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.

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: Find a Course searches and displays all your courses
- Course: Summary displays the course information by semester
- Course: Sections: Summary displays the sections of the course by semester
- Course: Sections: Section Details displays/modifies section, meeting and instructor information

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 third digit of a course number will indicate the course level. In this example, 60100 is a freshman level Art course and considered an undergraduate level course.

<table>
<thead>
<tr>
<th>Course Number Range</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-009</td>
<td>Placeholder or advanced placement credit</td>
</tr>
<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>700-799</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td>800-899</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td>900-999</td>
<td>Either Graduate and/or 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.
Building the Schedule of Classes

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.

S3: Course Summary
By selecting a particular course number, S3 will display the course summary screen. The course summary screen represents the most current information about the course for that particular semester. This screen is vital for the not only the schedule of classes, but for the registration process, grading process, and undergraduate catalog. During specific timeframes when building the schedule of classes, before registration week and/or after registration week, users will be permitted to update specific fields.
The Course Summary contains the following fields.

- Semester indicates the effective semester for the course information on this screen.
Building the Schedule of Classes

- **Long title** has an 80 character limit and mixed case. The long title will show on the schedule of classes and catalogs. Enhancements during the Spring 2016 semester now stores the long title by semester. If you are looking at data prior to the Spring 2016 semester, the long title would have been static and not necessarily match the short title.

- **Short title** has a 20 character limit. Short titles displays on the grade reports, unofficial academic record and transcript.

- **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, html links or listing pre-requisites or co-requisites within the descriptions. It is best to save your descriptions as text and copy into S3.

- **Course Profile Information** provides students more information for course planning purposes.
  - **Key Topics:** What are the key subject topics that this course will cover? Example: The course will cover the history of the CMU experience and how the University came to become CMU.
  - **Prerequisite Knowledge:** What prior knowledge must students have in order to be successful in this course? DO NOT LIST PRE-REQUISITE COURSES. Example: no prior knowledge required
  - **Course Relevance:** How is this course relevant to the targeted student populations? Example: University students will understand the history of decision-making in the CMU academy.
  - **Course Goals:** What are the overall goals of this course that students will achieve after completing it? Example: Students will obtain an understanding of our history and how institution decisions were reached.
  - **Assessment Structure:** How will students be assessed in this course: assignments, exams, finals, presentation, project, etc.? Example: There will be extensive reading, a mid-semester and final exam, along with a student presentation.
  - **Learning Resources:** What resources will be available for students: web pages, learning applications, texts, case studies, etc.? Example: Students will be required to read Fenton’s “History of CMU.”
  - **Extra Time Commitments:** Are there extra time commitments required outside of the regularly scheduled course meeting times? Example: One expected visit to the University Archivist.
  - **Course Tags:** Keywords referencing general topics and/or course structure. These keywords are searchable in course browse functionality.
    - Communication
    - Discussion Intensive
    - Diversity
    - Entrepreneurship
    - Ethics
    - for Non-Majors
    - Global
    - IdeAte
    - Independent study
    - Interdisciplinary
    - Lab Component
    - Reading intensive
    - Research
    - Service Learning
    - Sustainability/Environment
    - Team Project
    - Writing intensive

- **Course level** is validated by S3 as undergraduate or graduate based on the third digit of the course number. Example 15213 or 18613 or 21900. 000-599 is undergraduate level; 600-999 is graduate level.

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

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

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

- **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, a warning message will appear to inform the user that sections exist.

- **Units** determine if the course is offered fixed units, a set of units or a range of units for that semester.

- **Grading 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 week using appropriate forms.

- **Overload** asks the question: Does the course units impact the student’s max units threshold? In other words, should this course be counted towards the students allowable max units when they register for this course. This value assists the
registration process. Most courses are set as Yes. When set to yes, this course will be counted in the allowable max units. So the student cannot register above their allowable max units if registering for this specific course. Physical education (69xxx), student taught (98xxx) or ROTC (30xxx, 31xxx, 32xxx) courses are set as No because these courses do not impact the students allowable max units. This means that the course is not counted in the allowable max units. And, the student can register above their allowable max units if registering for this specific course.

