Overview
Carnegie Mellon produces a Schedule of Classes for Fall, Spring, and Summer semesters. The University Registrar’s Office manages when the schedule of classes will be published. The schedule of classes is released three weeks prior to an upcoming registration week. When the Schedule of Classes is published for a particular semester, this schedule is viewable not only to the Carnegie Mellon University community but also to the public world-wide. The Schedule of Classes site is https://enr-apps.as.cmu.edu/open/SOC/SOCServlet.

The Schedule of Classes (SOC) is comprised of course number, course title, units, section(s), meeting time(s), campus location, building/room and instructor(s) for all courses being offered for a particular semester. The Schedule of Classes also links to course descriptions, course registration reservations, pre, co and anti-requisites and course url information. All of this information is managed by each academic department during specific deadlines within the S3 course screens.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>SEC</th>
<th>MINI</th>
<th>DAYS</th>
<th>BEGIN</th>
<th>END</th>
<th>TEACHING LOCATION</th>
<th>BLDG/ROOM</th>
<th>INSTRUCTOR</th>
</tr>
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<tbody>
<tr>
<td>60500</td>
<td>Study Abroad</td>
<td>0</td>
<td>A</td>
<td>TBA</td>
<td>TBA</td>
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<td>TBA</td>
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<td>CMU</td>
<td>TBA</td>
</tr>
<tr>
<td>61001</td>
<td>Concept Studio: The Self and the Human Being</td>
<td>10</td>
<td>A</td>
<td>MW</td>
<td>08:30AM</td>
<td>11:30AM</td>
<td>Pittsburgh, Pennsylvania</td>
<td>DAB 305</td>
<td>Clayton, Kenza</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B</td>
<td>TR</td>
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<td>04:30PM</td>
<td>Pittsburgh, Pennsylvania</td>
<td>CMU</td>
<td>Johnson, Andrew</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>TR</td>
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<td>Contemporary Issues Forum</td>
<td>6</td>
<td>A</td>
<td>T</td>
<td>12:00PM</td>
<td>01:20PM</td>
<td>Pittsburgh, Pennsylvania</td>
<td>CMU 102</td>
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<td></td>
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<td>CMU</td>
<td>Ragona, Melissa</td>
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</tr>
</tbody>
</table>

Within SIO: Plan Course Schedule module, students may browse the schedule of classes to view and select courses for their planned schedule.

Within S3: Departments may browse the schedule of classes under the Student: Student Registration screen - Add Course function.

Within SDW: Departments may also run a canned report called Schedule of Classes to view the schedule of classes or while building the schedule of classes before it is published.
Building the Schedule of Classes
The University Registrar’s Office begins building a new Schedule of Classes during the following timeframes.
- in late August for the Spring semester
- early December for Summer, and
- early January for Fall
Refer to the department calendar for specific dates.

The University Registrar’s Office creates a template of the schedule of classes for the upcoming semester by taking a "snap shot" of the previous like semester. For example, we will snap shot the Fall 2014 Schedule of Classes when it is time to build the Fall 2015 schedule of classes. Departments will then use the template to modify, add or delete course section information in S3 to create the new schedule.

Building the schedule of classes requires managing course numbers, course titles and descriptions, and then sections details such as location, size, meetings and instructors. S3 provides many screens to assist with building the schedule of classes under the Courses tab.
- Course Summary
- Semester Course Information
- Section Summary
- Section Details

Managing Your Course Numbers
Course number management is a key process for all departments. Departments will manage the numbering for all course numbers within their department. If a department is new to the university, the University Registrar’s Office will assign a new course pre-fix. However, the department manages the course numbers.

A course number contains five digits with no dash. Example: 60100. The first two digits represent the department and it’s assigned pre-fix. Every department has an assigned course prefix, such as 60 for Art. However, the last three digits of a course number will indicate the course level. In this example, 60100 is a freshman level Art course.

