		CURR CRS ID:	
DIST ED OFFER: Y		REPEATABLE FOR CREDIT:	MAX HRS:
CROSSLST/SIML CRS:			COF ELIGIBLE:
	ACTIVITY	MIN	MAX
	CODE	ENR.	ENR.
FIRST: LEC			0050
SECOND: DLC			
THIRD:			
FOURTH:			
WEEKLY	TERM		
CONT HRS	CONT HRS		

DATE LAST MAINT: 04/25/05

126 COURSE SUBTITLES

TOPICS IN WRITING

SCREEN: INST: BD AU: B1 SID: CRS: WRTG3020 TERM:

CODE	SUBTITLE	DELETE
01	TPC-TOPICS IN WRITING	
02	TPC-TRAVEL WRITING	
03	TPC-THE INSANITY DEFENSE	
04	TPC-WHAT'S WRONG W/UNIV	
05	TPC-HERO/POPULAR CULTURE	
06	TPC-SCIENCE FICTION	
07	TPC-GENDER/LANGUAG/POWER	
08	TPC-WHAT'S IN A GRADE	
09	TPC-BE YOUR OWN EDITOR	
10	TPC-THE RIGHT TO DIE	
11	TPC-CONFLICT IN IRELAND	
12	TPC-THE AMERICAN WEST	
13	TPC-MEDIA MANIPULATION	
14	TPC-MEN/WMN IDENTITY ISS	

NEXT ID:

DATE LAST MAINT: 013195

127 SUMMARY STATISTICS

COGNITIVE PSYCHOLOGY

SCREEN: INST: BD AU: B1 SID: CRS: PSYC4145 TERM:

TERM	PROJ ENR.	PROJ SECT	ACT. ENR.	ACT. SECT	SEATS AVAIL	TOTAL DEMAND	TOTAL DROPS	TOTAL ADDS	MEAN SIZE	MEDIAN SIZE
051			41	1	1	128	8	5	41	41
047			38	1		92	29	12	38	38
044			42	1	2	85	27	11	42	42
041			43	1	1	89	28	12	43	43
037			41	1	1	84	26	9	41	41
034			43	1	3	78	22	6	43	43
031			37	1	2	85	38	8	37	37
027			45	1	5	93	10	4	45	45
021			40	1		80	18	20	40	40
017			73	2	1	133	33	15	37	36

TOTAL PAGES: 004 THIS PAGE: 001 NEXT PAGE:

NEXT ID:

DATE LAST MAINT:

128 COURSE INVENTORY SCAN

```

SCREEN:          INST: BD  AU: B1  SID:          CRS: PSYC4145      TERM:
                #OF
                DEF  COURSE TITLE          -TERMS-  ---CREDIT---
                1ST FNL  MIN  MAX  C COLL DEPT
01  PSYC4145    1  COGNITIVE PSYCHOLOGY          044      4.0  4.0  F  AS  PSYC
02                2  COGNITIVE PSYCHOLOGY          034 041  4.0  4.0  F  AS  PSYC
03                3  COGNITIVE PSYCHOLOGY          941 031  4.0      F  AS  PSYC
04                4  COGNITIVE PSYCHOLOGY          887 937  4.0      F  AS  PSYC

```

129 SCHEDULE MAINTENANCE

INTRO TO SOCIOLOGY 057

CALL #: 80919

SCREEN: INST: BD AU: B1 SID: CRS: SOCY1001001 TERM: 057

CS SET-UP:

FUNCTION: A=ADD; D=DELETE

COLLEGE: AS

SECTION ACTIVITY: LEC

COURSE LEVEL: U1

COMBND SECT STAT/SPONS: /

COURSE CAREER: US

1ST INSTR/SCHED NAME: PRIMM, ERIC

INSTR #1 ID: 225043861

SESSION:

INSTR #1 NAME: PRIMM, ERIC S

```

*-CREDIT HOURS-*          *-----REGISTRATION CONTROLS-----*
MIN  CON  MAX          MIN  MAX  SEC  WAIT  CONT  SECT  CRS  STU  VRR
03.0  F    00.0          ENR  ENR  CTL  LIST  ENRL  LINK  PRERQ  PGM R  AVL
                0067          A          A

```

```

*-----PUBLISHED SCHEDULE CONTROLS-----*          *-----MISC-----*
STANDARD NOTES  PRT  PRT  SCHED  REV  CHG  RSNS  SPC  RPT  CRSE  EXAM
PRT #1  #2  #3  CRLST  PRERQ  SEQ  CODE  #1 #2 #3  GRD  CRED  CONT  CODE
                Y    Y    01.0
                ASM