- **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.
- **Repeatable** courses are defined as courses for which a student may earn credit more than once, such as research, thesis or special topics; degree credit is given more than once. Courses that are not repeatable may be taken more than once but degree credit for the class is only given once.
- **Catalog** identifies if the course should be listed in the undergraduate course catalog. At specific times of the year, the University Registrar’s Office will ask departments to update this flag, as well as course descriptions, for the production of the Undergraduate Catalog. However, it is best practice to keep descriptions as up-to-date as possible (graduate or undergraduate). The student data warehouse (SDW) provides a report to review all your descriptions.
- **Course URL** identifies any course related webpages from teaching faculty, if there are any.
- **Course Syllabus** is a link to login to Canvas (Learning Management System) to view course syllabi for the semester.
- **Prereq Synonym(s)** identifies other course numbers that can be substituted for this course. For the purposes of prereq-checking, a prereq synonym can be used in place of the prereq course to satisfy the prereq requirement for the course the student is registering for.
- **Prerequisites** are a course that must be completed before a student can register a course.
- **Corequisites** are a course that must be taken at the same time.
- **Prerequisites & Corequisites** are entered from the Course: Sections: Manage Prerequisite or Manage Co-requisites screens.
- **Anti-requisites** are courses that overlap sufficiently in course content that both cannot be taken for credit. A students cannot register for this course if they have taken any course from the Anti-requisite list.
- **Anti-req Prohibits** mean that if a course has been taken, the student is prohibited from registering for any course in the Anti-req Prohibits’ list. Note: Anti-requisites need to be sent to registration@andrew.cmu.edu to be listed on this screen.

**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.

**Tip**: How long titles may display in the Schedule of Classes prior to Spring 2016

Because the long title of a course was not stored historically before spring 2016, this can cause some confusion when viewing past Schedule of Classes. Why? The short title was the stored record of course title for the transcript. So, if departments change the course title each semester, the long title on the Schedule of Classes may or may not reflect the most current title listed at that time. So basically, when looking back at a past semester, the long title may be incorrect but the short title is correct.

**Examples**:
History course 79316 Trajectories in Photography: Prehistory to 1945 is the current short title for this course for fall 2013. The long title though reflects the most current long title from fall 2015 and may not match.

<table>
<thead>
<tr>
<th>Course Summary for: Fall 2012 - 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long Title:</strong> Photography, the First 100 Years, 1839-1939</td>
</tr>
<tr>
<td><strong>Short Title:</strong> TRCPT MT PHHS 1945</td>
</tr>
</tbody>
</table>

History course 79316 Abraham Lincoln the Man and myth is the current short title for this course for fall 2012. The
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. Departments can add a future semester course anytime. 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, like the course summary screen. 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 saving the course. Please email courses@andrew.cmu.edu regarding permissions.

Managing Your Course Sections

Our scheduling team will update the Enrollment Services > Courses & Classroom Reservations website with important forms to build the schedule of classes: https://www.cmu.edu/es/course-and-classroom/index.html

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

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: jp7p@andrew.cmu.edu) directly.

The schedule of classes task 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.

**SCHEDULE OF CLASSES TASK TIMELINE**

<table>
<thead>
<tr>
<th>Now Through Monday, September 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get feedback from your faculty and begin building the Spring 2017 course schedule.</td>
</tr>
<tr>
<td>View your &quot;in progress&quot; schedule of classes in the Student Data Warehouse System (SDW). The canned report is called Schedule of Classes Report. If you don't have access to view this report on SDW, send email to <a href="mailto:courseware@andrew.cmu.edu">courseware@andrew.cmu.edu</a>.</td>
</tr>
<tr>
<td>Visit the scheduling guide to assist with S3 and processing questions such as creating a brand new course; changing titles, units, minis and creating/updating new sections. <a href="http://www.cmu.edu/es/scheduling/index.html">http://www.cmu.edu/es/scheduling/index.html</a></td>
</tr>
<tr>
<td>Notes:</td>
</tr>
<tr>
<td>• Be sure to enter the correct max enrollment sizes! If cross-listing, be sure to enter your departments max size for the cross-listed course. All cross-listed course max sizes will be total to assign a classroom.</td>
</tr>
<tr>
<td>• Ask about additional technology needs from faculty. Be sure to the code this section for physically challenged faculty, cluster operating system, boards and video conferencing in the additional technology field in the S3: Sections Details screen regardless of the classroom. <strong>This is important for Media Technology to better service faculty and for assigning correct clusters.</strong></td>
</tr>
<tr>
<td>• Be sure to use standard meeting times as outlined in the standard meeting times.</td>
</tr>
</tbody>
</table>

**Sections**

**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 ![ ] icon 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;
Building the Schedule of Classes

- 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** describes what type of section is offered. Is the course section offered as a: L = Lecture; B = Lab; R = Recitation; S = Studio or O = Other?
   - If offering a lecture as a numeric section (example: 1, 2), the letter sections (A, B, etc.) under that numeric lecture can only be Recitations or Labs. IOW, a recitation or lab by definition can only be recognized under an overall given lecture.
   - If the offering course does not have a numeric section, the only options are L, S or O.

