



# 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. This information is managed by each academic department during specific deadlines within the S3 course screens.

ART										
COURSE	COURSE TITLE	UNITS	SEC	MINI	DAYS	BEGIN	END	TEACHING LOCATION	BLDG/ROOM	INSTRUCTOR
60050	Study Abroad	0	A		TBA	TBA	TBA	Pittsburgh, Pennsylvania	DNM	TBA
60101	Concept Studio: The Self and the Human Being	10	A		MW	08:30AM	11:20AM	Pittsburgh, Pennsylvania	CFA 310	Weleski, Dawn
			B		TR	08:30AM	11:20AM	Pittsburgh, Pennsylvania	CFA 310	Beck, Kimberly
			C		TR	08:30AM	11:20AM	Pittsburgh, Pennsylvania	DH B305	Neuhau, Celeste
			D		TR	01:30PM	04:20PM	Pittsburgh, Pennsylvania	CFA 310	Pena, John
60104	Contemporary Issues Forum	6	A		T	12:00PM	01:20PM	Pittsburgh, Pennsylvania	CFA 303	King, Elaine
					T	05:00PM	06:20PM	Pittsburgh, Pennsylvania	DNM	King, Elaine
60130	3-D Media Studio I : Sculptural Fabrication (Wood & Welding)	5	A1	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH D200	Kessler, Eli
	: Sculptural Fabrication (Wood & Welding)		A2	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH D200	Kessler, Eli
	: Clay Sculpture		B1	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH B301	Mannino, Joseph
	: Clay Sculpture		B2	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH B301	Mannino, Joseph
	: Small Metals		C1	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH B303	Kumata, Carol
	: Small Metals		C2	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH B303	Kumata, Carol
	: Hey Robot, Let's Make Something		D1	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH C308	Cheung, Zhiwan
	: Hey Robot, Let's Make Something		D2	Y	MW	01:30PM	04:20PM	Pittsburgh, Pennsylvania	DH C308	Cheung, Zhiwan

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

Add course to planned schedule

Search for a course to add, or type the course number below and click 'Add'

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

The screenshot shows a university course registration interface. On the left, a sidebar menu includes 'Registration', 'Student Registration', 'Prerequisite Waivers', and 'Cross-Registration'. The main area displays a 'Schedule' grid with columns for COURSE #, SEC, TITLE, GRADE OPTION, UNITS, DAY, TIME, BLDG/ROOM, ADDED BY, and WITHDRAWN. Five courses are listed: 76210 (A, BANNED BOOKS, L, 9.0), 80211 (A, LOGIC MATH INQUIRY, L, 9.0), 82286 (C, INTRCL GLBL INQ, L, 9.0), 85241 (A, SOCIAL PSYCHOLOGY, L, 9.0), and 98128 (A, STUCO: IMPROV COMEDY, P, 3.0). A modal window titled 'Add Course' is open, containing fields for 'Course:' and 'Section:', a checkbox for 'Skip Prereq Check', and 'Add' and 'Cancel' buttons. The 'Add' button is highlighted with a yellow box.

## Building the Schedule of Classes

The University Registrar's Office begins building a new Schedule of Classes during the following timeframes.

- early September 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 "snapshot" of the previous like semester. For example, we will snapshot the fall 2021 Schedule of Classes when it is time to build the fall 2022 schedule of classes. Departments will then use the template to modify, add or delete course section information in S3 to create the schedule of classes.

Building the schedule of classes requires managing course numbers, course titles and descriptions, and then section details such as location, max 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 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.

000-009	Placeholder or advanced placement credit
100-199	First Year level courses
200-299	Sophomore level courses
300-399	Junior level courses
400-499	Senior level courses
500-599	Senior level courses
600-699	Graduate level courses
700-799	Graduate level courses
800-899	Graduate level courses
900-999	Either Graduate and/or Doctoral level courses

## 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 if 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**.

COURSE #	DEPT	LONG TITLE	UNITS	COURSE LEVEL	MINI	GRADING OPTION	LAST OFFERED	LAST UPDATED
60001	ART	Art Elective	VAR	U	No	L		
60002	ART	Art Elective	VAR	U	No	L		
60003	ART	Art Elective	VAR	U	No	L		
60004	ART	Art Elective	VAR	U	No	L		
60005	ART	Art Elective	VAR	U	No	L		
60011	ART	Advanced Placement Art History	9.0	U	No	L		
60012	ART	Advanced Placement Studio Art: Drawing	9.0	U	No	L		
60020	ART	Pre-College Program	0.0	U	No	P	M13	
60021	ART	Pre-College Program (Arts & Humanities)	0.0	U	No	P	M05	
60050	ART	Study Abroad	0.0	U	No	L	F13	
60051	ART	Study Abroad	0.0	U	No	L	S13	
60090	ART	PCA Photography	3.0	U	No	L	S91	

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, and 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.*

The screenshot shows a search interface titled "Find a Course". The search term "602%" is entered in the "COURSE # (%)" field. The results table has columns: COURSE #, DEPT, LONG TITLE, UNITS, COURSE LEVEL, MINI, GRADING OPTION, LAST OFFERED, and LAST UPDATED. The results are as follows:

COURSE #	DEPT	LONG TITLE	UNITS	COURSE LEVEL	MINI	GRADING OPTION	LAST OFFERED	LAST UPDATED
60200	ART	Sophomore Review	0.0	U	No	P	F13	
60201	ART	Concept Studio II	10.0	U	No	L	F13	
60202	ART	Concept Studio III	10.0	U	No	L	S13	
60203	ART	Concept Studio: EcoArt	10.0	U	No	L	F13	
60204	ART	Concept Studio: Networked Narrative	10.0	U	No	L		
60205	ART	Modern Visual Culture 1789-1960	9.0	U	No	L	F13	13 Aug 2013
60206	ART	Contemporary Visual Culture 1960 - Present	9.0	U	No	L	S13	13 Aug 2013
60209	ART	Photography I	9.0	U	No	L	F87	
60210	ART	Electronic Media Studio II	10.0	U	No	L	F13	
60211	ART	Art and the Computer I	9.0	U	No	L	F92	
60212	ART	Art and the Computer II	9.0	U	No	L	S98	
60213	ART	Graphic Programming	9.0	U	No	L	S98	
60219	ART	Illustration I	9.0	U	No	L	F91	
60220	ART	Illustration II	VAR	U	No	L	S92	

*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 semester. This screen is **vital** for the not only the Schedule of Classes, but for the registration process, grading process, and Undergraduate Catalog. This information is also used to produce course description letters for alumni. 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 screenshot shows the Carnegie Mellon S3 Course Summary interface. At the top, it displays the course number 60205 and the title "Critical Theory in Art III". Below this, there are tabs for "Summary" and "Sections", with "Summary" being the active tab. The main content area is titled "Course Summary for: Fall 2018". It contains several input fields and dropdown menus:

