S3 Admin Console
Scheduling Guide

Carnegie Mellon University
University Registrar’s Office
Building the Schedule of Classes

Overview

Carnegie Mellon University 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 is available at 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 the 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 Tableau (formerly 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.

Please 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 section 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, & instructor info

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. The department
manages the course numbers, however.

A course number contains five digits with no dash (for example: 60100). The first two digits represent the department and its assigned 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>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>
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<td>400-499</td>
<td>Senior level courses</td>
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<tr>
<td>500-599</td>
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<tr>
<td>700-799</td>
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</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 the Course: Find A Course screen. Enter your department using the and select Find.

This course list is also referred to 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: Entering just 602% in the Course # field will result in all courses starting with 200 level courses.*

*Tip: By sorting via 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
Selecting a particular course number causes S3 to 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.
- **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 store the long title by semester. If you are looking at data prior to spring 2016, the long title would have been static and will not necessarily match the short title.
- **Short title** has a 20 character limit. Short titles display 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 institutional 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 and 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 the appropriate forms.

- **Overload** asks the question: Do the course units impact the student's max units threshold? In other words, should this course be counted towards the student's 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). Tableau provides a report to review all your descriptions.

- **Course URL** identifies any course related webpages from teaching faculty, if there are any.
- **Course Evaluation** is a deep link returning the last known evaluation scores for the course in pdf format.
- **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 student 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.

### 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. 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. Basically, when looking back at a past semester, the long title may be incorrect but the short title is correct.

For example, 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.

History course 79316 Abraham Lincoln the Man and Myth is the current short title for this course.
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 the 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. View the Course & Classroom Reservations webpage at www.cmu.edu/es/course-and-classroom.

- standard time memo for the Pittsburgh campus;
- schedule of classes task timeline with deadlines;
- back-to-back teaching form; and
- classroom list
Standard Time Guidelines

The standard time guidelines are important for the Pittsburgh location. Departments need to heed the standard time guidelines for the university so students can plan schedules without experiencing time conflicts.

Undergraduate Moratorium Policy

Departments cannot schedule undergraduate courses to meet between 4:30 and 6:30 p.m. per the Undergraduate Course Meeting policy listed at www.cmu.edu/policies/student-and-student-life/ug-course-meeting.html:

- No undergraduate classes, exams, academic, or artistic activities (including: extra help session, rehearsals, ROTC drill, make-up exams, etc.) are scheduled on weekdays between 4:30 p.m. and 6:30 p.m.
- Extra class time beyond those regularly scheduled must take place either before 4:30 p.m. or after 6:30 p.m.

If your department is considering offering undergraduate course sections (course level 100-500) during the moratorium period beginning at 4:30 p.m. and 6:30 p.m., approval must be given each semester by the University Registrar at jp7p@andrew.cmu.edu prior to adding the course into S3.

Each semester, departments must seek Registrar approval for any faculty wanting to teach undergraduate course sections for increments of 1.5 or 2 hours within the moratorium. No classroom will be assigned to any undergraduate course offered during the moratorium without the approval given by the Registrar. Each semester, courses that do not request the exception by the department deadline to build the Schedule of Classes may be moved to teaching times outside of the moratorium.

Please Note: In fall 2020, a stretched schedule was created in response to the COVID-19 pandemic. Information regarding the stretched schedule may be viewed at www.cmu.edu/es/course-and-classrooms.
Schedule of Classes Task Timeline

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.

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 \[ formula \] 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 Tool will allow departments to ‘Add a Section’ for the course and the semester. This is a sample of the Add Section screen:

![Add Section for 60201](image)

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 exams, 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:

- **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.

- **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.

- **Section Type** describes what kind of instruction is occurring in the course. The section type should align with the course profile, any specialized space and reflect the kind of instruction for the course section. The section type also supports the budget allocation. Starting Fall 2020, additional section types were modified to reflect the following:
  - **New/Same Codes:**
    - L = Lecture; R = Review-Discussion (old name: Recitation); S = Studio; T = Independent Study; C = Colloquium-Seminar; I = Internship/Co-op/Practicum/Study Abroad; M = Media/Software Lab; E = Special Equipment Lab
  - **Retired Codes:**
    - B = Lab; O = Other

If offering a lecture as a numeric section (example: 1, 2), the letter sections (A, B, etc.) under that numeric lecture must be R - Review/Discussion or M - Media/Software Lab. Both types by definition can only be recognized under an overall given lecture.