4. **Required Lecture** may be blank OR displayed with a number in the cases below.
   - When a required lecture (RL) is blank, this means the section is not tied to any recitations at all.
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- 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 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>R</th>
<th>C</th>
<th>RL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MW</td>
<td>02:30PM</td>
<td>03:20PM</td>
<td>PIT</td>
<td>WHE 5403</td>
<td>Mareae Harrell</td>
<td>60</td>
<td>22</td>
<td>0</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>A, F</td>
<td>02:30PM</td>
<td>03:20PM</td>
<td>PIT</td>
<td>DH 2122</td>
<td>Instructor Tba</td>
<td>15</td>
<td>12</td>
<td>0</td>
<td>C</td>
<td>1</td>
<td>R</td>
</tr>
<tr>
<td>B, F</td>
<td>03:30PM</td>
<td>04:20PM</td>
<td>PIT</td>
<td>DH 2122</td>
<td>Instructor Tba</td>
<td>15</td>
<td>2</td>
<td>0</td>
<td>C</td>
<td>1</td>
<td>R</td>
</tr>
<tr>
<td>C, F</td>
<td>02:30PM</td>
<td>03:20PM</td>
<td>PIT</td>
<td>BH 255A</td>
<td>Instructor Tba</td>
<td>15</td>
<td>7</td>
<td>0</td>
<td>C</td>
<td>1</td>
<td>R</td>
</tr>
<tr>
<td>D, F</td>
<td>03:30PM</td>
<td>04:20PM</td>
<td>PIT</td>
<td>BH 255A</td>
<td>Instructor Tba</td>
<td>15</td>
<td>1</td>
<td>0</td>
<td>C</td>
<td>1</td>
<td>R</td>
</tr>
<tr>
<td>E, F</td>
<td>10:30AM</td>
<td>11:20AM</td>
<td>PIT</td>
<td>PH A18A</td>
<td>Andy Norman</td>
<td>50</td>
<td>24</td>
<td>0</td>
<td>C</td>
<td>2</td>
<td>L</td>
</tr>
<tr>
<td>F, F</td>
<td>11:30AM</td>
<td>12:20PM</td>
<td>PIT</td>
<td>GHC 4211</td>
<td>Instructor Tba</td>
<td>10</td>
<td>6</td>
<td>1</td>
<td>C</td>
<td>2</td>
<td>R</td>
</tr>
<tr>
<td>G, F</td>
<td>10:30AM</td>
<td>11:20AM</td>
<td>PIT</td>
<td>BH 235B</td>
<td>Instructor Tba</td>
<td>15</td>
<td>12</td>
<td>1</td>
<td>C</td>
<td>2</td>
<td>R</td>
</tr>
<tr>
<td>H, F</td>
<td>11:30AM</td>
<td>12:20PM</td>
<td>PIT</td>
<td>BH 235B</td>
<td>Instructor Tba</td>
<td>15</td>
<td>2</td>
<td>0</td>
<td>C</td>
<td>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 section. 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.
   - The screen will validate and compare max vs. the requested classroom (in meetings section) to make sure the room can accommodate the max size.
   - It will also sum recitation/lab maxes and compare it to the lecture max and error if the maxes are skewed.
   - 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:**
- Check cross-listed information with the 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 the 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" codes. 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 this section.
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 faculty classroom preferences such as boards, seating, media needs like distance technology, back to back indicators. Enter the X 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. Computing lab 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
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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 synchronous.
2. Delivery Mode does not apply to a flip classroom setup. Flip occurs when lecture material is read by the student (in place of a lecture itself) and then students come to recitations to discuss lecture material.
3. Cross-listed courses need to be set up exactly the same regarding sections and locations.

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>SJJC</td>
<td>TR 4:30 pm - 7:20 pm</td>
<td>B23 109</td>
<td>Shen</td>
<td>Synchronous</td>
<td>Yes</td>
</tr>
</tbody>
</table>

| Course 2 | S       | PIT      | MW 9:45 am – 11:05am | POS TELE | Sieg         | Faculty/Student Same Location | Y                         |
|          | T       | PIT      | MW 9:45 am – 11:05am | TBA TBA  | Sieg         | Synchronous     | N                         |
|          | W       | DOH      | MW 4:45 pm - 6:05pm  | CMB 2161 | Sieg         | Synchronous     | Y                         |
Building the Schedule of Classes

<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 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>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>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>PIT</td>
<td>DNM</td>
<td>DNM</td>
<td>Yucel</td>
<td>Asynchronous</td>
<td></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 computing lab, enter Y. If requesting a non-URO room, enter N.