<table>
<thead>
<tr>
<th>000-009</th>
<th>Placeholder or advanced placement credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199</td>
<td>Freshman level courses</td>
</tr>
<tr>
<td>200-299</td>
<td>Sophomore level courses</td>
</tr>
<tr>
<td>300-399</td>
<td>Junior level courses</td>
</tr>
<tr>
<td>400-499</td>
<td>Senior level courses</td>
</tr>
<tr>
<td>500-599</td>
<td>Senior level courses</td>
</tr>
<tr>
<td>600-699</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td></td>
<td>* 600 level courses may be undergraduate level for some depts.</td>
</tr>
<tr>
<td>700-899</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td>900-999</td>
<td>Doctoral level courses</td>
</tr>
</tbody>
</table>

Rules for course numbering
1. An existing course number can NEVER be deleted. Course numbers may have enrollments in a past semester.
2. Departments can add a new course number on S3 at any time as long as it is approved by their college council.
3. Since an existing course number cannot be deleted, it can, however, be altered. The course number may take on a new title, change in units, mini status, grading option and/or description for the current or future semesters. In other words, the course number can be recycled each semester. Some departments may change their curriculum or course numbering schema every few years as academic programs change within their department.
S3: Find a Course

The list of all courses that your department ever offered at Carnegie Mellon University can be viewed on Course: Find A Course screen. Enter your department using the and select Find.

This course list is also referred as the department course master list. The listed course numbers under a department were offered at one point in time as far back as 1989 or earlier.

The course master list can result in over 200+ matches. To display less than 200+ matches, enter the course number and level to further view the courses. Be sure to use the % after the course prefix.

Example: By entering just 602% in the courses # field, this will result in all courses starting with 200 level courses.

Tip: By sorting on the last offered heading, the most current courses are listed at the bottom. Click again on the last offered heading to see the most current courses display at the top of the results.
SCHEDULE OF CLASSES

S3: Course Summary
By selecting a particular course number, S3 will display the course summary screen. The course summary screen displays two areas regarding the course number.

The first area of the screen is called Course Summary. The course summary screen reflects the most current or future information about the course. Some courses are used each semester while other courses are used just for the fall terms only, for instance. So the course summary information represents the most current information about the course. To add a course or update a course, all the fields are required. The S3: Course Summary screen is used to create the undergraduate course catalog.

The Course Summary section <> contains the following information.

1. Long title reflects the present or future title of the course which has an 80 character limit. The long title will show on the schedule of classes. If a course changes its title each semester, just know that the long title on the schedule of classes, regardless of the semester, will always reflect the most current title.

2. Short title has a 20 character limit. Departments may construct their own short titles. *Short titles will be assigned a semester in the course semester information section.

3. Course level is validated by S3 as undergraduate or graduate based on the last three digits of the course.

4. Rotation is used for the undergraduate catalog. Rotation indicates when the course number is offered during the academic year. Example: This course is offered in the spring only.

5. Begin Semester identifies the semester when the course was first offered. S3 will determine this timeframe.

6. Last Offered identifies the semester the course was last offered. S3 will determine this timeframe.

7. Mini validates whether the course will be offering mini sections (A1, A2, A3, A4) only or non-mini sections (A, B, C).

A course cannot offer a mix of mini sections and a full semester sections. It must be one or the other. If a course offers a mini in spring semesters but full sections in fall semesters, enter the most current semester information.

*The Mini indicator will be assigned a semester in the course semester information section.

8. Units determine if the course is offered fixed units, a set of units or a range of units either presently or in the future. *Units will be assigned a semester in the course semester information section.

9. Grade Option is validated based on the last three digits of the course number. This is either letter grade option for undergraduate classes, mixed (for graduate/phd level courses) or pass/fail on any course level such as Physical Education, Student Taught Courses. The grade option is based on the course; not the student.

Example: Is the course pass/fail? Note: Students can opt to take a course pass/fail or audit after registration using appropriate forms. *Grade Option will be assigned a semester in the course semester information section.

10. Description is the course description. This field should not be blank. Descriptions appear on the Schedule of Classes and undergraduate catalog. We suggest not using tags or listing pre-requisites or co-requisites within the descriptions.

11. Repeatable, Has Prerequisites, Has Corequisites, Has Antirequisites display from the Course: Sections tab:
The second area of the Course Summary screen is called Semester Course Information. This screen displays semester specific course information when the course offers or confirms sections for a particular semester. This screen is the heart of our course section information that transfer to registration and grading. From the course summary screen, the short title, units, mini, and grade option is copied and a semester value is assigned to these fields. These fields define what type of sections can be added (mini or non-mini) and also what title, units and grading option should be assigned to all sections of the course for the given semester. Once registration begins, as students register for a course section, these values carry to the student schedule. The semester course information is very valuable for registration and grade processing. This data displays on student schedules, the unofficial academic record, student transcript and various S3 screens.

Semester course information can be changed within a small window of time between building the schedule of classes for the future semester and before registration for the future semester begins. Once registration week begins, these values are locked and static since these values impact registration.

