Online Scheduling

Contents

PART ONE: Navigating in SIS ................................................................. 2
The Scheduling Office Menus .............................................................. 2
Function Keys ................................................................................... 2
Screen Shortcuts .............................................................................. 2

PART TWO: Course Scheduling ............................................................ 3
Add or Delete a Course ..................................................................... 3
Add or Delete a Section ................................................................... 8
Add or Break a Cross-list ................................................................ 9
Class Meeting Times ....................................................................... 10
Course Restrictions ......................................................................... 11
Course Suffixes ................................................................................ 12
Create a Special Topics Course ...................................................... 13
Cross-Listed vs. Shared ................................................................. 14
Error Messages and their Translations .......................................... 15
Grading Method ............................................................................. 16
Non-Print Notes ............................................................................ 16
Repeatable Courses ....................................................................... 18
Subterms & Non-standard Semester Dates .................................... 19
Summer and Winter Terms ............................................................ 21
Teacher Collect Process ................................................................. 20
Web Enhanced Courses .................................................................. 23

PART THREE: Classroom Scheduling ................................................. 23
Classroom Scheduling Guidelines ................................................. 23
Check for Room Conflicts ............................................................. 24
Classroom Equipment Codes ......................................................... 25
Special Room Requests ................................................................. 25
The Room Book ........................................................................... 26
Making Classroom Reservations .................................................. 26

PART FOUR: UMd Electronic Grades - UMEG ... 26

For questions or assistance, please contact:
Course and Classroom Scheduling Services
301-314-8243
schedule@umd.edu
PART ONE: Navigating in SIS (CICS)

The Scheduling Office Menus

1) To log into CICS (SIS); choose “A” at the prompt; press Enter

2) In the next screen enter login and password; press Enter

3) In the Production Main Menu screen, choose Online Navigation Environment

4) In the CP-One Main Menu screen, choose Scheduling Office Menu

5) In the CP-One Scheduling Office Menu screen, choose Term Course Menu; the Term Course Menu screen is where the options for online scheduling are found.

Function Keys

F1   Help  - Displays information about the processor currently in use.
F2   Clear  - Clears information accessed on the screen.
F3   Return/Exit  - Returns to previous menu or screen.
F4   Delete  - Deletes course or section from the system.
F5   Teachers  - Retrieves instructor update screen for multiple entries.
F6   Print  - Prints copy displayed on screen.
F7   Previous Course/Section - Displays previous course/section.
F8   Next Course/Screen: Course (CO)

Screen Shortcuts

Using these shortcuts can save some time. Press “F9” and type the appropriate command below.

In SIS ‘Update’ Screens

c0 ..................to get to the course update screen
se ..................to get to the section update screen
xl ..................to create a cross-list
cn ..................to create course notes (non-print notes)
te ..................to add or update instructors and teaching assistants
In SIS ‘View’ Screens

- **go crs** ................. view details at course level
- **crsnotes** ............... view course notes
- **events** ................. view a one-time event (can meet for multiple days)
- **go rm** ................. view the details of a specific room
- **rmbook** ............... view room schedules
- **rmstat** ................. view the room conflicts under a specific prefix/dept.
- **restrl** ................. view course restrictions
- **seats** ................. viewing seats offered, issued and waitlist counts
- **go sec** ................. view details at section level
- **seccnotes** ............. view section notes
- **trmrresv** .............. view a reservation (a full semester event)
- **ts** ..................... view teacher schedules
- **tcs** ..................... view teacher course summary
- **trackl** ................. view listing of courses connected with a cluster
- **wl** ..................... view waitlist by student id number
- **wlsec** ................. view waitlist by course and section number

In SIS ‘Course Catalog’ Screens

- **apcrs** .................. Item ID - n/a .... view approved/pending course information
- **apnotes** ............... Item ID - de .... view approved course description
- **apnotes** ............... Item ID - ks .... view Kuali prerequisites & restriction description

PART TWO: Course Scheduling

**Add or Delete a Course**

Course prefix, number, and title must be university approved.

For courses that do not have university approval, a pilot course (former one-term approvals) must be entered into Testudo Curriculum Management by the department. Training in this system can be arranged by contacting Mike Colson (mcolson@umd.edu), Office of Academic Planning and Programs. If training can’t be arranged in time, email schedule@umd.edu to have the pilot course created by Course and Classroom Scheduling Services.
Pilot Course Instructions for Testudo Curriculum Management Users

Below are procedures for handling courses that are requested for one-term exceptions to be offered pending approval (often referred to as “one-term approvals”). We are now calling these one-term courses “Pilot” courses.

There are three situations where you would be working with a Pilot course:

1) You are creating a Pilot course for the first time.
2) You are requesting a new Pilot term for the Pilot course.
3) You want to make a Pilot course “permanent” (i.e., submit the course for VPAC approval).

1) Creating a Pilot. When requesting a Pilot course for the first time, use “Create a Course” from the main page to enter in the essential information for the course (at this point, learning outcomes and a syllabus are not required). Check the Pilot box on the page for Active Dates. After submitting the proposal, you can contact the Scheduling Office and ask them to approve the proposal—they will “blanket approve” the proposal and make it effective for that one term.