- Long Title:** Critical Theory in Art III
- Short Title:** CRITICAL THEORY III
- Description:** \* (A large text area describing the course's focus on artists' roles from the Industrial Revolution to 1960, mentioning contextual issues like art and culture, politics, economics, and modern technologies, and noting it's open to sophomores with instructor permission.)
- Course Profile:** (A section containing multiple input fields for "Key Topics", "Prerequisite Knowledge", "Course Relevance", "Course Goals", "Assessment Structure", "Learning Resources", and "Extra Time Commitments".)
- Course Level:** Undergraduate
- Begin Semester:** F97
- Last Offered:** F17
- Rotation:** Fall
- Min?**:  Yes  No
- Units:** 9  Variable Units
- Grading Option:** Letter Grade
- Overload?**:  Yes  No
- Register for Multiple Sections?**:  Yes  No
- Repeatable?**:  Yes  No
- Catalog?**:  No
- Course URL:**
- Course Evaluation:** <https://cmu.smarterlevels.com>
- Course Syllabus:** Click to view this Department's syllabi in Canvas for this semester.
- Prereq Synonym(s):**
- Prerequisites:** None
- Corequisites:** None
- Anti-requisites:** None
- Anti-req Prohibits:** None

At the bottom right are "Save" and "Reset" buttons.

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 undergraduate catalog. *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 and capital case. Short titles display on the grade reports, unofficial academic record, and transcript. Refrain from using special characters in this title. Only PCHE courses contain a special character in the title for the transcript translation.
- **Description** is the course description. This field should not be blank. Descriptions appear on the Schedule of Classes and Undergraduate Catalog. *Do not input 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. Please refer to the Eberly Center suggestions for course descriptions at <https://www.cmu.edu/teaching/designteach/syllabus/checklist/coursedescription.html>
- **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 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 & Presentation*
    - *Collaboration & Teamwork*
    - *Discussion Intensive*
    - *Diversity, Equity, and Inclusion*
    - *Entrepreneurship*
    - *Ethics*
    - *for Non-Majors*
    - *IdeAte*
    - *Independent study*
    - *Information & Data Literacy*

- *Intercultural and Global Learning*
  - *Interdisciplinary*
  - *Lab Component*
  - *Reading intensive*
  - *Research*
  - *Service Learning*
  - *Sustainability/Environment*
  - *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). Mini sessions are offered during the first half of a semester and last half of a semester. A course cannot offer a mix of mini sections and a full semester section at the same time. 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 mini and/or a semester section exists.
  - **Units** determine if the course is offered fixed units, a set of units (6, 12, 15) or a range of units (6-15) 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 masters/PhD level courses) or pass/fail on any course level such as Physical Education and Student Taught Courses or based on a specific program. 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 unit's 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, to produce the Undergraduate Catalog. However, it is best practice to keep descriptions as current as possible (graduate or undergraduate). SDW-Tableau provides a report to review all your descriptions.
- **Course URL** identifies any course related webpages from teaching faculty. This field can be blank.
- **Course Evaluation** is a smart 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 courses that must be completed before a student can register a course.
- **Corequisites** are courses that must be taken at the same time.
- **Prerequisites & Corequisites** are entered from the Course: Sections: Manage Prerequisite or Manage Co-requisites screens. These fields are included in the Undergraduate Catalog and do not need to be added to the course description.
- **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](mailto: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.

Action: Add the section information first and then come back to the course summary section.

### Long Title Display in the Schedule of Classes **Prior to Spring 2016:**

Departments can recycle their course numbers and re-title the course each semester if desired. Because the long title of a course was not stored by semester historically before spring 2016, this can cause some confusion when viewing **past** Schedule of Classes or trying to reference course data before spring 2016. Only the short title was the historically stored each semester prior to spring 2016. Only the short title is used for the transcript.

For example, History course 79316 Trajectories in Photography: Prehistory to 1945 is the short title for fall 2013, fall 2014 and then for fall 2015. The long title was overwritten when the department changed the title after F15. So, the long title reflects the last inputted long title and may not match the short title.

The screenshot shows a user interface for course summaries. At the top, there are two tabs: "Summary" (which is selected) and "Sections". Below the tabs, the text "Course Summary for:" is followed by a dropdown menu set to "Fall 2013" and an information icon. Underneath, there are two rows of information. The first row has "Long Title:" followed by a text input field containing "Photography, the First 100 Years, 1839-1939". The second row has "Short Title:" followed by a text input field containing "TRJCT PHT PRHS 1945".

After spring 2016, both the long title and short title will match and be stored for each semester.

### 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.

**Find a Course**

COURSE # (%)	LONG TITLE (%)	COLLEGE	DEPARTMENT	CATALOG
79316				

NOTE: % character can be used for wildcard searching on fields labeled with (%).

**Add Course**

**1 match found**

COURSE #	DEPT	LONG TITLE	UNITS	COURSE LEVEL	MINI	GRADING OPTION	LAST OFFERED	LAST UPDATED
79316	HIS	Photography, the First 100 Years, 1839-1939	9.0	U	No	L	F21	03 Mar 2020

1 of 1 Pages of only 1 match found.

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. Once the college and department are selected, S3 will populate the course # pre-fix. Save to add the course.

**Add Course**

College:	<input type="text"/>	
Department:	<input type="text"/>	
Course Level:	<input type="text"/>	
Course #:	<input type="text"/>	
Long Title:	<input type="text"/>	
Short Title:	<input type="text"/>	
Begin Semester:	<input type="text"/>	
Rotation:	<input type="text"/>	
Mini?	<input type="radio"/> Yes <input type="radio"/> No	
Units:	<input type="text"/>	<input checked="" type="checkbox"/> Variable Units
Grading Option:	<input type="text"/>	
Overload?	<input type="radio"/> Yes <input type="radio"/> No	
Register for Multiple Sections?	<input type="radio"/> Yes <input type="radio"/> No	
Repeatable?	<input type="radio"/> Yes <input type="radio"/> No	
Catalog?	<input type="text"/>	
Course URL:	<input type="text"/>	
Department URL:	<input type="text"/>	
Description:	<input type="text"/>	

Note: There is a limit of 1950 characters. Do not include HTML tags or course pre-requisites within the description.

**Save** **Cancel**

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, an access restricted message will appear upon the saving the course. Please email [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) regarding permissions.

# Managing Your Course Sections

## Website Resources

Our scheduling team will update the Enrollment Services Courses Scheduling and Classrooms website with important forms to build the schedule of classes. View the Courses Scheduling and Classrooms webpage at [www.cmu.edu/es/course-and-classroom](http://www.cmu.edu/es/course-and-classroom).

- standard meeting times and undergraduate moratorium
- schedule of classes task timeline with deadlines
- university teaching spaces (central & department owned) list

### Course Scheduling & Classrooms

The University Registrar's Office manages over one hundred classrooms and computing labs in various buildings across the Pittsburgh campus. Here, staff and faculty can find [teaching space information](#), make [room reservations through 25Live](#), and find [course scheduling resources](#) and information.

#### Resources for Students

This page displays helpful course scheduling and room reservation information for **staff and faculty**. Students seeking room reservation information should view The HUB's [25Live Room Reservations](#) webpage.