For a course, departments can scan through the semester dropdown to see when a course offered sections and the specific stored information for that particular semester. For instance, 60141 offered sections in Spring 2014. The screen displays the short title, whether it offered mini sections, the units, grading option, overload and multiple section indicators for Spring 2014.

The Semester Course Information section contains the following fields.

1. Semester will display historical semesters when the course offered sections either past, current or future. When building the schedule of classes, the future build semester will only be available to select.
2. Short title will display the short title stored for that given semester. The short title could be different for each historical semester if the course was re-titled each semester. Refer to: What is the Difference between Course Summary and Course Semester Information. Note: Short titles cannot be changed for previous semesters since this is historical information.
3. Mini will display the mini value for that given semester and is used to validate the allowable sections for the course for that given semester. Note: A course cannot offer a mix of mini sections and a full semester sections within a given semester. It’s one or the other. Again, the mini could be different for each historical semester if the course offered mini sections in the past.
4. Units will display if the course is offered fixed units, a set of units or a range of units for that given semester. When a student registers for the course, this value is used for that given semester.
5. Grading Option displays the grading option for that given semester. This is either letter, mixed (for graduate/phd level courses) or pass/fail on the course level; not the student level. Note: Students can opt to take a course pass/fail or audit after registration by filling out appropriate forms.
6. Overload asks the question: Does the course units impact the student’s max units threshold? Meaning, should this course be counted towards the students max units when they register. This value assists the registration process. Most courses are set to Yes. Physical education, student taught or ROTC courses are set to ‘no’ because these courses do not impact the students allowable max units.
7. Register for Multiple Sections asks the question: Should students be permitted to register for multiple sections of the course? This is primarily for CFA departments where students may take two sections under the same course number.
Important Department Action: The gear button on the right side of the course semester information area will copy the four required fields from the course summary area and assign a semester. The semester course information area must be reviewed for course numbers that have offered sections when building your schedule of classes checking for the correct information. Otherwise, when creating your sections or during the registration process, these four required fields, if incorrect, can impact student schedules.

Note: If the course number is new and just added in the Course Summary section, there will NOT be a semester dropdown available in the Semester Course Information section. Why? The course number needs to offer sections first to be viewable in this section. Add the section information first and then come back to the course semester information.

What is the difference between Course Summary area and Course Semester Information area?

Course Summary
Reflects the most current or future course information. This information can change as each semester progresses and/or as curriculum changes occurs. Departments should keep course information as current as possible. This screen is used to produce the undergraduate catalog.

Course Semester Information
Stores a subset of the course summary data mentioned above for a specific given semester. It snapshots the course summary information and attaches a semester to that data so it is static for registration and grade processing for that particular semester. Departments can view the historical short title, units, mini and grade options per semester because a course can alter title, units, mini or grading option each semester. Because it is considered historical, this data cannot be changed without impacting other processes such as transcripts, grade screens, registration screens and unofficial academic record. Please review this area for all courses that have confirmed sections when building the schedule of classes.

REMINDER
If a course has any changes to a title, units, grade option and/or mini AND the course has confirmed sections for the build semester, BOTH the course summary area AND the course semester information area should match. Please be sure to use the copy from the gear tool.

Tip: How long titles display in the Schedule of Classes

Because the long title of a course is not stored historically, this can cause some confusion when viewing past Schedule of Classes. Departments need to be mindful when offering the same course number for consecutive semesters, such as fall and spring. If departments change the course title each semester, the long title on the Schedule of Classes will reflect the most current title listed from the course summary area. So basically, when looking back at a past semester, the long title may be incorrect.

Example: History course 79316 Trajectories in Photography: Prehistory to 1945 is the current title for this course listed in the course summary area and displays on the Schedule of Classes for Fall 2013.

In the semester course information area, the fall 2013 semester short title matches the course summary title.

In Fall 2012 though, the course was offered but it’s long and short title was slightly different: PH 100 YR 1839-1939. When
looking back at the Schedule of Classes for the Fall 2012, the long title will display the most current long title which is: Trajectories in Photography: Prehistory to 1945. Why? because the long title is not historically stored.

Adding a New Course Number

If a new course number needs to be added to the master list of course numbers, departments generally view the list of course numbers and determine what course numbers have not been used. Once the new course number is approved by college council, add the course. To add a new course, choose Course: Find A Course, choose the gear on the right side. Right click and choose Add.