2) Requesting an Additional Term for a Pilot. Instead of creating a new Pilot course in order to add another term (which adds two unrelated instances of the same course), use “Find a Course” from the main page to find the original Pilot course (the course will appear as “Retired” because it has an end term). Once you find the course and select the course, select “Modify Course” to make a modification to the original Pilot Course. On the Active Dates page, select a new Start Term, and re-check the Pilot Box (make sure that End Term is the same as the Start Term). Submit the course, and contact Mike Colson (mcolson@umd.edu) in the Office of Academic Planning and Programs for approval to add another pilot term. If approved, Mike will forward the request to the Scheduling Office for blanket approval.

3. Making a Pilot Course Permanent. Instead of creating a new Pilot course (which again would add multiple, unrelated instances of the same course), use “Find a Course” from the main page to find the original Pilot course (the course will appear as “Retired” because it has an end term). Once you find and select the course, select “Modify Course” to make a modification to the original Pilot Course. Make whatever changes you would like to make to the course. Be sure to add Learning Outcomes and a syllabus unless it is not required for the course (e.g., a special topics course). On the Active Dates page, the term that you select for the Start Term should be after the last Pilot term. Make sure that the Pilot box is unchecked. Submit the proposal as you would any other course modification proposal.

As #2 and #3 indicate, it is important that you are working with the same Pilot course as opposed to creating a new course, because this will make sure that the Pilot is related to each Pilot version as well as related to the permanent version of the course. This will be very important when the Enrollment phase of the program is implemented.

Please contact the Mike Colson at mcolson@umd.edu or 301-405-5626 if you have any questions.
The following instructions are for hard coded course numbers (ending in 0-7) and not repeatable numbers/soft coded numbers (ending in an 8 or 9).

1) Start on the command line (F9) and enter ‘go co.’ The course update screen should look like this:

2) Enter the course prefix and number, and press the tab key once. Enter the term and press the enter key. Notice the message “This is a NEW record, update fields and press enter” at the bottom of the screen. It should look like this:

Populate the remaining fields.

Tip: Remember that the default grading method for undergraduates is ‘Regular, Pass/Fail, or Audit (RPA); for graduates, ‘Regular or Audit’ (RA). There are two alternate grading options as well - Regular (REG) and Satisfactory/Fail (S/F). However, in order to offer (S/F), the course must have been approved for this specific grading option.

If you have done everything correctly, the message at the bottom of the screen should say: Make changes and press enter to update. Press the enter key; your screen should look like this:
3) Once you have completed the course update screen move your cursor to the command line (F9) and enter ‘go se.’ The section update screen will appear and look like this (note that the field for the section number appears in red).

4) Enter the section number and press the enter key. The message: This is a NEW record, update fields and press ENTER should now appear at the bottom of the screen.

5) Enter the number of seats offered and press the enter key. At this point, the delivery method field is now in red indicating information is missing. The message: Delivery Method cannot be left blank is appearing at the bottom of the screen. The screen should look like this.

6) The delivery method can be retrieved by entering a question mark (?) in the DM field and then press the enter key. The screen should look like this.
7) This will direct you to a menu screen listing the four options. The screen should like this. Select a number choice and press the enter key.

Tip: If you are familiar with the delivery method codes, you would be able to skip going through the menu and just enter the codes directly into the DM field manually.

8) This brings you back to the original section update screen and you can now enter the class (LEC), meeting days and times (MWF 10am-10:50am), the location (CSS 2416), and the instructor’s UID (100311020) and press the enter key. This will complete the process. The last two screens reflect the end of the process.
To Delete a Course:

1 - Use the ‘go co’ command to get to the course update screen

2 - Break all cross-lists (may only be broken by the department offering the primary course - see ‘Break a Cross-list in this publication) or contact Classroom Scheduling and Space Management

3 - Enter the course and the term (Semester) in the appropriate fields.

4 - Press F4 to delete; then F2 to confirm the deletion (or F12 to cancel).

**Tip:** a course deleted from the system automatically deletes all sections as well.

---

Add or Delete a Section

**Screen:** Section (SE)

**To Add a Section:**

1 - Enter the relevant information in the course, term and section fields.

2 - For courses taught during the first or second half of the semester only, enter 1 or 2 in the ‘Sub Trm’ field (summer courses will usually have one of these numbers entered). If the course has non-standard dates, enter those dates in the ‘Dates’ field before the section has been entered into the system. A note will appear in the Schedule. Leave this field blank if the course will be taught the entire semester. (For further information see Subterms and Non-standard Dates in this publication.)

3 - Enter total number of seats offered in the ‘Offered’ field.

4 - Enter the limit as a percent in the ‘Limit’ field. The default is 100%; this value adjusts the number of students allowed to enroll in a course at a particular time (ex: if there are 10 seats offered and the limit is set at 90%, 9 students will be allowed to register for the course until the limit is reset).

5 - Enter ‘H’ in ‘Stat’ field if the section should be on hold; otherwise leave blank. The room is held; registration will not be allowed; section will not appear in the Schedule.

6 - In the ‘Cls’ field enter Lec for lecture, Lab for laboratory, or Dis for discussion.

**Tip:** If there are multiple lectures, labs or discussions, denote the additional meetings with a 2, 3...and so on (eg. Lec2...Lec3...etc.).

7 - Enter meeting times in respective field. The codes for days and times are as follows:

   M = Monday, T = Tuesday, W = Wednesday, H = Thursday, F = Friday, S = Saturday, U = Sunday

   If a class period exceeds 50 minutes, an end time must be provided. For example, if a class meets from 9:00 to 9:50 am, enter “9”; if a class meets from 9:30-10:45 am, enter “930-1045.” If you do not have all the information required for the days and times, enter TBA in both the ‘Days and Times’
and ‘Room’ fields.