QUESTIONS? COURSES@ANDREW.CMU.EDU ▶

### Course Scheduling Resources

Each semester, course offerings from academic departments are collected by the URO to create the [Schedule of Classes \(SOC\)](#) so that the campus community can easily pinpoint course titles, meeting times, classrooms and instructor information. The SOC also displays important course planning information, such as course reservations and pre-requisites or co-requisites. Helpful information about building the SOC and managing course schedules within S3 is available in the [Scheduling Guide \(pdf\)](#).

<a href="#">Schedule of Classes (SOC)</a>	<a href="#">Scheduling Guide (pdf)</a>	<a href="#">Fall &amp; Spring Course Scheduling Timeline (pdf)</a>	<a href="#">Summer Course Scheduling Timeline (pdf)</a>
<a href="#">Fall &amp; Spring Course Standard Times (pdf)</a>	<a href="#">Summer Course Standard Times (pdf)</a>	<a href="#">Fall Classroom List (pdf)</a>	<a href="#">Spring Classroom List (pdf)</a>

## Standard Time Guidelines

The standard time guidelines are important for all locations. Departments need to heed the standard time guidelines for the university so students can plan schedules without experiencing time conflicts. Refer to the ES faculty/staff website under course scheduling and classrooms: [www.cmu.edu/es/docs/standard-times-fall-spring.pdf](http://www.cmu.edu/es/docs/standard-times-fall-spring.pdf) and <https://www.cmu.edu/es/docs/standard-times-summer.pdf>

## Undergraduate Moratorium Policy

Departments cannot schedule undergraduate courses to meet between 4:50 and 6:50p.m. per the Undergraduate Course Meeting policy listed at [www.cmu.edu/policies/student-and-student-life/ug-course-meeting.html](http://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 4:50 p.m. and 6:50 p.m.
- Extra class time beyond those regularly scheduled must take place either before 4:50 p.m. or after 6:50 p.m.

If your department is considering offering undergraduate course sections (course level 100-500) during the moratorium period beginning at 4:50 p.m. and 6:50 p.m., approval must be given each semester by the University Registrar at [jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu) prior to adding the course into S3.

## 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. Refer to the ES faculty/staff website under course scheduling and classrooms:

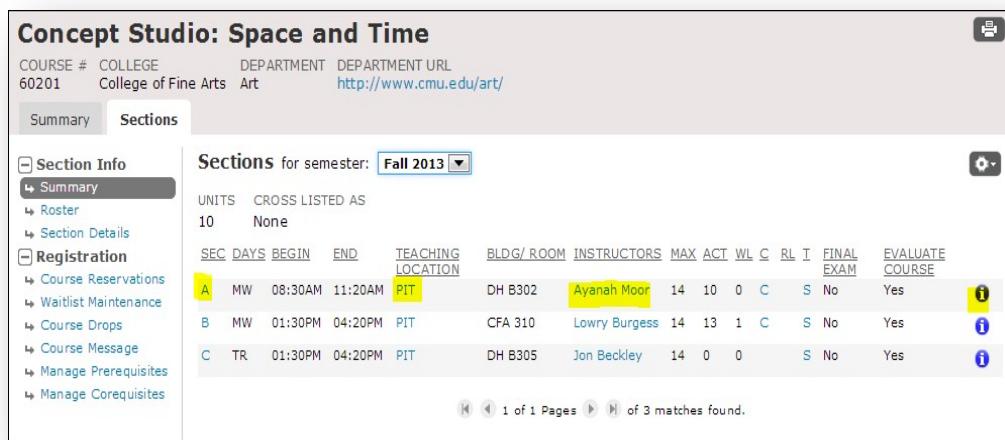
[www.cmu.edu/es/docs/scheduling-timeline-fall-spring.pdf](http://www.cmu.edu/es/docs/scheduling-timeline-fall-spring.pdf) and  
<https://www.cmu.edu/es/docs/scheduling-timeline-summer.pdf>

## S3: 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  will display the special reservation and/or special title of the section.



The screenshot shows the Concept Studio: Space and Time software interface. At the top, it displays the course information: COURSE # COLLEGE DEPARTMENT DEPARTMENT URL, with values 60201 College of Fine Arts Art and http://www.cmu.edu/art/. Below this, there are two tabs: 'Summary' (selected) and 'Sections'. The 'Sections' tab is active, showing a table of sections for the Fall 2013 semester. The table has columns for SEC, DAYS, BEGIN, END, TEACHING LOCATION, BLDG/ ROOM, INSTRUCTORS, MAX ACT WL C RL I FINAL EXAM, and EVALUATE COURSE. There are three sections listed:

SEC	DAYS	BEGIN	END	TEACHING LOCATION	BLDG/ ROOM	INSTRUCTORS	MAX ACT	WL	C	RL	I	FINAL EXAM	EVALUATE COURSE	
A	MW	08:30AM	11:20AM	PIT	DH B302	Ayanah Moor	14	10	0	C	S	No	Yes	
B	MW	01:30PM	04:20PM	PIT	CFA 310	Lowry Burgess	14	13	1	C	S	No	Yes	
C	TR	01:30PM	04:20PM	PIT	DH B305	Jon Beckley	14	0	0		S	No	Yes	

At the bottom of the table, it says '1 of 1 Pages' and 'of 3 matches found.'

## 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.



COLLEGE DEPARTMENT DEPARTMENT URL  
Dietrich College of H&SS History <http://www.history.cmu.edu>

Summary Sections

Section Info

- ↳ Summary
- ↳ Roster
- ↳ Section Details

Registration

- ↳ Course Reservations
- ↳ Waitlist Maintenance
- ↳ Course Drops
- ↳ Course Message
- ↳ Manage Prerequisites