The Add Course screen will display required fields including the description. Be sure to click on the and dropdowns for selecting the correct information based on S3 authorizations. Save to add the course.
Upon saving, the course will appear on the Course: Find A Course screen. The screen may need to be refreshed.

If the department is not authorized to save a course, the access restricted message will appear upon the saving the course.

Changing Course Information
As changes to course information occurs when building the schedule of classes, such as title, mini and unit changes, be sure to update BOTH the Course Summary area AND the Course Semester Information areas (if the course is offering sections) for the given semester.

The gear tool on the upper right of the Course Semester Information section can ‘copy the course’ information from the Course Summary section to save some entry time and prevent errors. The tool will be available before registration week.

IMPORTANT:
Be sure to review BOTH sections of this screen. What is saved in the Course Semester Information section affects registration and historically stores the course title, units and grade option.
Managing Your Course Sections

The URO will update the Enrollment Services > Courses & Classroom Reservations website, http://www.cmu.edu/es/scheduling/index.html

- with the standard time memo for the Pittsburgh campus;
- a processing timeline with action items;
- course cross-list; and
- back-to-back forms.

The standard time memo is important for the Pittsburgh location. Departments need to heed by the standard time guidelines for the university so students can plan schedules without experiencing time conflicts. Departments cannot schedule undergraduate courses to meet between 4:30 and 6:30 p.m. This is referred to as a moratorium. Appeals to this time rule must be made to the University Registrar (John Papinchak) directly.

The processing timeline provides action items that need to occur by specific deadlines. The department calendar as well as this timeline can guide departments on necessary actions before, during and after the schedule of classes is published and before registration begins.

S3 Course: Sections Tab: Summary Screen

Section information is displayed on the S3 Course: Sections Tab: Summary screen by semester. Departments can view the summary section information for the course at any time. Be sure to review the correct semester!

- The hyperlink under the heading SEC will open the Section Info: Section Details screen to ‘edit section’ information.
- The hyperlinks under the headings for Teaching Location, C (Confirmed) and T (Type) are informational only.
- The hyperlinks under the instructors heading will invoke email to the instructor.
- The will display the special reservation and/or special title of the section.
Add a Section (from the Sections Tab: Summary Screen)
When it is time to build the schedule of classes for an upcoming semester, departments may see the Gear tool on the upper right of the Course: Sections Tab: Summary screen (see above example). This gear will allow departments to 'Add a Section' for the course and the semester. This is a sample of the Add Section screen.

S3 Course: Sections Tab: Section Details
When it is time to build the schedule of classes for an upcoming semester, departments can modify the section details of a course section by choosing Section Details. This screen is semester based. Be sure the correct semester and section is chosen.
The Section Details Screen permits users to:

- Completely add or delete a section using the gear tool in the upper right side of the page;
- Edit section details when it is time to build the schedule of classes;
- Edit when it is time to allow exam, evaluate the course and instructor changes;
- Use the Add button to add additional meeting and instructor information; and
- Use the gear tool to update or delete meeting and instructor information.

Either the Add Section screen or Section Details screen displays the following fields.

1. **Course Title, Mini and Units** displays the short course title derived from the S3 Course: Summary Tab : Semester Course Information section. If the title, units or mini is incorrect, please check the summary screen. A copy or data may need to be updated on this screen to reflect the correct title, mini and units for the semester.

2. **Confirmation** displays whether the section will be confirmed, cancelled or not offered on the Schedule of Classes. Cancelled will display as 'section cancelled' on the Schedule of Classes.

3. **Section Type** identifies what type of section is offered. Is the course section a L = Lecture; B = Lab; R = Recitation; S = Studio. or O = Other

4. **Required Lecture** may be blank OR displayed with a number.
   - When a required lecture (RL) is blank, this means the section is not tied to any recitations at all.