For issues with setting the appropriate section type (in the case of tying or untying to a
lecture), please contact courses@andrew.cmu.edu.

- **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.
  - 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 E. 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 ACT</th>
<th>WL</th>
<th>C</th>
<th>RL</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>MWF</td>
<td>08:30A</td>
<td>09:20A</td>
<td>PIT</td>
<td>SH 212</td>
<td>Rachel Mennies</td>
<td>19</td>
<td>1</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>AA</td>
<td>MWF</td>
<td>08:30A</td>
<td>09:20A</td>
<td>PIT</td>
<td>PH A19C</td>
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<td>19</td>
<td>0</td>
<td>1</td>
<td>C</td>
</tr>
<tr>
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<td>09:20A</td>
<td>PIT</td>
<td>WEH 5316</td>
<td>Aqdas Aftab</td>
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<td>1</td>
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<tr>
<td>BB</td>
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<td>08:30A</td>
<td>10:20A</td>
<td>PIT</td>
<td>PH 225B</td>
<td>Ryan Roderick</td>
<td>19</td>
<td>1</td>
<td>0</td>
<td>C</td>
</tr>
</tbody>
</table>

- **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 blue i-circle icon 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!

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

- **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.

- **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.

- **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.

- **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. In other words, there is one main course title, but each section can have its own unique 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.

![Section Details S3 Scheduling Guide](image-url)
The Schedule of Classes will display the course long title AND the section long title for each section.

- **Additional Technology** is an important indicator for faculty classroom preferences such as boards, seating, media needs such as distance technology, and back to back indicators. Select the ![Additional Technology](image-url) to display a list of Additional Technology or information specific to this section.

**Action**: Please be diligent in asking faculty what technology is required for their course-sections. This can impact the classroom assignment in addition to media technology services. Computing lab requests require an operating system (Mac, Windows or Linux).

- **Delivery Mode** informs the university about the way in which the course section and course material will be delivered to students. This field is used to measure distance education, and most recently, course delivery adjustments made due to the impact of COVID-19. There are five new course delivery modes, effective spring 2021:
  - IPR (In-Person + Remote): Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course's scheduled meeting time.
  - IRR (In-Person [Rotation] + Remote): Uses a combined approach of remote technology and rotating in-person attendance (ex. If a course meets on MW, some attend in-person on M and remotely on W, while others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the
course's scheduled meeting time.

- **IPP (In-Person Paired):** Delivered in-person (such as in a classroom). Students will be in the same classroom during the course's scheduled meeting time. Should a student need to temporarily attend remotely, they will attend the paired remote-only section without making a schedule change; if these sections are at different times, students should keep the remote-only section times clear on their schedule.

- **IPO (In-Person Only):** Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time.

- **REO (Remote Only):** Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time.

**Effective Fall 2021:** New hybrid delivery modes were created. Please reference [https://www.cmu.edu/hub/hybrid/index.html#deliverymodes](https://www.cmu.edu/hub/hybrid/index.html#deliverymodes) for more details.

The expectation is that students attend courses during the course meeting's scheduled day and time (synchronously); however, some instructors may have other preferred course formats. For example, some may prefer to offer a pre-recorded course (asynchronously) to better accommodate students in different time zones.

**RETIRED delivery modes (S20 and previous semesters):**

- **Faculty/Student Same Location:** This delivery mode involves 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:**

- 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.

- 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.

- Cross-listed courses need to be set up exactly the same regarding sections and locations.
- **Student Presence Required** informs the university about whether or not the student needs to be present for course instruction. The data is indicated by “Y” or “N” (Yes or No).

  **Rules:**
  - If the delivery mode is IPO/IPR/IRR, S3 will default it to **Yes**.
  - If the delivery mode is REO defaults to **No**. If the instructor wishes to move to any in-person status, please change to Yes.

- Be sure to **save** your changes.