Sections for semester: Fall 1998

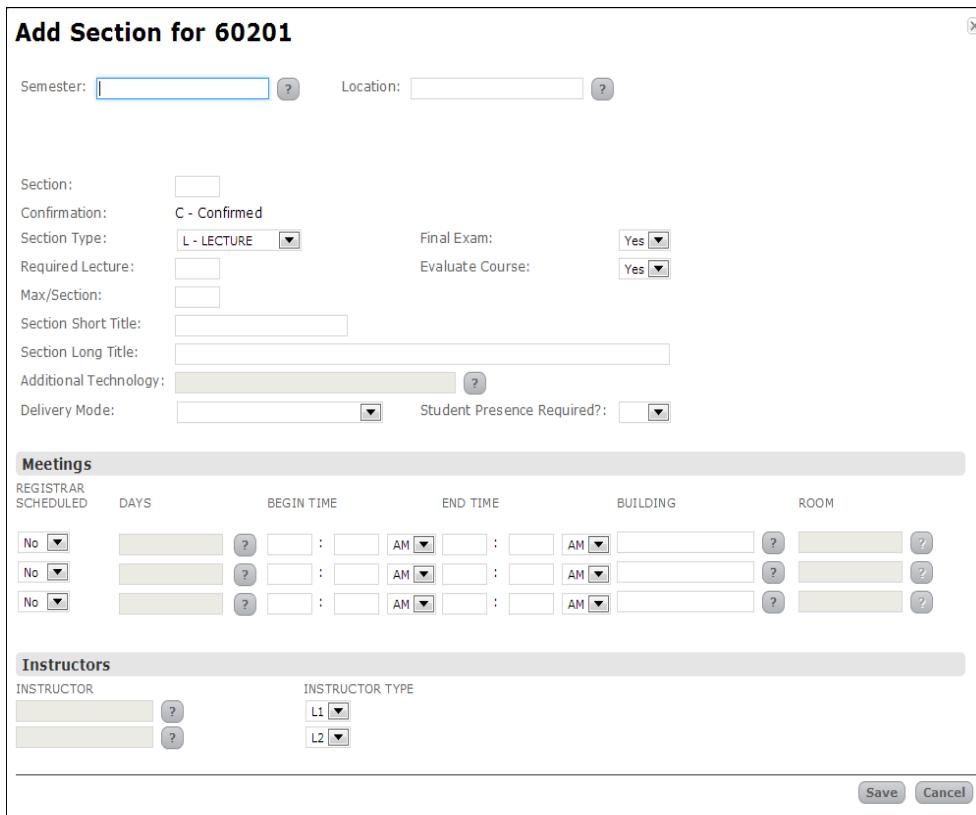
UNITS CROSS-LIST  
9 None

SEC	DAYS	BEGIN	END	TEACHING LOCATION	BLDG/ ROOM	INSTRUCTORS	MAX	ACT	WL	C	RL	I	FINAL EXAM	EVALUATE COURSE
A1				PIT			0	0	0	L	No	Yes		

1 of 1 Pages of only 1 match found.

Add Section

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

Semester:  Location:

Section:

Confirmation: C - Confirmed

Section Type: L - LECTURE Final Exam: Yes

Required Lecture:  Evaluate Course: Yes

Max/Section:

Section Short Title:

Section Long Title:

Additional Technology:

Delivery Mode:  Student Presence Required?:

**Meetings**

REGISTRAR SCHEDULED	DAYS	BEGIN TIME	END TIME	BUILDING	ROOM
No					
No					
No					

**Instructors**

INSTRUCTOR	INSTRUCTOR TYPE
	L1
	L2

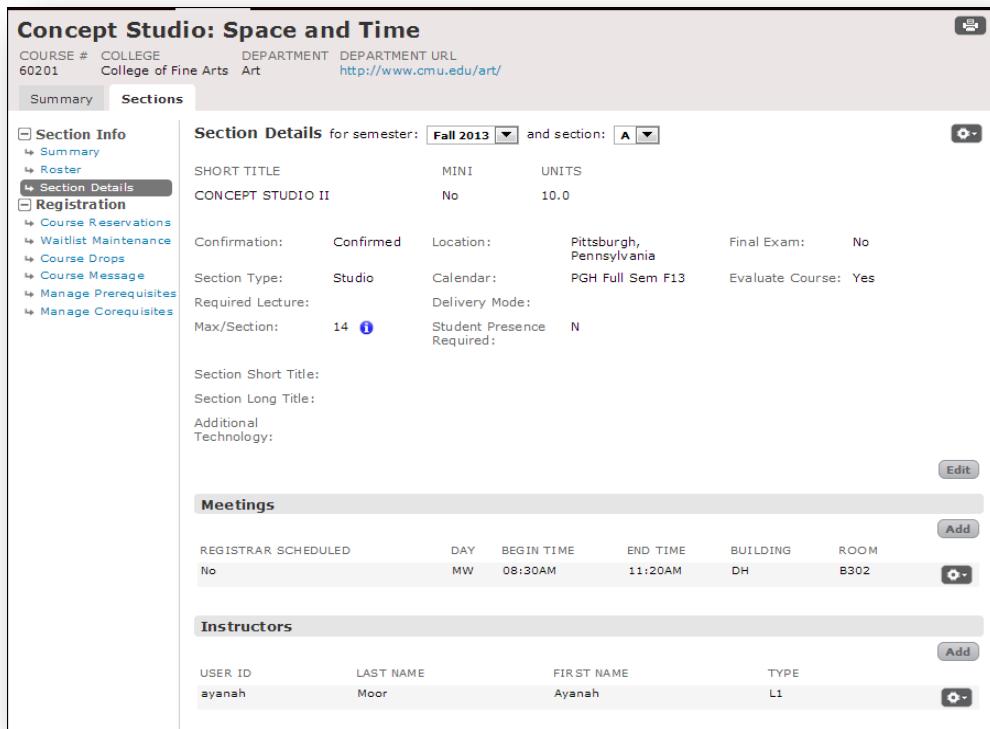
Save Cancel

## 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  located 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 (FCE) 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



The screenshot shows the 'Concept Studio: Space and Time' application interface. The top navigation bar includes 'COURSE #', 'COLLEGE', 'DEPARTMENT', and 'DEPARTMENT URL'. Below the navigation, there are two tabs: 'Summary' and 'Sections', with 'Sections' being the active tab. On the left, a sidebar menu lists sections like 'Section Info', 'Section Details' (which is currently selected), 'Registration', and 'Meetings'. The main content area is titled 'Section Details' for semester 'Fall 2013' and section 'A'. It contains fields for 'SHORT TITLE' (CONCEPT STUDIO II), 'MINI' (No), 'UNITS' (10.0), 'Confirmation' (Confirmed), 'Location' (Pittsburgh, Pennsylvania), 'Final Exam' (No), 'Section Type' (Studio), 'Calendar' (PGH Full Sem F13), 'Evaluate Course' (Yes), 'Required Lecture' (Delivery Mode), 'Max/Section' (14), 'Student Presence' (N), and 'Required'. Below this, there are fields for 'Section Short Title', 'Section Long Title', and 'Additional Technology'. At the bottom, there are sections for 'Meetings' (with a table showing REGISTRAR SCHEDULED: No, DAY: MW, BEGIN TIME: 08:30AM, END TIME: 11:20AM, BUILDING: DH, ROOM: B302) and 'Instructors' (with a table showing USER ID: ayannah, LAST NAME: Moor, FIRST NAME: Ayanah, TYPE: L1).

Both 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. When you are building the schedule of classes before the deadline, chose 'not offered' so the section will not display. After the schedule of classes is posted, opt 'cancel' to display 'section cancelled' on the Schedule of Classes.