8 - Enter an alphabetic building code in the ‘Bldg’ field and a room number in the ‘Room’ field. Leave both Bldg and Room fields blank if the Scheduling Office is to assign a room. Enter TBA in the room field only if you do not need the Scheduling Office to locate and schedule a room; the TBA designation signals Scheduling that a room is not needed.

**Tip:** If a “C” (conflict) appears in the RM STAT field:
- Use F10 to show the course in conflict.
- If the conflicting course is in your department, resolve the conflict.
- If the course is outside your department, leave the information intact and the Scheduling Office will resolve the conflict.

9 - If a section is shared with another section/course, note the course number in the Non-Print Note screen and the Scheduling Office will make the modification.

10 - Enter the instructor’s UID or last name, first name (up to 9 characters) in the ‘Teacher’ field. To add additional instructors to a course, use the F5 key to get to the Instructor Update Screen. If the name/ss# appears in red after entering and “no name found” appears at the bottom of the screen, record the course and section numbers, and the instructor name and social security number in the ‘Non-Print Notes’ screen and the Scheduling Office will update.

11 - Enter the lead section number (if there is one) in the ‘Group’ field. This will automatically put the lead section information into any additional sections grouped together (usually done with a large lecture that has several discussion times).

**Tip:** Lecture information will automatically display on the additional sections.

12 - Enter “U” in the ‘Pub’ field if the section information should not be published.

**To Delete a Section:**

1 - Enter the Course and Term.

2 - Press F4 to delete; then F2 to confirm the deletion (or F12 to cancel).

3 - If there is only one section of a course offered, the delete should be processed at the course level rather than the section level.

**Tip:** If a lead group section is deleted and the secondaries are to remain, the section following the lead must serve as the new lead and the secondaries must be regrouped accordingly.

**Add or Break a Cross-List**

**Screen:** Cross-List (XL)

*(For a full explanation of cross listing, see “Cross-Listed vs. Shared” in this publication.)*

**To add a cross-list**

All information for the primary course must be entered in the ‘Course’ and ‘Section’ screens, and all information for the secondary course must be entered in the ‘Course’ screen, before cross-listing. Secondary courses must have the same information as the primary course (credits, content, times, rooms, number of sections, instructors).
1 - In the XL screen, enter the semester in the 'Term' field and the primary course number in the 'Primary Course' field.
2 - Enter secondary course numbers.
3 - Press 'Enter'

To Break a cross-list

1 - Only the department offering the primary course, or Course and Classroom Scheduling Services, can break a cross-list.
2 - Enter the Term and Primary Course.
3 - Using the space bar, blank out any or all courses to be removed.
4 - Press 'Enter' to update.
5 - Go ‘co’ to delete the course (see section on deleting courses).

Class Meeting Times

"Contact hours" or "face time" The University of Maryland follows the Maryland Higher Education Commission's policies on "contact hours," a shorthand term referring to the amount of time required in various forms of education to earn credit. Contact hour requirements apply to both undergraduate and graduate courses.

Quick rule of thumb: An easy-to-remember approximation of the policy for the regular academic semester is that standard 3-credit lecture/discussion courses must meet three hours per week; laboratories require twice as many hours, and internships require three times as many hours. Online courses must be comparable. Courses offered in non-standard formats must still meet MHEC requirements, specifically that "one semester hour of credit will be awarded for:

- A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;
- A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days and holidays;
- A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented."

This policy applies to all levels, including graduate, and is mandatory for academic accreditation. For further information on this topic go to: www.vpac.ud.edu/policies.html.
Standard Class Times

Spring and Fall standard class meeting times:

- Monday / Wednesday / Friday: 50 minutes, beginning on the hour - Ex: 10am-10:50am
- Tuesday/Thursday: 8:00-9:15, 9:30-10:45, 11:00-12:15, 12:30-1:45, 2:00-3:15, 3:30-4:45

Non-standard Class Times

Any class meeting times other than those listed above (including classes that meet once a week) are considered non-standard and require approval for an exception. The Student Information System (SIS) will not accept non-standard times without prior approval. Justifications or approvals for non-standard times from either the college office (for undergraduate courses) or the department chair/program director for graduate courses) should be directed to schedule@umd.edu.

Provost’s Guidelines

The Provost’s guidelines for the distribution of class times are as follows:

- No more than 70% scheduled on MWF
- No more than 45% scheduled on T-Th
- At least 20% scheduled before 9am and after 3pm.

Course Restrictions

Restrictions on courses in the Schedule of Classes must be consistent with University catalogs.

By Permission Only

The course scheduling system allows users to choose from two types of permission. The permission of department / instructor option blocks students from registering for the course without an electronic stamp from the department. The permission of department / instructor option should not be used as a primary means of restricting entry into the class, but should instead be used in conjunction with prerequisites (e.g., GEOL 102 or permission of instructor.)

The BPO restriction may be set under the following conditions:

For both Undergraduate and Graduate courses:

- Permission of department as stated in the catalog course description.
- Pre-requisite and/or co-requisite in catalog course description.
- Other restriction in catalog course description: such as admission to program, or completion of a test.
- Course numbers ending in 8 or 9 (e.g., ARTT 498).