**S3 Course: Sections: Section Details: Meetings**

**The Meetings screen** displays/requests the following fields.

- **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.
- **Standard Teaching days and times** are required to prevent student scheduling conflicts, examinations and moratorium (undergraduate) hours. Times should adhere to at least the start times for all meetings. Please reference the [standard time guidelines](#) for the specific semester. Note: The summer semester does have a different meeting day and time standard [guidelines for summer](#).
- **Meeting days** are entered using the [7] to select 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
• Enter the **Begin Time** by selecting the correct AM/PM option. The Pittsburgh campus **must** adhere to the standard times guidelines, in which begin times are specified. Most courses should adhere to the guided start times for 50, 110 or 80 minutes timeframes. If non-Pittsburgh locations are cross-listing with Pittsburgh, the timeframes need to coincide.

• Enter the **End Time** by selecting the correct AM/PM option. The Pittsburgh campus **must** adhere to the standard times guidelines, in which end times may vary. If non-Pittsburgh locations are cross-listing with Pittsburgh, the timeframes need to coincide.

• Specify the **Building** by clicking the question mark icon and selecting from the dropdown. Upon selecting a building, only rooms that are recognized by the SIS will be listed in the question mark dropdown. Select the appropriate room. Note that the room capacity is listed. The screen will validate and compare the room selection to the max enrollment.

![Image](image_url)

Notes:
- If requesting a URO classroom (Registrar Schedule is Yes), departments do not necessarily need to request a building or room. The URO will find a classroom for the section which 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-URAL space, the space must be approved by the office overseeing the room. When a non-URAL 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**.

**Tip:** The gear tool ![gear](image_url) allows you to update or delete the meeting information. 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.

![Instructors Table]

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 Teaching Assistants (TAs) as teaching faculty. TAs should only be listed as teaching faculty if they are graduate students teaching their own courses.

**To add an instructor:**

1. Choose Add and select the ![Add Instructor](image) to bring up the Find Instructor screen.

![Add Instructor]

2. Enter the User ID (Andrew domain only) of the faculty member 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 TAs, please use the Andrew ID for lookup. Whichever way the instructor is found, be sure to select the correct matching name to populate the instructor.

![Find Instructor]

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3. The name will populate in the Instructor category. Select the instructor type.

4. Be sure to **save**.

**Tip**: The gear tool allows instructor information to be updated or deleted. A message confirms the intention to delete the instructor.

**How is a New Instructor Added?**

Once a new instructor is initiated in Workday and provides all the necessary completed paperwork, Workday will request an Andrew ID from Computing Services. Once the Andrew ID is assigned, a feed will be sent to S3 which creates the new instructor profile. Generally, this process can take up to 72 hours (3 days) to load in S3. Once the new instructor is added to S3, access to FIO (Faculty Information 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 listed as either faculty or staff (for example, a researcher). If the new instructor does not appear in S3 within 5 business days, assuming all the Workday paperwork is complete and an Andrew ID 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](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 along with the Home course. The section letter is now **required** for each cross-listing. The section schedule details, such as meeting times, must match the Home course schedule details. In cases in which there are multiple sections, those sections must be identified. For example: 15213 is cross-listed with 18213. Both have sections 1, 2, A, B and 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.

Once you click on the Registrar tab, look for the new **Course Cross-List Maintenance** screen in the **Maintenance** box.

Clicking on the Course Cross-List Maintenance option will bring you to the **Course Cross-List home screen**. This screen enables departments to view all their cross-listed courses, update existing cross-listed courses, or delete and add new cross-listed course sets.
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 followed by 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 time 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.

If your course is not the Home course, is no longer offered for the semester, or is no longer part of the existing course set, you may delete it.

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 Not Available 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.

To request back to back courses:

1. Fill out the ‘Back to Back’ course form (available on the Enrollment Services Forms & Documents webpage). 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. Indicate that this course is back to back by coding the Additional Technology to 50 in the section details screen.

Faculty with special accommodations

If an instructor requires that 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 information about the special accommodation.
4. During the room scheduling process, we will review all code 70 entries and contact the department directly.

Department URL Changes
Should the URL for your department change, please send any changes to courses@andrew.cmu.edu.

Changing Mini to Semester Sections & Vice Versa
Sections that may have been offered as mini section (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. 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 which 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 (ex: A1, A2, A3, etc.), along with all the needed section details.

Questions?

By Email
Email courses@andrew.cmu.edu with any questions you may have. Courses email is monitored daily. Depending on the volume and timeframe, responses may take a few days.

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