- **Section Type** describes what **kind** of instruction is occurring for the course. The section type should align with the course profile and any specialized space in some instances. The section type also supports the Office of the Provost budget allocation model. Starting Fall 2020, additional section types were created to reflect the following:

<b>L</b>	<b>Lecture</b>	Section is predominantly in lecture format for numeric sections (1,11, 2) and/or a section that is taught lecture style such as the instructor is standing in front of class and teaching.
<b>R</b>	<b>Review-Discussion (replaces Recitation)</b>	Section is predominantly review of lecture material and/or discussion of lecture material. There <b>must</b> be a numeric lecture for any review-discussion type. The alpha section must be tied to a numeric section in all cases.
<b>M</b>	<b>Media-Software Lab</b>	Section is predominantly held in a computer lab or media lab where specific software is required and/or media is created using a graphical printer.
<b>E</b>	<b>Special Equipment Lab</b>	Section is held predominantly in specialized material lab settings with specialized equipment such as biology lab, chemistry lab, or physic lab.
<b>S</b>	<b>Studio</b>	Section is held predominantly in a studio such as fine arts studio (i.e., music, dance, art, design, architecture, etc.). If a course is a studio with media lab components, it would be to the college's benefit to code them as studios.
<b>C</b>	<b>Colloquium-Seminar</b>	Section is specifically for a colloquium or seminar teaching format such as graduate seminars.
<b>I</b>	<b>Internship-Study Abroad</b>	Section is an internship, study abroad, co-op and generally sections where the student is off campus.
<b>T</b>	<b>Independent Study</b>	Section is specifically for independent study or research courses. Generally, courses do not meet or listed as TBA in some cases.

When offering a lecture as a numeric section (example: 1, 2), the letter sections (A, B, etc.) under that numeric lecture will force either an **R** - Review/Discussion; **M** - Media/Software Lab or **E** - Special Equipment Lab section type. These section types can only be recognized under an overall given lecture. However, there are some cases when section types, except for R-Review/Discussion, standalone from a required lecture.

Section types must be correct for the budget allocation that occurs June 1<sup>st</sup> each year. SDW-Tableau provides a report to check section types. For issues with setting the appropriate section types (in the case of tying or untying to a lecture), please contact [courses@andrew.cmu.edu](mailto: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 additional lecture/sections at all.

<u>SEC</u>	<u> DAYS</u>	<u>BEGIN</u>	<u>END</u>	<u>TEACHING LOCATION</u>	<u>BLDG/ ROOM</u>	<u>INSTRUCTORS</u>	<u>MAX</u>	<u>ACT</u>	<u>WL</u>	<u>C</u>	<u>RL</u>	<u>I</u>
A	MWF	08:30AM	09:20AM	PIT	WEH 8427	Peter Mayshle	19	19	0	C	L	
AB	MWF	09:30AM	10:20AM	PIT	PH A19A	Peter Mayshle	19	20	0	C	L	
AC	MWF	10:30AM	11:20AM	PIT	WEH 8427	Calvin Pollak	19	17	0	C	L	
AD	MWF	10:30AM	11:20AM	PIT	PH 125B	Kevin Haworth	19	18	0	C	L	
B	MWF	11:30AM	12:20PM	PIT	WEH 5320	Sarah Hancock	19	19	0	C	L	
BB	MWF	11:30AM	12:20PM	PIT	WEH 8427	Kevin Haworth	19	19	0	C	L	

- When a required lecture (RL) displays a number, this means there is a tie with another section so it must partner with another section. For example, when a student registers for non-numeric section, the lecture will be added. If offering a numeric course lecture (section = 1) with recitations or labs (A, B, C, D) the section type must be L to indicate lecture only. The section type should be marked R or E or M for the non-numeric sections (sections A, B, C, D) See this sample. RL is the Required Lecture column.

<u>SEC</u>	<u> DAYS</u>	<u>BEGIN</u>	<u>END</u>	<u>TEACHING LOCATION</u>	<u>BLDG/ ROOM</u>	<u>INSTRUCTORS</u>	<u>MAX</u>	<u>ACT</u>	<u>WL</u>	<u>C</u>	<u>RL</u>	<u>I</u>
1	MWF	09:05AM	09:55AM	PIT	HH B103	Clive Newstead	84	84	0	C	1	L
A	TR	11:15AM	12:05PM	PIT	GHC 4102	Eric Wang	30	32	0	C	1	R
B	TR	01:25PM	02:15PM	PIT	GHC 4301	Dong Min Hwang	30	30	7	C	1	R
C	TR	03:35PM	04:25PM	PIT	DH 2105	Robert Trosten	22	22	5	C	1	R
2	MWF	10:10AM	11:00AM	PIT	DH 2302	Clive Newstead	90	94	0	C	2	L
D	TR	10:10AM	11:00AM	PIT	WEH 5302	Jeremy Beard	30	30	3	C	2	R
E	TR	12:20PM	01:10PM	PIT	GHC 5222	Benjamin Ingimarson	30	35	6	C	2	R
F	TR	02:30PM	03:20PM	PIT	WEH 5302	Alisha Grover	30	29	5	C	2	R
3	MWF	12:20PM	01:10PM	PIT	HH B131	Irina Gheorghiciuc	84	81	0	C	3	L
G	TR	09:05AM	09:55AM	PIT	WEH 4625	Eric Wang	30	30	0	C	3	R
H	TR	11:15AM	12:05PM	PIT	WEH 8220	Divyaansh Sinha	30	28	0	C	3	R
I	TR	01:25PM	02:15PM	PIT	WEH 8220	Braden Yates	19	23	0	C	3	R

- 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 Max/Section:  will display the past enrollment. Use past enrollment to set the max/section being mindful of courses with large drop rates. Please do not set the max/section to a preferred space capacity. The University Registrar's office will review max sizes against your past enrollments to assign a correct space.
  - The screen will validate and compare max vs. the requested classroom to make sure the room can accommodate the max size.
  - It will also sum tied section maxes and compare it to the lecture max and error if the lecture max size is too small.
  - In the case of cross-listed course-sections, the max size will be summed with the other cross-listed course-section(s) when the course/section is asking for a centrally controlled teaching space. It will not sum sections for a department owned space.
  - 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.) 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 assigned calendar for that course-section. A calendar is defined by the location (i.e., Pittsburgh, Silicon Valley, Doha, etc.), by college (Tepper or Heinz or general), by semester (full or mini semester) and/or by course level (PhD). And that calendar drives the timeline to add, drop, course withdrawal. For example, there is a doctoral calendar for Ph.D. course sections. This allows PhDs to have later dates to drop and withdraw. Or a calendar for mini sections where add/drop/withdrawal with shorter timeframes. **It's important to review the calendar assigned for each course-section.** Please email [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) should the calendar need to be corrected.
- **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 and instructions to update this information once the semester begins.
- **Evaluate Course** determines if a Faculty Course Evaluations (FCEs) will be deployed for this course/section. 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 and instructions to update this information once the semester begins.
- **Section Short Title** and **Section Long Title** (*not required*) are like sub-titles for just the section (not the course). These fields are often blank. The section titles are often used for "special topic" courses, where *each section* has a different topic. There is one main course title, but each section can have its own unique section long and short title based on course content. The course long title will be accompanied by the section long title using a colon to indicate the sub- title. The transcript will display the section short title trumping the course title. Enter the section short title (max. 20 characters) and the section long title (max. 80 characters). *If your department does not use section titles, skip these fields.*

In the next example 18819 has a course title of Special Topics in Applied Physics. Each offered section has an additional sub-title specific for each section. Note: Section titles should not match the course title.