For Undergraduate course only:

- HONR or “H” suffixed courses.
- 386 (Experiential Learning) courses
- “X” suffixed English courses where English is a second language.
For Majors Only

The For Majors Only restriction may be set under the following conditions:

- Major course in selective admission / limited enrollment programs. Any department that is approved as a participant in the Limited Enrollment Program is eligible to request a ‘For Majors Only’ restriction. Once notified, Course and Classroom Scheduling Services can add a course note and set the restriction on a semester basis. (Note: For this restriction to appear in the Undergraduate catalog, a course proposal must be submitted to the Vice President’s Advisory Committee (VPAC)).
- Graduate courses

Class Level

300-level courses may require junior standing; 400-level courses may require senior standing.

Minimum Grade / GPA

Courses requiring a minimum grade, or grade point average, must have prior approval from VPAC.

Action

Changes to restrictions must be approved by the PCC/VPAC. Please contact the representative from your college/school for information on the course approval process.

Course Suffixes

Adding a suffix to a course is a technique for offering two or more versions of a single approved course and may be used to distinguish the following:

Audience

Limit the course to a specific group of students such as honors.

Ex: MATH 140H Calculus I (Formal Title)
Open only to general honors students (note within)

Content

Specify a topic (when permitted by course approval). Courses that allow suffixes for content distinction must usually be approved for subtitle use. Subtitles supersede formal titles for student transcript records. These courses usually end in 8 or 9 or are specific HONR, KNES or MUSC courses.

Ex: MATH 498F Selected Topics in Mathematics: Combination and Graphs (Formal Title)
Combination & Graphs (Subtitle)

Credit

Specify versions distinguished by variable credits (when permitted by course approval).
Create a Special Topics Course

Screen: CO

1) Start on the command line (F9) and enter ‘go co.’ The screen should look like this:

2) Enter the course prefix, number, and suffix. Please do not use the suffixes H = (University Honors), U= (First Year Program), or S = (College Park Scholars) unless specifically related to these undergraduate programs. If you are unsure what suffix is available to use, please contact the Scheduling Office and request an excel file of suffixes used in the past.

Enter the term and press the enter key. Notice the message This is a NEW record, update fields and press enter at the bottom of the screen. It should look like this:

3) Populate the remaining fields and press the enter key. If you have done this correctly, the message at the bottom of the screen should say: “Make changes and press enter to update.” It should look like this:

Regular, Audit (RA) is the default grading method for graduate courses. Graduate research (e.g., 799, 898 and 899) can be graded through a regular grade or satisfactory/fail, or both. Satisfactory-Fail can be offered on its own. It is usually offered on the graduate level (e.g., for thesis and dissertation research), but can also be offered at the undergraduate level.
Tip: Remember that the default grading method for undergraduates is RPA; for graduates, RA. There are two alternate grading options: Regular (REG) and Satisfactory/Fail (S/F); however, in order to offer the grading option of (S/F), the course must have been approved for this specific grading option.

4) Enter the sub-title in two separate fields.

Tip: When entering sub-titles, remember that there is a transcript title and a formal title. The transcript title will only allow 24 character spaces, while the formal title allows two lines.

First, enter an abbreviated version of the sub-title (limited to 24 character spaces) on the line that says 'transcript title' (the portion that appears in green, not white). The transcript title will automatically appear in upper case once you press the enter key.

Then tab to the field for the formal title (this field starts with a period and continues with the next line in green) and enter the sub-title with no abbreviations (this is the version that appears on Testudo). For the formal title you must identify upper and lower case manually. The period in this field should either be deleted or typed over, since the system will read the period as a message to ignore this line.

5) Review the credit level. Special topics courses can be offered at a specific credit level, or as variable credit (1-3). Make any necessary adjustments and press the enter key.

6) Course descriptions should be posted on the department web site; then send the URL address to schedule@umd.edu so we can create the hyper-link between the schedule of classes and your web site. (During online scheduling make the notation as a non-print note.)

7) Navigate to the Section Update screen (SE) and proceed as described in “Create a New Course.”

Cross-Listed vs. Shared

Cross-listing refers to having one course offered under two different course rubrics, such as ENGL 444 and WMST 444: Feminist Critical Theory. Cross-listing means that all the students in the course are doing exactly the same work. Accordingly, the course numbers for both courses should be at the same level (e.g., both 400-level classes), although it is not necessary that the numbers be identical. Primary and secondary courses must both contain the following information: credits, content, times/rooms and number of sections. The department offering the primary course must email approval for the cross-list to schedule@umd.edu, along with information on the secondary course or courses.

Sharing refers to the practice of allowing courses from two different course levels to meet together at the same time, such as ANTH 454: Travel and Tourism and ANTH 654: Advanced Studies in Travel and Tourism. In this case, the 400-level undergraduates and the 600-level graduate students will meet together in the same classroom for lectures and discussion, but the two groups will work from different syllabi, with the graduate students required to complete additional, more challenging work.

Please remember that in some cases, graduate students can take courses at either the 400- or 600-level. Co-listed 400- and 600-level courses should have distinctly different titles and descriptions so
that it is evident in the Graduate Catalog that these are substantively different courses with different expectations.

Error Messages and their Translations

This Course is not in the Term database
This message appears when the course update screen (CO) has not been created. Please update this screen before creating/entering the section information.