### Schedule of Classes

<table>
<thead>
<tr>
<th>SEC</th>
<th>DAYS</th>
<th>BEGIN</th>
<th>END</th>
<th>LOCATION</th>
<th>INSTRUCTORS</th>
<th>LECT</th>
<th>ACT</th>
<th>W1</th>
<th>T2</th>
<th>RL</th>
<th>T</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>MWF</td>
<td>08:30A</td>
<td>09:20A</td>
<td>SH 212</td>
<td>Rachel Mennies</td>
<td>19</td>
<td>1</td>
<td>3</td>
<td></td>
<td>C</td>
<td>L</td>
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<tr>
<td>AA</td>
<td>MWF</td>
<td>08:30A</td>
<td>09:20A</td>
<td>PH A19C</td>
<td>Susan Tanner</td>
<td>19</td>
<td>0</td>
<td>1</td>
<td></td>
<td>C</td>
<td>L</td>
</tr>
<tr>
<td>B</td>
<td>MWF</td>
<td>08:30A</td>
<td>09:20A</td>
<td>WEN 316</td>
<td>Oadas Aftab</td>
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<td>1</td>
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<td>L</td>
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<tr>
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<td>MWF</td>
<td>08:30A</td>
<td>10:20A</td>
<td>PH 225B</td>
<td>Ryan Roderick</td>
<td>19</td>
<td>1</td>
<td>0</td>
<td></td>
<td>C</td>
<td>L</td>
</tr>
</tbody>
</table>
SCHEDULE OF CLASSES

- When a required lecture (RL) displays a number, there is a required lecture along with a recitation or lab section type. When a student registers for the lab or recitation, the lecture will be added in addition to the recitation or lab. The required lecture must be filled for each associated lab or recitation section. If offering a course lecture (section = 1) with recitations or labs (A, B, C, D) the section type must be L for the lecture only. The recitations should be marked R or B. See this sample. RL is the Required Lecture column.

<table>
<thead>
<tr>
<th>SEC</th>
<th>DAYS</th>
<th>BEGIN</th>
<th>END</th>
<th>TEACHING LOCATION</th>
<th>BLDG/ROOM</th>
<th>INSTRUCTORS</th>
<th>MAX</th>
<th>ACT</th>
<th>WL</th>
<th>RL</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>MW</td>
<td>02:30PM</td>
<td>03:20PM</td>
<td>PIT WCM 5403</td>
<td>Marlee Harrell</td>
<td>60</td>
<td>22</td>
<td>0</td>
<td>C 1</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>02:30PM</td>
<td>03:20PM</td>
<td>PIT CM 2122</td>
<td>Instructor Tae</td>
<td>15</td>
<td>12</td>
<td>0</td>
<td>C 1</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>03:30PM</td>
<td>04:20PM</td>
<td>PIT CM 2122</td>
<td>Instructor Tae</td>
<td>15</td>
<td>2</td>
<td>0</td>
<td>C 1</td>
<td>R</td>
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<tr>
<td></td>
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<td>03:20PM</td>
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<td>Instructor Tae</td>
<td>15</td>
<td>7</td>
<td>0</td>
<td>C 1</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>03:30PM</td>
<td>04:20PM</td>
<td>BHB 353A</td>
<td>Instructor Tae</td>
<td>15</td>
<td>1</td>
<td>0</td>
<td>C 1</td>
<td>R</td>
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<tr>
<td>2</td>
<td>MW</td>
<td>10:30AM</td>
<td>11:20AM</td>
<td>PIT PH 110A</td>
<td>Andy Norman</td>
<td>50</td>
<td>24</td>
<td>0</td>
<td>C 2</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>10:30AM</td>
<td>11:20AM</td>
<td>GHC 4211</td>
<td>Instructor Tae</td>
<td>10</td>
<td>6</td>
<td>0</td>
<td>C 2</td>
<td>R</td>
</tr>
<tr>
<td></td>
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<td>12:20PM</td>
<td>GHC 4211</td>
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<td>10</td>
<td>4</td>
<td>0</td>
<td>C 2</td>
<td>R</td>
</tr>
<tr>
<td></td>
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<td>10:30AM</td>
<td>11:20AM</td>
<td>BHB 235B</td>
<td>Instructor Tae</td>
<td>15</td>
<td>12</td>
<td>0</td>
<td>C 2</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>H</td>
<td>11:30AM</td>
<td>12:20PM</td>
<td>BHB 235B</td>
<td>Instructor Tae</td>
<td>15</td>
<td>2</td>
<td>0</td>
<td>C 2</td>
<td>R</td>
</tr>
</tbody>
</table>

5. **Max/Section** displays the max enrollment for the section. The max/section should reflect the number of students expected to enroll in a particular course. The circle will display the past semester enrollment. Departments should estimate maximum enrollments based on past course enrollment history and some prediction of upcoming expected enrollment.
   i. The screen will validate and compare max vs. the requested classroom (in meetings section) to make sure the room can accommodate the max size.
   ii. It will also sum recitation maxes and compare it to the lecture max and error if the maxes are skewed.
   iii. In the case of cross-listed course-sections, the entered max size will be added to the other cross-listed course-section if the course-section is asking for a registrar-controlled classroom.