2. Use the button 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 versus the max enrollment.
Building the Schedule of Classes

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.

- Computing lab requests are part of the URO classroom pool (Registrar schedule=Yes). Computing lab will only be assigned if the additional technology is noted with an operating system (mac/windows or linux). It is preferred that a computing lab bldg/room is entered in S3. There is no need to reserve space in SpaceQuest(25live).

- If requesting a non-YRO space, the space must be approved by the office who oversees the room. When a non-YRO 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 tool, 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: 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 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.

How is the a new instructor added?

Once a new instructor is initiated in Workday and provides all the necessary completed paperwork, workday will request an AndrewID from computing accounts. Once the AndrewID is assigned, a feed will be sent to S3 that creates the new instructor profile. Generally, this process can take up to 72 hours (3 days) to load S3. Once the new instructor is added to S3, access to FIO (faculty online) is granted within 48 hours.

There are a handful of instructors that may not be included in the feed if their workday job profile is not faculty or staff such as a researcher. If the new instructor does not appear in S3 within 5 business days, assuming all the workday paperwork is complete and an AndrewID has been assigned, send email to ‘courses@andrew.cmu.edu’. Include the faculty’s full name, Andrew User ID (xxx@andrew.cmu.edu) and a screenshot of the directory information found at this link https://directory.andrew.cmu.edu.
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 as 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.

New Cross-List process in S3
Cross-listed courses are now updated in S3 by departments using our new screen called Course Cross-list Maintenance. This screen can be found under the Registrar tab.

After clicking on the Registrar tab, look for the new Course Cross-List Maintenance screen in the Maintenance box.

Before starting to make any changes to the cross-list screens, make sure you know which course will be the home course and which course will be the alias.
Updating current cross-listed sets

Type in the current semester and course prefix with the percent sign and select find.

A listing of your courses will display. Scroll down to the course you would like to update and click on the gear wheel at the upper right-hand side of the page.

The drop down will give you two options either edit (to update) or delete to remove from the database.

If the course you are cross-listing doesn’t match the meeting of the home course, an error will display noting that the course is not offered or does not share the same meeting time. If the course is not part of your department, you will need to follow up with the alias department.
Why would you want to delete a cross-listed course?

If your course is not the home course, no longer offered for the semester or no longer part of the existing course set.

Adding a new cross-list set

If you find the course is not cross-listed when you do a search by course number, select the gear wheel to the right side of the screen to add a new cross-list set.

Once you have added all of your new courses to the add screen, select save. The new addition will populate on the course-sections-summary screen.
Any updates to prior semester cross-listed courses should be sent to the courses@andrew.cmu.edu.

Scheduling Actions that are NOT in S3

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.

Faculty with special accommodations
If an instructor requires a special accommodation assigned to a registrar classroom:

1. Indicate the preferred building and room in the Courses: Section Tab: Section Details meeting screen.
2. Indicate the classroom media code to 70 in the section details.
3. Send email to courses@andrew.cmu.edu with the special accommodation.
4. During the room scheduling process, we will review all code 70 and contact the department directly.

Department URL’s Changes
Please send the department url changes to courses@andrew.cmu.edu for your department should the url change.

Changing Mini to Semester sections or vice versa
Sections that may have been offered as mini section (Ax – such as A1, A2, A3, A4, A5, A6) and now need to be offered as full semester sections (A, B, C) need to be unconfirmed first on the section details screen. Then on the course summary screen, the mini field of Y should change to N. Then add new sections using the full semester section (A, B, C) with all needed section details.

Sections that may have been offered as full semester sections (A, B, C) and are now becoming mini sections need to be unconfirmed first. Then on the course summary screen, the mini field of N should be set to Y. Then add new sections as section Ax (A1, A2, A3, etc.) with all the needed section details.

Who to contact with questions:
Email courses@andrew.cmu.edu regarding any questions. Courses email is monitored daily. Depending on the volume and timeframe, responses may take a few days.

Nancy Camino, Assistant Registrar, x8-4086
Kensee Lusebrink, Assistant Registrar, x8-8250