This is not an approved course
This message appears when the course number being entered has not been approved by the Vice President’s Advisory Committee (VPAC). A course proposal should be initiated as soon as possible. In the meantime, a request to the scheduling office (schedule@umd.edu) can be made for a pilot course (formerly referred to as one-term pending status). Additional approval is required if this exception has already been used; contact Michael Colson (mcolson@umd.edu) in the Office of Academic Planning and Programs in order to extend the pilot course for an additional semester.

TBA designation entered in the wrong field signals an incomplete (I) scheduling process
The TBA designation should be entered in the ROOM column. If the TBA designation is mistakenly entered in the BLDG column, as in the Example 1 below, the letter ‘I’ will appear in the RM STAT column. An incomplete status signals the Scheduling Office to assign a classroom to the section. Correct placement of the TBA designation is illustrated in Example 2 below.

This room does not exist for this term
This message appears when a room that is not part of our room inventory, sometimes referred to as a non-database room, is entered into the section update screen. In order to process a section that will meet in a non-database room, the RM STAT field should be populated with the letter ‘N’ and then press the enter key. The screen below demonstrates the completed screen.
Grading Method

**Regular, Pass-Fail, Audit (RPA)** is the default grading method for undergraduate courses. Academic Affairs and the Office of the Registrar strongly recommend the use of this grading method in all undergraduate course proposals to maintain the greatest flexibility for the department, as it allows the Dean to permit a late change in grading method (e.g., to Audit) in the case of a student emergency such as grave illness or injury. Pass-Fail and Audit options may be offered or restricted at the discretion of the department on a semester-by-semester basis, so approval of these options does not automatically require the department to offer them.

Pass-Fail is a limited undergraduate grading method option for students. Graduates are not eligible to receive this grading option. Pass-Fail cannot be offered by itself but is offered with Regular or Regular, Audit. See the Undergraduate Catalog section on Registration, Academic Requirements and Regulations for additional restrictions on Pass-Fail.

**Regular, Audit (RA)** is the default grading method for graduate courses. This grading method allows an instructor to assign a regular grade (A, B, C, D, or F) or a satisfactory / fail grade. However, grades must be assigned consistently within a course / grade sheet and not a mixture of both.

Non-print Notes

Screen: Course Notes Updates (CN)

**TIP:** Prior to entering new notes; please review the current information that was rolled over from the previous semester. The following screens in sis (crsnotes, secnotes) will help you review the information. If the note is correct - it is not necessary to re-enter the same information as a non-print note.

The following instructions are for entering a non-print note. This option is located within the course note screen (CN). Listed below are examples of when you might use a non-print note.

- Any message or special instruction that should be brought to the attention of Course and Classroom Scheduling Services.
- Documenting a shared or cross-listed course by placing the notation under the primary course; the notation does not need to be duplicated under the secondary course.
- New course and/or section notes.
- Request a specific room and/or equipment.
  - Tech equipped room is required; please remember to enter this as a non-print note even if the class is currently scheduled in a technology classroom.
  - A room with moveable seating vs. fixed seating (activity groups)
  - Instructors’ health issues (low mobility, limited vision/hearing, allergies to chalk).
  - White board will be required.
  - Special equipment, demonstrations with chemical or fragile materials that are not transportable to other locations.
- Document any web-technology (ELMS) to be used for classes.
- Requests to add a web link for course specific websites or syllabi.
• Requesting changes to current courses and/or section notes. (If there are no changes additional notes are not necessary.)

1) The course notes update screen will appear blank and no menu will appear until the course and term information have been entered.

2) Enter the course prefix and number, press the tab key once, enter the term, and press the enter key. The screen should now look like this:

3) Notice the message, “Place cursor under Note Type and press enter to edit”, below the listing of the functions keys. Place your cursor on ‘NO Non-Print Note’ and press the enter key. The screen should now look like this:

4) Type your message and press the enter key. If your message will use more than one line keep typing as you would in any other document. Avoid beginning any line with a period (.) - this tells the system to ignore the line. Once you have completed your note press the enter key. In the example at right, notice how the word “number” is separated into two lines.

The next step demonstrates how to adjust formatting.

5) Entering the WW command as illustrated below left allows word-wrap and fixes split words.

Frequently used prefix commands for non-print notes, and their instructions, are as follows:
FF -- marks a block for formatting. After the block has been marked, extra spaces are removed, word spacing is maximized, and words are hyphenated appropriately. The length of the resulting lines is as close as possible to the right margin defined by the 'RMARGIN' command (see below). The left margin cannot be altered.

RMARGIN -- To format text with leading blanks, just set RMARGIN to less than the maximum length, format the block, and use the block shift commands (prefix commands ',' or '> >') to move the text to the right. The indentation of the first line of the block will remain after the block is formatted.

Note: If line(s) need to be split in order for them to remain within the RMARGIN boundary and there is not enough room in the file to add a line, the only formatting that will occur on the line will be the deletion of extraneous spaces.

R -- replicates the line n times after the marked line

RR -- replicates the text within the block after the last line of the block

S -- splits the line at the first occurrence of the character '/' in the line

/ -- makes the marked line the current line

D -- deletes a specified line starting at the marked line

DD -- deletes the block of text in between the 'DD' pair

CC -- copies the block of text in between the 'CC' pair to the specified target

I -- inserts additional lines after the marked line; example: i3 = three additional lines

IB -- inserts additional lines above first line of text

6) Once you have completed the non-print note press the F3 key to exit the screen.