```

DIST ED OFFER:

COF ELIGIBLE:

TEXT FLAG: SUBTITLE CODE: TITLE: INTRO TO SOCIOLOGY BLK GRD:

SITE: INSTR MGT SYS: TITLE2:

WEB PUB:

NEXT ID:

DATE LAST MAINT: 12/28/04

131 COURSE SECTION TALLIES CT-SOC PRBLMS/EARTH SCI

SCREEN: INST: BD AU: B1 SID: CRS: GEOL4080001 TERM: 057

ACTIVITY TYPE: LEC *-----COMBINED SECTIONS DATA-----

*
 ENROLLMENT MAXIMUM: 22 SPONSOR SECTION:
 ENROLLMENT MINIMUM: 0 ENROLLMENT MAXIMUM:
 FINAL LIMIT: 22 OVERRIDE: ENROLLMENT MINIMUM:
 SECTION TALLIES FORMALY ENROLLED:
 STATUS:

 FORMALY ENROLLED: 17 SECTION STATUS: O
 INFORMALLY ENROLLED:
 AUDITING: O - OPEN
 WAIT-LISTED: C - CLOSED
 ADDED: 1 X - CANCELLED
 DROPPED: 6 H - HOLD
 DROPPED-WL: I - INACTIVE
 DEMAND: 23 ROOM CAPC: 0022

EXTERNAL INSTIT MAX:
 EXTERNAL INSTIT ENR:
 NEXT ID: DATE LAST MAINT: 01/20/05

132 COMBINED SECTIONS TALLIES QUANTITATIVE METH/ANTHRO

SCREEN: INST: BD AU: B1 SID: CRS: ANTH4000001 TERM: 057

COURSE ID	COMB SECT STAT	SEATS AVAIL	SECT STATUS	MAX ENR	MIN ENR	ACT ENR	EXT INST	TOT WTL	TOT AUD	TOT DEM	TOT DRP	TOT DWL
COMBINED		0013	OPEN	0030		0017		004		0026	003	002
ANTH4000001	S		CLOS	0015		0015		004		0024	003	002
ANTH5000001	N	0013	*	0015		0002				0002		

* SEE COMBINED SECTIONS LINE FOR STATUS AND/OR SEATS AVAILABLE.

TOTAL PAGES: 001 THIS PAGE: 001 NEXT PAGE: 000

134 COURSE MEETING PATTERNS

ADVANCED POETRY WORKSHOP

SCREEN: INST: BD AU: B1 SID: CRS: ENGL4021801 TERM: 057
 BLDG: ROOM:

SESSION: BEGIN DATE: END DATE:
 COMB SECTN:

ROOM OFF BEG DT/ SCH -----SCHEDULE25-----

-

FCN	DAYS	START	STOP	BLDG	ROOM	CAPC	LOC	END	DT	RM	SPC-FTR	SPC-EQP
PRT	TR	1100AM	1215PM	CHEM	133	20				P		
		BLDG / ROOM MAINT: 021805										

NEXT ID:
000

TOTAL PAGES: 001 THIS PAGE: 001 NEXT PAGE:

135 COURSE INVENTORY DESCRIPTION

EXPLORATIONS IN ANTHRO

SCREEN: INST: BD AU: B1 SID: 810296839 CRS: ANTH4020 TERM:

BEGINNING TERM: 961 ENDING TERM: TEXT MAINTENANCE DATE: 02/20/03

LINE # DEL TEXT

00.50 ANTH 4020-3. Explorations in Anthropology.
 01.00 Special topics in cultural and physical anthropology,
 02.00 as well as archaeology. Check with the department for
 03.00 semester offerings. May be repeated up to 6 total
 04.00 credit hours. Prereq., 15 hours of anthropology
 05.00 course work. Same as ANTH 5020.
 80.00 PREREQ 15-HRS ANTH COURSEWORK. RESTRICTED TO JRS/SRS.
 90.00 SAME AS ANTH 5020.

NEXT ID:
000

TOTAL PAGES: 001 THIS PAGE: 001 NEXT PAGE:

136 COURSE SECTION TEXT PHY SCI/NON-SCIENTIST 2

SCREEN: INST: BD AU: B1 SID: CRS: PHYS1020010 TERM: 951
 TEXT TYPE: N TEXT POSITION: FC

INDENT: 5 SPACING: 1 DELETE:

LINE # DEL TEXT
 05.00 NOTE: EXAMS WILL BE AT 7:30 PM ON TUESDAYS, FEB 14,
 06.00 MAR 14, AND APR 18 IN DUANE PHYSICS G-020.

