

Basic Course Scheduling: Non Sponsor Instructions for Crosslisting in SIS

<i>How to:</i>	<i>SIS Screen:</i>	<i>Page:</i>
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2) Enter/verify any Course Section Restrictions	143	2
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<i>(required for off-campus course sections ONLY)</i>		
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If you are the non-sponsor section of a crosslisted course, you are responsible for verifying your course data on screens 129, 136, 137, and 143. Check with the sponsoring department for how many seats/tickets you will have for the course.

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

1. Verify/update your Course Section Information on 129 (required fields).

```

129 SCHEDULE MAINTENANCE                                TEST                                039
                                                    CALL #: 94797
SCREEN:          INST: NC  AU: GU    SID: 700880155  CRS: ENGL999M123  TERM: 039
                                                    CS SET-UP:
1  FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
2  SECTION ACTIVITY: LEC          COURSE LEVEL: U1
COMBND SECT STAT/SPONS: /          COURSE CAREER: UG  U*  P*
1ST INSTR/SCHED NAME: ROWETT, KELLY  INSTR #1 ID: 700880155
SESSION:          INSTR #1 NAME: ROWETT, KELLY

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*
MIN  CON  MAX  MIN  MAX  SEC  WAIT  CONT  COREQ1  SECT  CRS  STU  VRR
ENR  ENR  CTL  LIST  ENRL  COREQ2  LINK  PRERQ  PGM  R  AVL
03.0  F  00.0  45  N  Y
3  4  5  8

*-----PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
STANDARD NOTES  PRT  PRT  REV  CHG  REASONS  SPC  RPT  CRSE  EXAM
#1  #2  #3  CRLST  PRERQ  CODE  #1  #2  #3  GRD  CRED  CONT  CODE
X  Q  Z
6

SUBTITLE CODE: 7  TITLE: TEST
SITE:          TITLE2: REGISTRAR'S TEST COURSE
NEXT ID:          DATE LAST MAINT: 04/26/04
    
```

1. Function: Type 'A' to add or 'D' to delete, then hit enter.
2. Make sure the activity type is correct. You can check on screen 125 to see what activity types are available for this course.
3. Enter the number that the sponsor dept. has given you.
4. If you want a waitlist for the class, enter an A. The default is N (no waitlist).
5. If you want controlled enrollment for the class (students must be manually registered), set a Y here. The default is blank (enrollment not controlled).
6. Enter your footnote codes. Be sure to set 'X' for a crosslisted course. You may set up to 3 standard footnotes. Use the F2 help function to see available footnote codes.
7. *Optional.* You can enter a second title for "topics" courses. This title will appear in the directory and on student schedule and transcripts. Title2 does not roll forward to the next semester.
8. *FYI:* If this section is linked to another section of the course with a different activity type (for example, a lab linked to a recitation), use F2 help to view codes. You do not need to modify this information, the scheduling office sets it.

Checklist:

- | | | |
|---|---|--|
| <input type="checkbox"/> Activity type | <input type="checkbox"/> Waitlist | <input type="checkbox"/> Title2 |
| <input type="checkbox"/> Maximum enrollment | <input type="checkbox"/> Footnote codes | <input type="checkbox"/> Controlled enrollment |
| <input type="checkbox"/> Footnote codes | | |

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

2. Enter/verify any course section restrictions on screen 143 (optional).

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143 SECTION RESTRICTIONS/PRIORITIES          TEST
SCREEN:          INST: NC  AU: GU  SID:          CRS: ENGL999M123  TERM: 039

ROLL FUNCTION:          PUBLIC SERVICE FLAG:          1  RESTR. FLAG: R
 2              3

*----- CLASSIFICATION RESTRICTIONS -----*
INCL/EXCL: I  CLASSES: FR                                OR
PREDICTED CUM HOURS: GREATER THAN OR EQUAL TO:          AND
LESS THAN OR EQUAL TO:

 2              4
*----- COLLEGE/MAJOR RESTRICTIONS -----*
INCL/EXCL:    COLLEGES:                                OR
              MAJORS:

*----- SCHEDULING PRIORITIES -----*
CLASS PRIORITY:          OR
COLLEGE PRIORITY:       OR
MAJOR PRIORITY:

 5
DELETE:                MAINT DATE: 04/26/04
    
```

1. RESTR. FLAG: Enter an R to create a new restriction.
2. Enter 'I' for include or 'E' for exclude. (The Example to the left limits enrollment to freshman only by setting a classification restriction to 'I' and class to 'FR')
3. Enter 2-letter codes for classification (up to 8). Use F2 to view a list of codes.
4. Enter 2-letter codes for College (up to 10), and/or 4-letter codes for Major (up to 7). Use F2 to view a list of codes.
5. Make sure to update your footnote flags on screen 129 so that they reflect the restrictions on the course. For example, if you set a major restriction here, set an M footnote flag on 129.

Checklist:

- Restrictions by classification, college, and/or major
- Update your footnote flags on screen 129 so that they reflect the restrictions you have added.

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

3. **Enter/verify off-campus data** (required for off-campus course sections) on screen 137.