Repeatable Courses

Repeatable courses are those in which a student may enroll for credit multiple times when course content differs. Repeatable courses are either (1) standard academic elements such as colloquia or thesis research, or (2) umbrella special topics courses through which new courses are piloted or discrete iterations of a broad theme are offered.

On the University of Maryland College Park campus, all repeatable courses must use a number ending in "8" or "9," such as ENSP399: Special Topics in Environmental Science and Policy. Individual topics are then differentiated from each other by adding a letter suffix to the course number (e.g., ENSP399A: Special Topics in Environmental Science and Policy: Introduction to Environmental Law).

Certain letter suffixes should be avoided because they are used to designate special sections dedicated to particular academic programs, such as Honors (H), College Park Scholars (S), or sections of English courses designed for students for whom English is a second language (X).
Subterms and Non-standard Semester Dates

Subterm fields should be populated when the class will not meet for the full semester or when the start and/or end dates are non-standard. Incorrect semester dates can impact classroom availability. Additionally, the related semester dates should be adjusted when necessary. In this case, when we refer to non-standard dates it is in reference to the semester dates or the first and last day of class.

For example:
- Full-Semester: 01/26/09 – 05/12/09
- Subterm 1: 01/26/09 – 03/14/09
- Subterm 2: 03/15/09 – 05/12/09

1) Enter the course information in the course update screen (CO) first (if necessary), then go directly to the section update screen (SE). Notice that seats offered is zero (0) and the message at the bottom of the screen says “This is a NEW record, update fields and press ENTER.” It should look like this.

2) Enter the number of seats that are being offered and press enter to create this section. This is the minimum amount of data entry needed to establish a section. If you are not sure of the number of seats being offered, enter 1.

3) Notice that the default dates near the bottom of the screen reflect the full semester (Example 1). If the class is being offered in either the first or second half of the semester, enter subterm code 1 or 2. Notice that the default dates change once a subterm is entered (Examples 2 and 3). If your class meets according to non-standard semester dates, enter those dates in the field to the left of the default (Example 4).
Tip: If dates are not recorded accurately it could create a room conflict.

If this does not describe your situation please continue to the next step in these instructions.

4) Whenever the semester dates cross over dates for both subterms, the subterm field should be left blank and a set of alternate dates should be entered. Alternative dates should be entered as of the week the class begins/ends, and not a specific date. For example if the class only meets on Wednesday then the dates enter should reflect the dates for Monday through Friday. An example of a class that will start in subterm 1 and continue through subterm 2 appears right.

5) If changes are being made for a section that has already been created, it must be unscheduled before either the subterm or the semester dates can be changed. Blank out LEC, DIS, and/or LAB and press enter. Once these changes are entered the meeting times/location/instructor can be re-entered. The following screens illustrate this process.

At this point dates and/or subterm can be entered and the meeting time and location re-entered.

However, when we process this type of change additional meeting times may be required. A report can be generated overnight to check for missing contact minutes by our office. A request for this type of assistance can be sent to schedule@umd.edu, along with any other type of questions or concerns.

Summer and Winter Terms

For information on scheduling classes for summer and winter terms, please contact the Office of Extended Studies at the respective email address:

For Summer Term, summer-sched@umd.edu
For Winter Term, winter-sched@umd.edu
For Freshman Connection, fc-sched@umd.edu
The Teacher Collect Process

**Screen: Teacher Collect (TE)**

The Teacher Collect process allows the entry of personnel who are either directly or indirectly involved in the delivery of instructional services (including faculty, teaching assistants, adjuncts, course managers, teaching administrators).

Benefits from completing this process are:

- Allows the instructor of record to grant access to class rosters and grade sheets, and the ability to delegate data entry, to a teaching assistant or other instructor; allows access to class rosters for all others.

- Accurate workload credit in the faculty workload reports as identified by the workload percentages

- Electronic key card entry to the University's technology classrooms (when entered three weeks prior to the beginning of the semester).

- Designate individual(s) who should be included in the online evaluation process.

**Getting Started**

Teacher Collect must be updated using the student information system (SIS) 3270 client via VPN. Do not update instructor information using the web version of SIS. To access the Teacher Collect screen (TE), type 'go TE' on the command line [F9] in SIS. Fill in the selection criteria across the top of the screen as follows:

**Prefix** ...............  The course prefix you are processing, e.g., BIOL

**Term** .................  The term you are processing, e.g., Fall 2008 = 0808, Spring 2009 = 0901

**Sub-term** .............  Set to 'B' For both Fall and Spring; Set to ‘1’ or ‘2’ for Summer sessions

**Missing** ............... Enter ‘Y’ if you want to see only those courses/sections which have no Instructor entered; enter ‘N’ if you want all sections of all courses being offered by your department this term. For this procedure, we suggest using ‘N’ to see all sections of your courses. (Held and Canceled sections will not show.)

**Seats Issued** ........ Enter ‘Y’ if you want the screen to show only those sections with enrollments; Enter ‘N’ if you want to see all open sections, regardless of whether or not students are registered in them. We suggest using ‘N’ most of the time.

**Ind Instr** .............. Enter ‘Y’ to see all of the faculty 'section numbers' associated with your individual Instruction courses. Enter ‘N’ to suppress those sections. We suggest using ‘N’ most of the time.