**18819 - Special Topics in Applied Physics**

COLLEGE DEPARTMENT DEPARTMENT URL  
Carnegie Institute of Technology Electrical & Computer Engineering <http://www.ece.cmu.edu/>

Summary Sections

Section Details for semester: Fall 2022 and section: C

SHORT TITLE	MINI	UNITS
SP TP APPLIED PHYSIC	No	12.0
Confirmation:	Confirmed	Location: Pittsburgh, Pennsylvania
Section Type:	Lecture	Calendar: Pgh Fall Full F22
Required Lecture:		Delivery Mode: In-person Expectation
Max/Section:	20	Student Presence Y Required:
Section Short Title:	NONLINR OP & PHOTON	
Section Long Title:	Nonlinear Optics and Photonics	

The Schedule of Classes will display the course long title for 18819 as Special Topics in Applied Physics as well as the section long title using a colon between the titles.

18819	Special Topics in Applied Physics	12	C	TR	01:25PM	02:45PM	Pittsburgh, Pennsylvania	DH 1117	In-person Expectation
	: Nonlinear Optics and Photonics								
	: Elements of Quantum Communications and Networks		E	TR	07:00PM	08:50PM	Pittsburgh, Pennsylvania	GHC 4211	In-person Expectation
	: Introduction to Quantum Computing		F	MW	04:40PM	06:30PM	Pittsburgh, Pennsylvania	TEP 2701	In-person Expectation

**Avoid** duplicate course & section titles. A section title should not match the main course title as noted below.

**16385 - Computer Vision**

COLLEGE DEPARTMENT DEPARTMENT URL  
School of Computer Science Robotics <http://www.ri.cmu.edu/>

Summary Sections

Section Details for semester: Fall 2022 and section: A

SHORT TITLE	MINI	UNITS
COMPUTER VISION	No	12.0
Confirmation:	Confirmed	Location: Pittsburgh, Pennsylvania
Section Type:	Lecture	Calendar: Pgh Fall Full F22
Required Lecture:		Delivery Mode: In-person Expectation
Max/Section:	64	Student Presence Y Required:
Section Short Title:	COMPUTER VISION	
Section Long Title:	Computer Vision	

- **Additional Technology** is an **important indicator** for instructor preferences such as boards, seating, media needs such as video conferencing, and instructor space accommodations. Select the  to display a list of Additional Technology or information specific to this section.

Additional Technology Preferences	
0	Core/Required Course
4	Single Large Projection Screen
6	Sliding Chalkboards
7	Whiteboard Preference
8	Chalkboard Preference
11	Dual Projection Screens
22	Tables and Chairs
25	Cart Demonstrations
26	Adjacent computer labs
36	Video Conferencing Required
70	Instructor Accommodation
80	Computer Lab: Linux OS
82	Computer Lab: Windows OS
84	Computer Lab: Mac OS

**Action:**

1. Please indicate core/required courses for your program using code 00.
  2. Please be diligent in asking faculty what preferences are required for their course- sections. This can impact the classroom assignment in addition to media technology services.
  3. Computer lab requests must indicate 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. Please reference [www.cmu.edu/hub/course-modality/#deliverymodes](http://www.cmu.edu/hub/course-modality/#deliverymodes) for more information. There are seven course delivery modes, effective spring 2023:
    - **IPE (In person expected):** Delivered in-person (such as in a classroom). Students are expected to be in the classroom during the course's scheduled meeting time. Expect in-person engagement unless short-term illness or required quarantine prevents attendance. Students intended to be remote in Spring 2023 cannot register for these sections. Student presence flag = Y
    - **PER (In person expected (rotation):** Delivered in-person (such as in a classroom) with students attending on a rotating basis. When "off rotation," students do asynchronous coursework (i.e., watch a video, read/review material); they **do not** attend synchronously via Zoom. Student presence flag = Y
    - **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. Reserved for courses where classroom facilities are required. These sections are designed for dedicated spaces (e.g., labs, studios). Student presence flag = Y
    - **REO (Remote Only):** Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time. These sections meet only remotely, with no in-person on-campus component. Due to new regulations going into effect July 2021, REO sections must have a written plan for regular and substantive engagement between faculty and students. A course may have a REO lecture section and IPE recitation section, which are coded separately at the section level. Student presence flag = Y or N (based upon faculty preference)
    - **IPR – In Person Plus 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. Student presence flag = Y

- **IRR - In Person (Rotation) + Remote:** Uses a combined approach of remote technology and rotating in-person attendance (i.e., if a course meets on MW, some attend in-person on M and remotely on W, 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. This modality involves synchronous in-person & remote engagement. Student presence flag = Y
- **IPT - In Person + Technology:** Delivered in a classroom via synchronous technology while the instructor is at a different teaching location. Students are expected to be in the classroom during the course's scheduled meeting time. IPT courses meet the criteria to be considered in-person for international students to align with immigration regulations and remote to align with federal financial aid requirements.
- **Student Presence Required** informs the university about whether the student needs to be present for course instruction. The data is indicated by "Y" or "N" (Yes or No). There are some federal compliance guidelines for students who are international and/or receiving federal financial aid.
  - **Rules:**
    - If the delivery mode has any in-person delivery, S3 will default it to **Yes**.
    - If the delivery mode is REO defaults to **either** Yes or No (based upon faculty preference)
    - If the instructor wishes to move to any in-person status, please change to Yes.

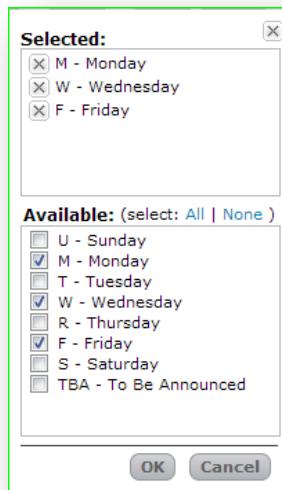
## S3 Course: Sections: Section Details: Meetings

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

Meetings						Add
REGISTRAR SCHEDULED	DAY	BEGIN TIME	END TIME	BUILDING	ROOM	
Yes	M	10:00AM	10:50AM	WEH	5302	

- **Registrar Scheduled** specifies whether the University Registrar's Office (URO) schedules a classroom. If requesting a URO classroom or computer lab, select Y. If using a non-URO room (aka department space), select N.

- **Meeting days** are entered using the  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.

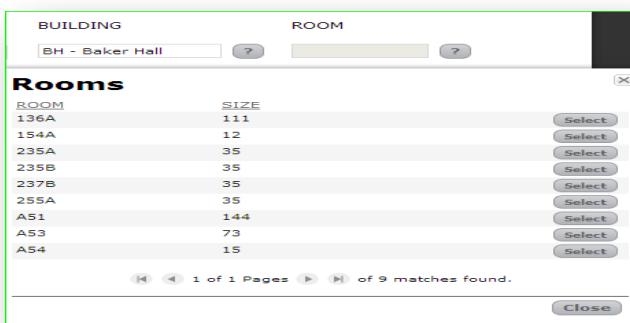


**Important:** Departments must adhere to the standard time guidelines for courses meeting with a day combination and time. Refer to the ES faculty/staff website under course scheduling and classrooms. Note: Summer session follows a different standard time schedule.