**Action:**
   o Check cross-listed information with other departments if the course is cross-listed when setting maxes. Be sure to allow enough seats for your cross-listed courses!

6. **Location** displays which teaching location (Pittsburgh, Silicon Valley, etc.) the course-section will take place. Each section may have a different location. Location will link to the appropriate academic calendar for that location.

7. **Calendar** displays the calendar for that particular course-section based on the location. S3 consists of many calendars from various locations. If the location is incorrect, most likely the calendar will be incorrect. Please email courses@andrew.cmu.edu if the location is incorrect.

8. **Final Exam** will only accept an "N" or "Y" code. It is best to get this information from instructors before registration week for the upcoming semester but there is a separate timeline to update this information once the semester begins.

9. **Evaluate Course** determines if a Faculty Course Evaluations (FCEs) will be deployed for this course. This field will only accept an "N" or a "Y" code. It is best to get this information early from instructors but there is a separate timeline to update this information once the semester begins.

10. **Section Short Title** and **Section Long Title** are similar to sub-titles. The section titles are often used for "special topics" courses, where each section has a different topic. So there is one main course title but each section can have its own section title based on course content. The transcript will display the section short title. Enter the section short title (max. 20 characters) and the section long title (max. 80 characters). 

    *If your department doesn’t use section titles, skip over it.*
The Schedule of Classes will display the course long title AND the section long title for each section.

11. **Additional Technology** are **IMPORTANT** indicators for additional media like distance technology and for indicating delivery mode. This field is also used for reporting to classroom schedulers ADA, back to back or cross-listed courses when assigning classroom space. Enter the [ ] to display a list of Additional Technology or information specific to this section.

**Action:**

Please be diligent to ask faculty what technology is required for their courses-sections. This can impact the classroom assignment and also media technology services. Cluster room requests require an operating system (mac, windows or linux).

12. **Delivery Mode** informs the university how the course section course material will be delivered to students. This field is used to measure distance education. There are **three** kinds of course delivery modes.

- **Faculty/Student Same Location.** This delivery mode is a traditional face to face course instruction. The faculty member is presenting course material in front of students at the same location greater than or equal to 50% of the time. The majority of our course-sections are delivered in this mode.
- **Synchronous Delivery.** This delivery mode contains live real-time course instruction using technology for greater than or equal to 50% of the time. Faculty and students are separated from each other. Example: Section B is taught by an instructor in Pittsburgh but the students are present in Silicon Valley. The instructor uses technology (video conferencing, Skype, WebEx) to deliver the course material ‘live’ to section B students 50% of the time. Course-sections that have use of distance technology between locations are a good example of synchronous delivery.
- **Asynchronous Delivery.** This delivery mode uses pre-recorded (stored) course instruction greater than or equal to 50% of the time. The student reviews the course material at the student’s pace. Students may reside at any location and do not need to be physically present for instruction. Self-paced or strictly on-line courses are a good example of asynchronous delivery.

**Notes:**

1. The Delivery mode is based on greater than or equal to 50% of instruction time. If there is a course section where the instructor may deliver course material occasionally in the semester using technology (video conferencing, for example), the course section should **not** be counted as
13. **Student Presence Required** informs the university if the student needs to be present for course instruction. This field is also used to measure distance education. The data is indicated by “Y” or “N” (Yes or No).

**Rules:**
- If the delivery mode is **Faculty and Student Same Location**, this field will automatically fill as Yes. Meaning, for this section, the student needs to be present to engage in course material for face to face instruction.
- If the delivery mode is Synchronous, the department needs to determine which section requires the students’ physical presence.
  - As in the above example, section B is coded as synchronous delivery taught by the instructor in Pittsburgh, so the student presence required will be Yes since the students are virtually present and engaged during live and real-time instruction. There is usually a set place to gather students to witness the live stream of instruction.
  - Students do not need to be present if the instructor is using webex, blue jeans, or skype to deliver content. The students can be anywhere watching the live stream, such as their dorm, office or library. There is not a set place to gather students to watch the live stream of instruction.
- If the delivery mode is **Asynchronous**, this field will automatically fill as No. Meaning, the student does not need to be physically present to engage in the course material. The student, at their own pace, will review the course material at their own leisure and whatever location since the course material is pre-recorded (stored).