**Tip:** When evaluating your faculty involvement in Individual Instruction, use Y for both individual instruction (Ind Instr) and Seats Issued; then you will only see those Individual Instruction sections in which students are enrolled for the given term. This must be done before the official Freeze date.

**FID** ....................  Enter ‘N’ to have the screen reflect the UID (University Identification Number);
Enter ‘Y’ to have the screen reflect the FID (Faculty Identification Number/Social Security Number). We suggest using ‘N’ most of the time.

Once you are finished entering your selection criteria, hit Enter and the processor will list all of the courses your department is offering in the given term. Move your cursor from section to section, course to course, correcting the UID’s/FID’s as necessary.

**Instructor Update**

To enter more than one teacher per class, put your cursor on the class and use the F5 function key to move to the Instructor Update screen. When you are finished, use F3 to return to the Teacher Collect (TE) screen.

Function indicates the type of relationship between the given employee (UID/FID) and the associated class. Every lead class (Lecture or stand-alone Lab) must have at least one Instructor of Record assigned to it. If only one UID/FID is entered for a given class, this person will automatically default to Instructor of Record. You may enter as many different UIDs/FIDs per class as you need in order to properly cover all of those associated with that class.

**Instructional Functions:**

**Instructor of Record** .......... Published instructor, usually the lecturer. Administrates the curricular aspects of the given section; is responsible for the grades of the section. To be used only with Lecture classes and stand-alone Labs. (TA status and can be given access to enter grades.)

**Other Instructor** ............ Not published, but still receives a portion of instructional credit for workload calculations according to the amount recorded in Teaching Percent

**Lab/Discussion Leader** ...... Lab or Discussion leaders on secondary Lab or Discussion classes; not to be used for the leader of stand-alone Labs

**Non-Instructional Functions***:

**DSS Aid** .................. Non-instructional, supports DSS student(s), e.g.; a translator for hearing impaired.

**Non-teaching Course Manager** .... Administrates non-instructional aspects of the course, such as staffing and equipping labs, etc.; usually only associated with large, lecture/lab format courses.

**Grader** .................... Non-instructional assistant assigned duties such as test-scoring, reading papers, etc.

**Technical Support** ...... Non-instructional student, assists with instructional technology

**Course Advisor** ............ Non-instructional faculty, mentors individual students enrolled in certain courses.

*No electronic grade access.

**Percent of Instruction**

Percent of Instruction (Pct Inst) indicates the percentage of workload consideration assigned to the given Instructor (UID/FID). Where there is only one instructor, percent of instruction defaults to 100%. Where there are multiple instructors, percent of instruction is evenly distributed among Instructors of Record and Other Instructors. If the percentage needs to be changed after the initial
setting, please send your requests to schedule@umd.edu.

Profile Codes

Nearly all Profile indicators are derived automatically from official UM personnel records. You do not need to enter any profile codes; they are for informational purposes only. A balances program runs against the University’s PHR data and sets the appropriate profile codes as follows:

Faculty................................. Has a current active appointment in the Academic Resource System; includes both tenure/tenure track and non-tenure track instructional personnel

Special Instructor .................... Visiting faculty; Consortium; non-paid, etc.

Administrator.......................... UM staff administrator also serving as a course instructor

Confirmed TA............................ UM graduate student with an official assistantship

Web Enhanced Courses

A non-print note should be created to document web enhanced courses. Please include the level of technology and the percentage of class time for web and classroom. For example, one class meeting maybe taught entirely on-line and a classroom not necessary for that amount of time.

PART THREE: Classroom Scheduling

Classroom Scheduling Guidelines

Space on campus dwindles while space demands increase. The following guidelines will enable the University Scheduling Office to increase space efficiencies, better addressing the disparity between supply and demand. Establishing guidelines allows us the tools necessary to effect change where needed for the overall good.

Classroom Utilization Goals

Room Use – overall room use rate of 67% or higher required by the State of Maryland, not to exceed 80%.

Seat Fill – Initial classroom assignments are made based on projected and historic enrollments. Classes where seats offered are less than 80% of room capacity may be moved to a smaller room with equivalent technology if necessary to accommodate a larger class. The Registrar’s Office will consult with the department prior to such a move.

Non-standard Class Times

Classes that meet using standard time patterns will be given priority over those using non-standard patterns (i.e., all standard classes scheduled first pass, then non-standard). Specialized pedagogical needs will be given consideration as far as is possible without compromising the overall academic schedule. The Registrar’s Office will work closely with academic departments to achieve best practice.

Standard times are defined as:
MWF – 50 minutes, on the hour, beginning at 8am

TH – 75 minutes, 15 min break between classes, beginning at 8am

Two or more upper level major courses may be offered at non-standard times if scheduled in such a way that they equal a standard time. Consideration should be given to how such an arrangement might impact the final exam schedule.

Ex: T 9:30am-12:00pm and H 9:30am-12:00pm = TH 9:30-10:45 and TH 11:00-12:15

Any other class meeting pattern is considered non-standard and requires a written (email) request for exception approved by your college office (undergraduate) or department chair/program director (graduate).

Classes requesting non-standard times are encouraged to use Departmental rooms first if they are available and to be scheduled outside peak hours; i.e., after 2pm. Classes using a one-day-only pattern and meeting for more than normal duration (e.g., three hour seminars, etc.) should be scheduled in non-Prime Time, especially on Fridays.