```
137 CE/REPORTING SCHEDULE DATA          TEST
SCREEN: █ INST: NC AU: GU SID:          CRS: ENGL999M123 TERM: 039
SECTION ACTIVITY: LEC
COLLEGE: AS
COURSE LEVEL: U1
SITE SPONSOR:
COURSE CAREER: UG U* P*
AWARD UNIT TYPE: S
CREDIT MIN/MAX/CONN: 03.0 / 00.0 / F
WEEKLY/TERM CONTACT HOURS: 00.0 / 000
PROGRAM ADMINISTRATOR: CS
PROGRAM ADMINISTRATIVE GROUP:
PRINCIPAL METHOD OF DELIVERY: 05 1
CIP CODE:
COURSE LOCATION: STATE:
COUNTY: 800
CITY/SITE:
NEXT ID: DATE LAST MAINT: 04/26/04
```

Enter 2-digit delivery code.

Use the F2 help function to view a list of all available codes.

Checklist:

- Principal method of delivery

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

5. Create section as non-sponsor on screen 129.

```

129 SCHEDULE MAINTENANCE                                TEST                                039
                                                    CALL #: 94797
SCREEN:          INST: NC  AU: GU    SID: 700880155  CRS: ENGL999M123  TERM: 039
                                                    CS SET-UP: C  1
          FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
          SECTION ACTIVITY: LEC          COURSE LEVEL: U1
COMBND SECT STAT/SPONS:      /          COURSE CAREER: UG  U*  P*
          1ST INSTR/SCHED NAME: ROWETT, KELLY          INSTR #1 ID: 700880155
          SESSION:          INSTR #1 NAME: ROWETT, KELLY

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*
      MIN  CON  MAX  MIN  MAX  SEC  WAIT  CONT  COREQ1  SECT  CRS  STU  VRR
      03.0  F   00.0  ENR  ENR  CTL  LIST  ENRL  COREQ2  LINK  PRERQ  PGM  R  AVL
      03.0  F   00.0          45          N   Y

*-----PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
      STANDARD NOTES  PRT  PRT  REV  CHG REASONS  SPC  RPT  CRSE  EXAM
      PRT  #1  #2  #3  CRLST  PRERQ  CODE  #1  #2  #3  GRD  CRED  CONT  CODE
          X   Q   Z

          SUBTITLE CODE:          TITLE: TEST
          SITE:          TITLE2: REGISTRAR'S TEST COURSE
NEXT ID:          DATE LAST MAINT: 04/26/04
    
```

If the course section already exists... Type a 'C' in the CS SET-UP field, then press Enter.

If you need to set up a course section... Please refer to 'Basic Course Scheduling in SIS' for instructions on how to set up a course section then return to this page to make the course section a non-sponsor.

Checklist:

- CS Setup set

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

6. Link to sponsor course on screen 129.

```

129 SCHEDULE MAINTENANCE                                TEST                                039
                                                    CALL #: 94797
SCREEN:          INST: NC  AU: GU    SID: 700880155  CRS: ENGL999M123  TERM: 039
                                                    CS SET-UP: C
                FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
                SECTION ACTIVITY: LEC                        COURSE LEVEL: U1
COMBND SECT STAT/SPONS: N / STAT999M123 1          COURSE CAREER: UG  U*  P*
                1ST INSTR/SCHED NAME: ROWETT, KELLY          INSTR #1 ID: 700880155
                SESSION:                                       INSTR #1 NAME: ROWETT, KELLY

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*
      MIN  CON  MAX  MIN  MAX  SEC  WAIT  CONT  COREQ1  SECT  CRS  STU  VRR
      ENR   ENR   CTL  LIST  ENRL  COREQ2  LINK  PRERQ  PGM  R  AVL
03.0   F   00.0      45      N   Y

*------PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
      STANDARD NOTES  PRT  PRT  REV  CHG REASONS  SPC  RPT  CRSE  EXAM
      PRT #1 #2 #3  CRLST  PRERQ  CODE #1 #2 #3  GRD  CRED  CONT  CODE
           X  Q  Z

                SUBTITLE CODE:          TITLE: TEST
                SITE:                    TITLE2: REGISTRAR'S TEST COURSE
NEXT ID:                                       DATE LAST MAINT: 04/26/04
    
```

1. Type an 'N' in the sponsor section id in COMBND SECT STAT/SPONS (directly under the Section Activity code)
2. Let the sponsoring department know you have linked to its course.

Checklist:

- Set COMBND SECT STAT to 'N'
- Notify sponsor department that you have linked to its course.

Basic Course Scheduling—Adding/Modifying Crosslisted Course Sections—Non Sponsor

8. Check your work on screen 132.

132 COMBINED SECTIONS TALLIES													SOCIAL STRAT	
SCREEN:		INST: NC		AU: GU		SID:		CRS: SOCI112 001			TERM: 029			
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			CLOS	0050		0050				0083	021	012		
SOCI112 001	S		* *	0050		0046				0076	018	012		
MNGT112 001	N		* *	0050		0004				0007	003			

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

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