NEXT ID: TOTAL PAGES: 001 THIS PAGE: 001 NEXT PAGE: 000

141 COURSE PREREQUISITES EMER DEMOC CENT/EAST EUR

SCREEN: INST: BD AU: B1 SID: BEG TERM: 927 END TERM:
 CRS: PSCI4062 TERM: 927
 GROUP: 00

----- PREREQUISITE COURSES -----

COURSE ID	--TERM-- BEG END	MIN GRD	OR	COURSE ID	--TERM-- BEG END	MIN GRD	OR	COURSE ID	--TERM-- BEG END	MIN GRD
(PSCI2012	937			IAFS1000	957					

)AND
 (
)AND
 (
)AND
 (
)AND
 (
)AND
 (
)

----- PREREQUISITE TESTS -----

TEST ID	SUBTEST NR	NAME	MIN SCORE	OR	TEST ID	SUBTEST NR	NAME	MIN SCORE
() AND
() AND
()

DELETE: MAINT DATE: 11/18/97

142 COURSE RESTRICTIONS/MAJORS		EMER DEMOC CENT/EAST EUR
SCREEN:	INST: BD AU: B1 SID:	BEG TERM: 927 END TERM: CRS: PSCI4062 TERM: 927
		RESTR. ACTION: R
----- CLASSIFICATION RESTRICTIONS -----		
INCL/EXCL: I	CLASSES:	OR
PREDICTED CUM HOURS: GREATER THAN OR EQUAL TO: 27.0 AND		
LESS THAN OR EQUAL TO: 180.0		
----- COLLEGE/MAJOR RESTRICTIONS -----		
INCL/EXCL:	COLLEGES:	OR
	MAJORS:	
----- COURSE MAJORS DEFINITION -----		
	COLLEGES:	OR
	MAJORS: PSCI IAFS	
DELETE:	MAINT DATE: 03/22/96	

143 SECTION RESTRICTIONS/PRIORITIES		LAB
SCREEN:	INST: BD AU: B1 SID:	CRS: ENVD1000011 TERM: 957
ROLL FUNCTION:	RESTR. FLAG: R	
----- CLASSIFICATION RESTRICTIONS -----		
INCL/EXCL:	CLASSES:	OR
PREDICTED CUM HOURS: GREATER THAN OR EQUAL TO: AND		
LESS THAN OR EQUAL TO:		
----- COLLEGE/MAJOR RESTRICTIONS -----		
INCL/EXCL: I	COLLEGES: EV	OR
	MAJORS:	
----- SCHEDULING PRIORITIES -----		
	CLASS PRIORITY:	OR
	COLLEGE PRIORITY:	OR
	MAJOR PRIORITY:	
DELETE:	MAINT DATE: 10/12/94	

144 WAIT LIST PRIORITIZATION RULES

INTRO TO PHYSICAL ANTH 1

SCREEN: INST: BD AU: B1 SID: CRS: ANTH2010001 TERM: 057

WAIT LIST FLAG: S

ROLL FLAG: Y

PRIORITY CODE	STUDENT		MAJOR	CLASS	PREDICTED CUMULATIVE EHRS		DEGREE	F/CONC STATUS	DEL
	AU	COLLEGE			CHECKOUT TERM				
05	B1	AS	ANTH	SR5	0.0	0.0			
06	B1	AS	ANTH	SR	0.0	0.0			
07	B1	AS	ANTH	JR	0.0	0.0			
08	B1	AS	ANTH	SO	0.0	0.0			
10	B1	AS	ANTH	FR	0.0	0.0			
11	B1	AS		SR5	0.0	0.0			
12	B1	AS		SR	0.0	0.0			
13	B1	AS		JR	0.0	0.0			
14	B1	AS		SO	0.0	0.0			
					0.0	0.0			

TOTAL PAGES: 001

THIS PAGE: 001

NEXT PAGE:

145 BLOCK REGISTRATION SECTIONS

A&S FALL FEST BLOCKS

SCREEN: INST: BD AU: B1 SID: CRS: ARSC9999901 TERM: 947

CRS SECTION	TITLE	CRS SECTION	TITLE
ENGL-1500-006	MASTERPIECES-BRITISH LIT		
ENGL-1260-001	INTRO WOMEN'S LITERATURE		
ARSC-1150-001	WRITNG IN ARTS & SCIENCES		

DELETE:

NEXT ID:

COURSE NUMBERING GUIDELINES
CU-BOULDER
[Updated: 4/95]

