

Annotating Public Service Course Sections in SIS

There are two places (2 different SIS screens) on which you need to indicate that a course section satisfies the Public Service Requirement:

1. SIS screen 129 to set the standard footnote, and
2. SIS screen 143 to set the Public Service flag.

Please note that the standard footnote on SIS Screen 129 *does* roll forward every semester, while the Public Service flag on SIS Screen 143 *does not* roll forward.

1. Procedure for setting the Standard Footnote on Screen 129 in SIS: All footnotes are represented by one-character codes. The translation of these footnote codes will appear in both the online and printed Directories of Classes. The footnote code for Public Service Course sections is always a 'Z'.

1. Access your Course Section on Screen 129 in SIS by entering the following pieces of information:

- Enter 'NC' for the **INST:**
- Enter the appropriate **AU:** (DN, GU, LW, MD)
- Enter the course data in **CRS:** (ex. **ANTH086B001** or **ENGL999 123**)
- Enter the term in **TERM:**
- Press the enter key to access the course section data for your course.

2. Tab to first blank **STANDARD NOTES**, (May be either #1, #2, or #3 field.) Enter the footnote letter Z in the first available blank field and press the enter key to save your footnote.

```
129 SCHEDULE MAINTENANCE                                TEST                                039
                                                    CALL #: 94797
SCREEN: 1  INST: NC  AU: GU  SID: 700880155  CRS: ENGL999 123  TERM: 039
                                                    CS SET-UP:
          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
                                     N   Y

*-----PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
PRT  #1  #2  #3  PRT  PRT  REV  CHG  REASONS  SPC  RPT  CRSE  EXAM
      X  Q  Z   CRLST  PRERQ  CODE  #1  #2  #3  GRD  CRED  CONT  CODE
2
          SUBTITLE CODE:          TITLE: TEST
          SITE:          TITLE2: REGISTRAR'S TEST COURSE
          NEXT ID:          DATE LAST MAINT: 04/26/04
```

Remember that footnotes roll forward. If that course section is not offered as a Public Service Course in a future term, you will need to remove the 'Z' footnote.

2. Procedure for Setting the Public Service Flag on SIS Screen 143:

1. Access your Course Section on Screen 143 in SIS by entering the following pieces of information:

- Enter 'NC' for the **INST:**
- Enter the appropriate **AU:** (DN, GU, LW, MD)
- Enter the course data in **CRS:** (ex. **ANTH086B001** or **ENGL999 123**)
- Enter the term in **TERM:**
- Press the enter key to access the course section data for your course.

2. Tab to the **Public Service Flag** field and enter a 'Y'. Press the enter key to save your change.

- ◆ The values for the **Public Service Flag** field are either 'Y' for a Public Service Course, or blank for not a Public Service Course.
- ◆ The Public Service Flag always defaults to blank and does not roll forward. This means you will need to set for each Public Service Course section and that if the section is offered in a future term as a Public Service Course, you will need to set the flag again.

```
143 SECTION RESTRICTIONS/PRIORITIES          TEST
SCREEN: 1  INST: NC  AU: GU  SID:          CRS: ENGL999M123  TERM: 039
ROLL FUNCTION:          2  PUBLIC SERVICE FLAG: Y          RESTR. FLAG: R
*----- CLASSIFICATION RESTRICTIONS -----*
INCL/EXCL: I  CLASSES: FR          OR
PREDICTED CUM HOURS: GREATER THAN OR EQUAL TO:          AND
LESS THAN OR EQUAL TO:
*----- COLLEGE/MAJOR RESTRICTIONS -----*
INCL/EXCL:    COLLEGES:          OR
MAJORS:
*----- SCHEDULING PRIORITIES -----*
CLASS PRIORITY:          OR
COLLEGE PRIORITY:          OR
MAJOR PRIORITY:
DELETE:          MAINT DATE: 06/18/04
```