[www.cmu.edu/es/docs/standard-times-fall-spring.pdf](http://www.cmu.edu/es/docs/standard-times-fall-spring.pdf)

[www.cmu.edu/es/docs/standard-times-summer.pdf](http://www.cmu.edu/es/docs/standard-times-summer.pdf)

- Enter the **Begin Time** by selecting the correct AM/PM option.
- Enter the **End Time** by selecting the correct AM/PM option.
- Specify the **Building** by clicking the question mark icon and selecting from the dropdown. Upon selecting a building, only rooms that are recognized by S3 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/section.

**Notes:**

When requesting a centrally controlled space (Registrar Schedule =Yes)

- Departments do not necessarily need to request a building or room at all. These fields can be left blank, and our office will find a teaching space Note: if the bldg/room field is blank, the max may not be permit updating since a blank room is listed as 0 capacity. To correct this, enter a meeting bldg/room; save – update the max; save and then remove the bldg/room back to blank if desired.
- Entering a building/room will not guarantee that specific room will be assigned
- Computer lab requests are part of the centrally controlled spaces (Registrar schedule=Yes).
- Computer lab requests MUST indicate an operating system (Mac/Windows or Linux) located in the additional technology field in the S3 section details. It is preferred that a computer lab bldg/room is entered in S3. There is no need to reserve space in 25live.

When requesting a department-controlled space (Registrar Schedule = No)

- The space must be approved by that scheduling official and conflict free
- If S3 does not list the building and room, send e-mail to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu).
- If the building/room is listed as TBA or DNM, it is not the responsibility of the URO to assign a space. It is assumed that the course does not meet (DNM) or will meet in a faculty office or space that is NOT centrally controlled (TBA). It is best to understand the instructor intention when they list TBA.

**Tip:** The gear tool  allows you to update or delete meeting information. All meeting fields are validated. If updating the meeting information causes errors, it is advised to delete the meeting row first and then add a new meeting row with correct information.

## S3 Course: Sections: Section Details: Instructors

The **instructor screen** displays/requests the following fields such as User ID (aka Andrew ID), Last name, First name and Type.

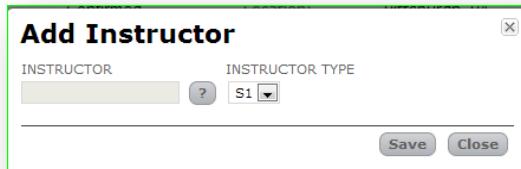
Instructors				Add
User ID	Last Name	First Name	Type	
dga2	Andersen	David	R1	
bpr	Railing	Brian	R4	
zweinber	Weinberg	Zachary	R2	

**We require all instructors to be updated in S3 before the start of classes each semester!** It is very important that accurate instructor information is entered to ensure access to course rosters, canvas access and electronic grading. Instructor information also assists with course evaluations (FCE), final exams, cross-listing validation, and communications.

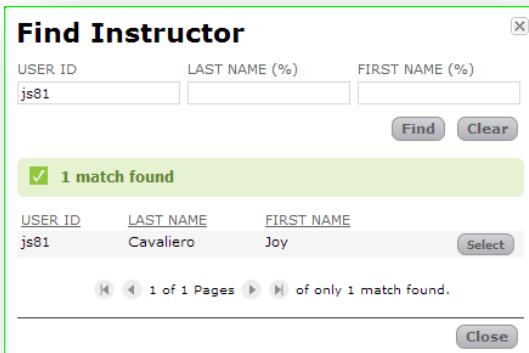
Please do not include Teaching Assistants (TAs) as teaching faculty. TAs should only be listed as teaching faculty if they are graduate students teaching their own courses.

**To add an instructor:**

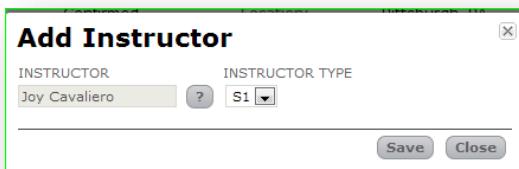
1. Choose Add and select the  to bring up the Find Instructor screen.



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 students t, 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.



3. The name will populate in the instructor category.



4. Select the instructor type. The instructor type is really the order of the listed instructors on the schedule of classes. It really doesn't matter the letter since that letter stems from the section type, but rather the numeral. For instance, Sakr is T1, Nyberg is T2 and Oflazer is T3.

## Instructors

USER ID	LAST NAME	FIRST NAME	TYPE
en09	Nyberg	Eric	T2
ko	Oflazer	Kemal	T3
msakr	Sakr	Majd	T1

The schedule of classes will list the instructors by numeric order.

11637	Foundations of Computational Data Science	12	A	TBA	TBA	TBA	Pittsburgh, Pennsylvania	DNM	Remote only	Sakr, Majd Nyberg, Eric Oflazer, Kemal
-------	---	----	---	-----	-----	-----	--------------------------	-----	-------------	--

5. 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.

Departments can add the instructor to the course/section on S3 by their name or user id (Andrew ID). Once the new instructor is added to S3, the instructor can access to FIO (Faculty Information Online).

There are a handful of instructors that **may not be included** in the feed if their Workday job profile is not listed as faculty (for example, a researcher, sponsored id, staff). 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](mailto:courses@andrew.cmu.edu). Include the instructor's full name, Andrew User ID ([xxx@andrew.cmu.edu](mailto:xxx@andrew.cmu.edu)) and a screenshot of the directory information found at this link <https://directory.andrew.cmu.edu>. Our office will request a manual add to S3 and respond to the department when this is complete.

## 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, building/room, instructor(s), catalog descriptions in each listing, and course prerequisites. A cross-listed course can occur between locations; the difference may be the time zone (time and 26ldg./room).

Cross-Lists			
<u>HOME COURSE</u>	<u>HOME SECTION</u>	<u>CROSS-LIST COURSE</u>	<u>CROSS-LIST SECTION</u>
11485 - Introduction to Deep Learning	A	11685 - Introduction to Deep Learning	A
11485 - Introduction to Deep Learning	A	11785 - Introduction to Deep Learning	A
11485 - Introduction to Deep Learning	A	18786 - Introduction to Deep Learning	A

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 within the same location.

In cases in which there are multiple sections, those sections must be identified per course. 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 information. 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 the **Registrar: 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.

Course Cross-List Maintenance					
SEMESTER	COURSE # (%)	LONG TITLE (%)	COLLEGE	DEPARTMENT	
S23 - Spring 2023	14%				
S23 - Spring 2023	14%				
S23 - Spring 2023	14782 - Information Security Risk Management I	A3	Confirmed	95755 - Information Security Risk Management I	A3
S23 - Spring 2023	14782 - Information Security Risk Management I	A3	Confirmed	95455 - Information Security Risk Management I	A3
S23 - Spring 2023	95757 - Information Security Policy & Management	A4	Confirmed	14788 - Information Security Policy and Management	A4

3 matches found

( ) 1 of 1 Pages ( ) of 3 matches found.