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Location</th>
<th>Meeting Time</th>
<th>Bldg/Room</th>
<th>Instructor(s)</th>
<th>Delivery Mode?</th>
<th>Student Presence Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 1</td>
<td>A</td>
<td>PIT</td>
<td>TR 1:30 pm - 3:20 pm</td>
<td>WEH 4623</td>
<td>Shen</td>
<td>Faculty/Student Same Location</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>SV</td>
<td>SJC</td>
<td>TR 4:30 pm - 7:20 pm</td>
<td>B23 109</td>
<td>Shen</td>
<td>Synchronous</td>
<td>Yes</td>
</tr>
<tr>
<td>Course 2</td>
<td>S</td>
<td>PIT</td>
<td>MW 9:45 am – 11:05am</td>
<td>POS TELE</td>
<td>Sieg</td>
<td>Faculty/Student Same Location</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>PIT</td>
<td>MW 9:45 am – 11:05am</td>
<td>TBA TBA</td>
<td>Sieg,</td>
<td>Synchronous</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>DOH</td>
<td>MW 4:45 pm - 6:05pm</td>
<td>CMB 2161</td>
<td>Sieg,</td>
<td>Synchronous</td>
<td>Y</td>
</tr>
<tr>
<td>Course 3</td>
<td>K</td>
<td>ADL</td>
<td>MW 1:30pm – 2:50pm</td>
<td>TOR CLASS2</td>
<td>Zadeh</td>
<td>Faculty/Student Same Location</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>ADL</td>
<td>MW 3:00pm – 4:30pm</td>
<td>TOR CLASS2</td>
<td>Zadeh</td>
<td>Faculty/Student Same Location</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Z</td>
<td>PIT</td>
<td></td>
<td>DNM DNM</td>
<td>Yucel</td>
<td>Asynchronous</td>
<td>N</td>
</tr>
</tbody>
</table>

14. Be sure to SAVE your changes!
S3 Course: Sections: Section Details: Meetings

The Meetings screen displays/requests the following fields.

1. Registrar Scheduled specifies whether the URO schedules a classroom. If requesting a URO classroom or cluster, enter Y. If requesting a non-URO room, enter N.

2. Use the ☐️ to opt the days the section is meeting. Select a pattern of days. Do not request each day separately for a pattern of days. For example: select MWF or TR

3. Enter the begin time by selecting the correct AM/PM option. The Pittsburgh campus MUST adhere to the standard times guidelines where begin times are xx:30 or xx:00 minutes. If non-Pittsburgh locations are cross-listing with Pittsburgh, the timeframes need to coincide.

4. Enter the end time by selecting the correct AM/PM option. The Pittsburgh campus MUST adhere to the standard times guidelines where the end times are xx:20 or xx:50 minutes. If non-Pittsburgh locations are cross-listing with Pittsburgh, the timeframes need to coincide.

5. Specify the building from the ☐️ dropdown. Upon selecting a building, only rooms that are recognized by the SIS will list from the ☐️ dropdown. Select the appropriate room. Note that the room capacity is listed. The screen will validate and compare the room selection verses the max enrollment.

Notes:
- If requesting a URO classroom (Registrar Schedule is Yes), departments do not need to necessarily request a building or room. The URO will find a classroom for the section that matches the max size. Entering a building/room will not guarantee that specific room will be assigned.

- Clusters requests are part of the URO classroom pool (Registrar schedule is Yes). Clusters will only be assigned if the additional technology is noted with an operating system (mac/windows or linux). It is preferred that a cluster bldg/room is entered in S3. There is no need to reserve space in SpaceQuest(25live).
• If requesting a non-URO space, the space must be approved by the office who oversees the room. When a non-URO classroom is entered, the URO will assume the room is approved. If S3 does not list the building and room, send e-mail to courses@andrew.cmu.edu.

6. Be sure to save your changes.

7. By choosing the gear icon, the meeting information can be updated or deleted. Tip: All meeting fields are validated. If updating the meeting information causes errors, it is advised to delete the meeting row and then add a new meeting row with correct information. A message confirms the intention to delete the meeting time.

S3 Course: Sections Tab: Section Details: Instructors

The Instructor screen displays/requests the following fields.

It is very important that accurate instructor information is entered to ensure access to rosters, course evaluations, electronic grading and blackboard. We require all instructors to be updated in S3 before the 10th day of classes. Please do not include TA’s as teaching faculty. Teaching Assistants should only be listed as teaching faculty if they are graduate students teaching their own courses.