COURSE NUMBER (Screen 125)	COURSE TYPE (Screen 125)	SECTION NUMBER (Screen 129)	COURSE LEVEL (Screen 125)	ACTIVITY TYPE (Screen 129)
Freshmen				
1000-1839	general	all but 900s	U1	** see below
1840-1909	indep study	900s only	U1	ind
1910-1919	practicum	800s only	U1	prc
1920-1929	reading	800s only	U1	(rdg)
1930-1939	internship	800s only	U1	int
Sophomores				
2000-2839	general	all but 900s	U1	** see below
2840-2909	indep study	900s only	U1	ind
2910-2919	practicum	800s only	U1	prc
2920-2929	reading	800s only	U1	(rdg)
2930-2939	internship	800s only	U1	int
Juniors				
3000-3839	general	all but 900s	U2	** see below
3840-3909	indep study	900s only	U2	ind
3910-3919	practicum	800s only	U2	prc
3920-3929	reading	800s only	U2	(rdg)
3930-3939	internship	800s only	U2	int
Seniors				
4000-4839	general	all but 900s	U2	** see below
4840-4909	indep study	900s only	U2	ind
4910-4919	practicum	800s only	U2	prc
4920-4929	reading	800s only	U2	(rdg)
4930-4939	internship	800s only	U2	int

COURSE NUMBER (Screen 125)	COURSE TYPE (Screen 125)	SECTION NUMBER (Screen 129)	COURSE LEVEL (Screen 125)	ACTIVITY TYPE (Screen 129)
Master's				
5000-5839	general	all but 900s	G1 (law P1)	** see below
5840-5909	indep study	900s only	G1 (law P1)	ind
5910-5919	practicum	800s only	G1 (law P1)	prc
5920-5929	reading`	800s only	G1 (law P1)	(rdg)
5930-5939	internship	800s only	G1 (law P1)	int
6000-6839	general	all but 900s	G1 (law P2)	** see below
6840-6909	indep study	900s only	G1 (law P2)	ind
6910-6919	practicum	800s only	G1 (law P2)	prc
6920-6929	reading	800s only	G1 (law P2)	(rdg)
6930-6939	internship	800s only	G1 (law P2)	int
6940-6949	candidate	900s only	G1 (law P2)	
6950-6959	thesis	900s only	G1 (law P2)	dis
6960-6969	report	900s only	G1 (law P2)	
Doctoral				
7000-7839	general	all but 900s	G2 (law P3)	** see below
7840-7909	indep study	900s only	G2 (law P3)	ind
7910-7919	practicum	800s only	G2 (law P3)	prc
7920-7929	reading	800s only	G2 (law P3)	(rdg)
7930-7939	internship	800s only	G2 (law P3)	int
8000-8839	general	all but 900s	G2 (law P3)	** see below
8840-8909	indep study	900s only	G2 (law P3)	ind
8910-8919	practicum	800s only	G2 (law P3)	prc
8920-8929	reading	800s only	G2 (law P3)	(rdg)
8930-8939	internship	800s only	G2 (law P3)	int
8970-8979	doc music	900s only	G2 (law P3)	
8980-8989	Ed. D. dis	900s only	G2 (law P3)	dis
8990-8999	Ph. D dis	900s only	G2 (law P3)	dis

** any of the following activity types may be used: fld, lab, lec, mls, rec, sem, stu

COMMON DATA ENTRY ERRORS
SCHEDULE OF COURSES

1. **Improper set-up of combined courses and their enrollment limits:** Check the information on screen 132, and be sure to communicate with the other department associated with your course.
2. **Entering instructor information on screen 129:** This information must be entered on screen 130 for the instructor to receive credit for teaching the course, and for the instructor's name to print appear in the On-Line Schedule Planner.
3. **Use of nonstandard meeting patterns:** Courses that are set to meet at times other than the standard patterns will be given LAST choice of classroom space. Use of nonstandard times also creates problems for students in setting up their schedules.
4. **Alteration of existing information on screen 134 after Schedule 25, the room scheduling program, has been run:** If you change meeting pattern information on courses that have been assigned central rooms (SCH RM field is P or S), you **MUST CONTACT** Academic Scheduling at the time you are making the change. Otherwise, you risk the chance of losing your assigned room.
5. **Use of "R" or "U" in the SCH RM field on screen 134 after Schedule 25 has been run:** Once Schedule 25 has been run, you must contact Academic Scheduling for a room assignment. No room is automatically scheduled after that point. Use of the "U" code is limited to departmentally controlled space **ONLY** after Schedule 25 has been run.
6. **Set-up of 900 sections without use of "TBA" meeting pattern on screen 134:** If the "TBA" meeting pattern is not entered, the sections and instructors will not print on the call number listing used by your department for sectioning.