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.

**Update Cross-List Set**

Semester: F19 - Fall 2019

HOME COURSE # 11492	SECTION A	Speech Processing
CROSS-LIST COURSE # 11792	SECTION A	Intelligent Information Systems Project <b>Sections do not share meeting times.</b>

**Save** **Cancel**

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.



**Add New Cross-List Set**

Semester: F19 - Fall 2019

HOME COURSE # 14832	SECTION	Cyber Forensics Capstone
CROSS-LIST COURSE #	SECTION	

**Save** **Cancel**

Once you have added all 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 [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu).

## Cross List Max Size vs the Room Cap Validation

S3 now validates on the max size for each cross-listed course in a cross-list set that will display on both on the course section details screen and under the registration screen. This function will combine the total max size of the each cross-listed course-section AND prevent cross-listed departments from overbooking a teaching space.

An error banner will appear on the page should the max size be overbooked.

Example:

- 10301 and 10601 are cross listed.
- 10301/10601 was assigned MI Mellon that seats 290 (cap).
- The department needs to divvy up the max sizes for each course to not exceed the cap size of 290.
- 10301 set a max size of 70; 10601 set a max of 220
- Combining the max sizes for each course equals to the room cap of 290 in this example. No error message would appear in this case because the max sizes equal the cap of the space.
- Note: Max sizes do not have to be set to equal the room cap. Max sizes should either equal the cap of the space or set to less than the cap of the space.

**Course Reservations** for semester:  and section:

UNITS TYPE CROSS-LIST

12.0	L	10601 A - Introduction to Machine Learning (Master's), 10301 A - Introduction to Machine Learning (Undergrad)							
MINI	REQ SECTION	DAY	BEGIN	END	BLDG	ROOM	ALLOCATE SEATS	SPECIAL PERMISSION	CAP
No		MWF	10:10AM	11:30AM	MI	MELLON	Yes	No	290
								MAX	70
								ACTUAL	44

**Course Reservations** for semester:  and section:

UNITS TYPE CROSS-LIST

12.0	L	10301 A - Introduction to Machine Learning (Undergrad), 10601 A - Introduction to Machine Learning (Master's)							
MINI	REQ SECTION	DAY	BEGIN	END	BLDG	ROOM	ALLOCATE SEATS	SPECIAL PERMISSION	CAP
No		MWF	10:10AM	11:30AM	MI	MELLON	Yes	No	290
								MAX	220
								ACTUAL	177

### For your action before registration week:

Please review your cross-listed course sections and divvy up your max sizes so the total of all max sizes either less than or equal to the assigned teaching space cap.

Cross-listing overbooks can occur in both centrally controlled and department-controlled spaces.

If you find an overbooking, please send email to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) so we can help resolve.

# Scheduling Actions Not Available in S3

## Back-to-Back Courses

We are no longer scheduling back-to-back courses. The University Registrar's Office does not automatically check for back-to-back courses, nor can we guarantee back-to-back space assignments. Back-to-back course assignments are very timely to arrange within other scheduling constraints.

## Faculty with special accommodations

On advice from Human Resources, please indicate any instructor/faculty who needs teaching space accommodations. Please enter code 70 in the additional technology field in the section details screen. In addition, you will need to email that specific accommodation (physical access to the learning space, chalk sensitivity/allergy, etc.) to [courses@andrew.cmu.edu](mailto:courses@andrew.cmu.edu) with the subject line "S23 Faculty Accommodation" so that our scheduling team can appropriately work on the space assignment.

## Course URL Changes

Course URL can be updated by departments on the course summary screen.

## Department URL Changes

Should the URL for your department change, please send any changes to [courses@andrew.cmu.edu](mailto: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](mailto: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

## Resources

Within SDW via **Tableau**, 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. Remember that SDW loads nightly, so changes made today will not reflect until tomorrow.

CRNS.	COLLE.	DEPART.	COURSE TITLE	DESCRIPTION	SECTIO.	REQU.	UNIT	SEMESTER	
								P22	All
599	Carina	CC381	Construction Planning	599	A	Null	9.00		
	All	Allegheny	CC311 Environmental Science	No course descriptio.	A	Null	9.00		
	All	Yung	CC312 Environmental Science	No course descriptio.	A	Null	9.00		
	All	Smith E.	CC382 Introduction to Astro	No course descriptio.	A	Null	9.00		
	All	Coronato	CC381 Planetary Atm 1 [P]	No course descriptio.	A	Null	27.00		
	All	McCle	CC333 20th-Century World His	No course descriptio.	A	Null	9.00		
	All	geroff All	CC384 Earth Science [GARTH]	No course descriptio.	A	Null	9.00		
	All	eghe	CC385 partB AETHNology	No description. Plea.	A	Null	9.00		
	All	SC399	Algiers Fundamentals	599	A	Null	27.00		
	All	SC399	EDUC PSYCHOLOGY DE	No course descriptio.	A	Null	9.00		
	All	CC310	CC310	No course descriptio.	A	Null	9.00		
	All	CC310	Percept Perception [P]	599	A	Null	9.00		
	All	CC398	Intermediate Algiers L	599	A	Null	27.00		
	All	CC466	Community College of Allegheny County [CCA]	No course descriptio.	B	Null	varies		
	Carlton	CA265	Seminar in Poetry Wk 1	No course descriptio.	A	Null	9.00		
	University	CA266	WCW Seminar in Poet	No course descriptio.	A	Null	9.00		
	Ty	CA9.W	Carlton University Crea	No course descriptio.	A	Null	varies		
	Archite	40025	Architectural Design I: Pr	No course descriptio.	A	Null	3.00		
	Archite	40025	Architectural Design I: Sp	This course serves a	A	Null	3.00		
	Archite	40120	Architectura Design	All the first	S	S	27.00		
	Archite	Studies: Painting Studio 2	architectural design	studio scenes, the	S	S	27.00		
	Archite	ARCH DESIGN STUDIO	Painting 2 studio	Painting 2 studio	S	S	27.00		
	Archite	40120	Architectura Design	studios scenes a	D	S	27.00		
	Archite	40120	Studies: Painting Studio 2	Painting 2 studio	E	S	27.00		
	Archite	40120	Architectura Design	studios scenes a	F	S	27.00		

### Schedule of Classes Report ★ ...

Generates the schedule of classes, much like SOC, for a given semester; It can be limited by

## Instructor Teaching Space Information

<https://www.cmu.edu/es/course-and-classroom/classroom-policies.html>

Updated each semester, this page contains important information and best practices for instructors, including overviews of building and teaching space door access, classroom capacity, audio and video recording equipment and policies, available classroom supplies, and general classroom etiquette.

## Board Supplies

Phone: (412) 268-2036

Email: [cleanit@andrew.cmu.edu](mailto:cleanit@andrew.cmu.edu)

## Repairs

Phone: (412) 268-2910

Email: [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)

## Audio & Video Equipment

Phone: (412) 268-8855

Email: [mediatech@cmu.edu](mailto:mediatech@cmu.edu)