1. To add an instructor, choose Add. Select the number to invoke the Find Instructor screen.

2. Enter the User Id (Andrew domain only) for the Faculty or Graduate Student teaching their own courses. S3 will find a match either based on the User ID or Last Name. Note: Students will not appear under the Last Name search. For TA’s please use their Andrewid for lookup. Whichever way the instructor is found, be sure to select the correct matching name to populate the instructor.

3. The name will populate in the Instructor category. Select the instructor type.
4. Be sure to save.

5. By choosing the gear tool, the instructor information can be updated or deleted. A message confirms the intention to delete the instructor.

6. If a **NEW** instructor needs to be added to S3, send email to ‘courses@andrew.cmu.edu’. Include the faculty’s full name and Andrew User ID (**xxx@andrew.cmu.edu**).
SCHEDULING OF CLASSES

Scheduling Actions that are NOT in S3

Cross-listed Courses
A cross-listed course is a course that is offered under more than one departmental heading or offered under one department heading for the undergraduate and graduate level course. The course will carry identical course attributes such as meeting day, time, room, and instructor(s); catalog descriptions in each listing, and course prerequisites at the same location.

The Home course is identified by who is teaching the course, providing the syllabi and/or teaching content. The Alias course(s) are the other courses that are offered with the Home course. The section letter is now required for each cross-listing. The section schedule details, such a meetings times, must match the home course schedule details. In cases where there are multiple sections, those sections must be identified. For example: 15213 is cross-listed with 18213. Both has sections 1, 2, A, B & C. thus, 15213 section 1 is cross-listed with 18213 section 1; 15213 section A is cross-listed with 18213 section A; etc.

Cross-listed courses should be coordinated between the respective departments for the correct titles, units and section meeting times. Please do not rely on the University Registrar’s Office to be the contact between departments. The University Registrar’s Office scheduling team will monitor and report any mismatches.

Actions
No screen exists yet in the S3 to record cross-listed courses.
1. Please fill out the Cross-Listing Course form. This form will enable Enrollment Services to correctly assign classrooms, produce faculty evaluations and schedule final exams.
2. Indicate that this course is cross-listed by coding the Additional Technology code to 60 in the section details screen.
3. When setting the max size for cross-listed courses, enter the max size appropriate each cross-listed course section agreed between departments. This max size will also appear on the course reservation system.
   i. If requesting a registrar controlled space, the room scheduling system will add the max sizes for each cross-listed grouping and assign a large enough room. For instance, 76450 and 76750 are cross-listed. 76450 wants 10 students and 76750 wants 20 students. The added size is 30 seats. The scheduler will find a room for 30 seats.
   ii. If requesting a non-registrar controlled space, the departments need to manage that the added max sizes will fit into that space and will not overbook the space.

Back to Back Courses
Instructors who teach two or more courses consecutively, i.e. MWF 9:30-10:20 and 10:30-11:20 and 11:30-12:20, may wish to have the same Registrar classroom assigned for each recitation. We call these back to back sections. The University Registrar’s Office does not automatically check for back to back courses nor can we guarantee back to back room placement. However, we try to accommodate these requests as best as possible.

No screen exists yet in the S3 to record back to back courses.
1. Please fill out the ‘Back to Back’ course form. We will attempt to meet these requests, although in some cases this may not be possible due the max size or technology need.
   Example:
   
   76219 B 12:00 1:30 p.m. Smith
   76245 A 1:30 2:50 p.m. Smith
   82320 A 3:00 4:20 p.m. Smith

2. And, indicate that this course is back to back by coding the Additional Technology to 50 section details screen.

Physically Challenged Students or Faculty
If an instructor is physically challenged or has a special need in a registrar classroom:
1. Indicate the preferred building and room in the Courses: Section Tab: Section Details meeting screen.
2. Indicate that this course has a challenged faculty by coding the classroom media code to 70 in the details section.
3. In some cases, it is recommended that the disability be addressed with Human Resources.
4. During the room scheduling process, we will review all code 70

Disability services notifies the University Registrar’s Office of students needed special accommodations. This may mean that a course may be moved to a different classroom or extra furniture may be added to spaces.
Department URL’s Changes
Please send the department url changes to courses@andrew.cmu.edu for your department should the url change.

Who to contact with questions:
Email courses@andrew.cmu.edu regarding any questions with the Schedule of Classes.
Nancy Camino, Assistant Registrar for Scheduling x8-4086