**Priority Agreements**

Priority agreements will be reviewed every three years, and updated if appropriate. Departments are expected to adhere to the scheduling guidelines outlined above; i.e., room utilization, seat fill, and class spread. *Please remember that room priority ends at the end of the on-line scheduling process.*

**Technology Support**

Colleges are expected to cooperate and participate with the Classroom Services Program, with a representative attending monthly meetings. Classroom technology assistance is provided by college staff assignment for support of specific classrooms. Support is not to be limited only to that College’s faculty but to anyone offering instruction in the classroom during agreed upon hours.

**Check for Room Conflicts**

*Screen: Conflicting Class Lookup (RMSTAT)*

1. - Enter Department code (i.e. ARTT) and Term.

2. - The Screen will display course and section numbers, meeting type, status (Conflict, Shared, Incomplete), days and times, building and room.

3. - If there are no conflicts or incomplete information, the message “No qualifying records can be found” will appear at the bottom of the screen.

You can also use the room book to solve some room conflicts. If your class conflicts with another department that shares room priority, we ask that the departments involved resolve the conflict among themselves.
Classroom Equipment Codes

### Special Room Requests

Requests for specific classrooms should be entered as a non-print note during the on-line scheduling period. Please make every effort to let your faculty know that requests for rooms will likely be very difficult to honor after that time. Although we cannot guarantee a specific room, we will do our best to accommodate requests.

Classroom requests should be entered as a non-print note (NO) under the Course Notes Update screen (go cn) (this screen is only open to departments during on-line scheduling). Please include justification for the request, and verify that the number of seats offered for the class does not exceed the capacity of the room. Classes that exceed room capacity will be moved to another similarly equipped and appropriately sized classroom. To verify capacity go to the room book (rmbook), and hit the F5 key. Alternately, use the room lookup screen (go rm).
The Room Book

Screen: Room Book (rmbook)

The room book allows you to view the schedule for a particular classroom. You can also use the room book to help you determine where you have empty/available time slots. Pressing the F5 key will allow you to view a list of classes and special events that are scheduled in the room.

Making Classroom Reservations

To reserve a room for a colloquium, etc. for the entire semester, please send the pertinent information in writing to schedule@umd.edu.

Note: Reservation requests must be made each semester (they do not transfer/roll-over from semester to semester). Any inquiries can be made via e-mail to schedule@umd.edu or by phone at (301) 314-8243.

PART FOUR: U of Md Electronic Grades - UMEG

Using UMEG

www.umeg.umd.edu

Services Available from UMEG:

• View rosters for your courses
• Submit and review your grades, both early warning (midterm) and final grades
• Make grading corrections
• Download class rosters to your email account
• Notify the registrar electronically of non-attending students
• Download student e-mail addresses
• Download class waitlists to your e-mail account
• Change your PIN
• Update your e-mail address

1 - Log into UMEG (if you have trouble logging in, contact the UMEG Helpline at x48267)

2 - Choose from the following services listed:

• Electronic Rosters
  ⇒ Enter Course and Section Number
  ⇒ Choose option: view roster, view waitlist, download either to e-mail
  ⇒ Report non-attending students: choose Verify Roster. (Students attending class who are not on the roster should contact the Office of the Registrar immediately: 301-314-8240.)
• Electronic Grades

⇒ Choose option: enter grades for a course, review grades for a course, correct a submitted grade

Tip: Be sure you are in the correct semester when using the services listed below

SIS/UMEG> ELMS/Canvas Role Mapping

Once entered to the scheduling system, the following UMEG roles are automatically given a role ("mapped") in ELMS (http://elms.umd.edu).

Important: Please enter UMEG roles as soon as possible because it can take up to two days for the system to enter the roles in ELMS. Until that occurs, the individuals will not be able to request or access their ELMS courses.

<table>
<thead>
<tr>
<th>UMEG Role Code</th>
<th>UMEG Role</th>
<th>ELMS Roles*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Instructor of Record</td>
<td>Teacher</td>
</tr>
<tr>
<td>2</td>
<td>Other Instructor</td>
<td>Co-Instructor</td>
</tr>
<tr>
<td>3</td>
<td>Lab/Discussion Leader (aka TA)</td>
<td>TA</td>
</tr>
<tr>
<td>4</td>
<td>DSS Aid</td>
<td>Observer</td>
</tr>
<tr>
<td>5</td>
<td>Non-teaching Crs Mgr</td>
<td>Course Manager</td>
</tr>
<tr>
<td>6</td>
<td>[Not visible in OIT’s UMEG view]</td>
<td>No mapping/no access</td>
</tr>
<tr>
<td>7</td>
<td>Grader</td>
<td>Grader</td>
</tr>
<tr>
<td>8</td>
<td>Technical Support</td>
<td>Designer</td>
</tr>
<tr>
<td>9</td>
<td>Course Advisor</td>
<td>Instructional Colleague</td>
</tr>
<tr>
<td>10, 11, 12</td>
<td>[Not visible in OIT’s UMEG view]</td>
<td>No mapping/no access</td>
</tr>
</tbody>
</table>

* Elms Roles: explanation of access to ELMS

Instructor: Access to all ELMS features.

TA: Access to all ELMS course building and grading features.

Grader: Only has access to grading features.

Course Builder: Only has access to course building features; no access to gradebook or grading features.

** Designer Faculty may also email elms@umd.edu to request that we manually add someone to their ELMS course as a Course Builder, if the person does not have an scheduled role in UMEG.