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.

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 **Student: Student Registration screen - Add Course** function.
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.

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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>000-009</td>
<td>Placeholder or advanced placement credit</td>
</tr>
<tr>
<td>100-199</td>
<td>First Year level courses</td>
</tr>
<tr>
<td>200-299</td>
<td>Sophomore level courses</td>
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<tr>
<td>300-399</td>
<td>Junior level courses</td>
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<tr>
<td>400-499</td>
<td>Senior level courses</td>
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<tr>
<td>500-599</td>
<td>Senior level courses</td>
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<tr>
<td>600-699</td>
<td>Graduate level courses</td>
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<tr>
<td>700-799</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td>800-899</td>
<td>Graduate level courses</td>
</tr>
<tr>
<td>900-999</td>
<td>Either Graduate and/or Doctoral level courses</td>
</tr>
</tbody>
</table>

### Rules for Course Numbering

1. An existing course number can **NEVER** be deleted. Course numbers may have enrollments in a
   past semester.
2. Departments can add a new course number on S3 at any time 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**.

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.

**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. 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 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.

- **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
    - 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). 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.
- **Repeateable** 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 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. Because the long title of a course was not stored each semester historically before spring 2016, this can cause some confusion when viewing past Schedule of Classes. Only the short title was the historically stored each semester. 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 both fall 2013 and fall 2014 and then for fall 2015. However, the long title reflects the last inputted long title and will not match the short title.

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.

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.
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 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.

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

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:


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:

- 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 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)
- [https://www.cmu.edu/es/docs/scheduling-timeline-summer.pdf](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 ![link](http://cmu.edu) will display the special reservation and/or special title of the section.

![Concept Studio: Space and Time](http://www.cmu.edu/art/)

**Sections for semester: Fall 2013**

| Course | College | Department | College of Fine Arts | Department | DEPARTMENT URL | http://www.cmu.edu/art/
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<tbody>
<tr>
<td>10201</td>
<td></td>
<td>Art</td>
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<tr>
<td></td>
<td>Summary</td>
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<tr>
<td></td>
<td>Section Info</td>
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</tbody>
</table>

1 of 1 Pages 0 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.

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:
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

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:

<table>
<thead>
<tr>
<th>Section Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>R Review-Discussion</td>
<td>Section is predominantly review of lecture material and/or discussion of lecture material. There must be a numeric lecture for any review-discussion type. The alpha section must be tied to a numeric section in all cases.</td>
</tr>
<tr>
<td>M Media-Software Lab</td>
<td>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.</td>
</tr>
<tr>
<td>E Special Equipment Lab</td>
<td>Section is held predominantly in specialized material lab settings with specialized equipment such as biology lab, chemistry lab, or physic lab.</td>
</tr>
<tr>
<td>S Studio</td>
<td>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.</td>
</tr>
<tr>
<td>C Colloquium-Seminar</td>
<td>Section is specifically for a colloquium or seminar teaching format such as graduate seminars.</td>
</tr>
<tr>
<td>I Internship-Study Abroad</td>
<td>Section is an internship, study abroad, co-op and generally sections where the student is off campus.</td>
</tr>
<tr>
<td>T Independent Study</td>
<td>Section is specifically for independent study or research courses. Generally, courses do not meet or listed as TBA in some cases.</td>
</tr>
</tbody>
</table>

- 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 1st 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.

- **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 sections at all.
- When a required lecture (RL) displays a number, it must partner with another section. When a student registers for non-numeric section, the lecture will be added. 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 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.

- **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 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 preferred space capacity. The University Registrar’s office will review max sizes against your past enrollments.
  - 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 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.
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.

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

- **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 button to display a list of Additional Technology or information specific to this section.
COVID-19. Please reference www.cmu.edu/hub/course-modality/#deliverymodes for more information. There are seven course delivery modes, effective spring 2023:

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core/Required Course</td>
<td>Please indicate core/required courses for your program using code 00.</td>
</tr>
<tr>
<td>Single Large Projection Screen</td>
<td>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.</td>
</tr>
<tr>
<td>Sliding Chalkboards</td>
<td>3. Computing lab requests must indicate an operating system (Mac, Windows, or Linux).</td>
</tr>
<tr>
<td>Whiteboard Preference</td>
<td>1. Please indicate core/required courses for your program using code 00.</td>
</tr>
<tr>
<td>Chalkboard Preference</td>
<td>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.</td>
</tr>
<tr>
<td>Dual Projection Screens</td>
<td>3. Computing lab requests must indicate an operating system (Mac, Windows, or Linux).</td>
</tr>
<tr>
<td>Tables and Chairs</td>
<td>1. Please indicate core/required courses for your program using code 00.</td>
</tr>
<tr>
<td>Cart Demonstrations</td>
<td>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.</td>
</tr>
<tr>
<td>Adjacent computing labs</td>
<td>3. Computing lab requests must indicate an operating system (Mac, Windows, or Linux).</td>
</tr>
<tr>
<td>Video Conferencing Required</td>
<td>1. Please indicate core/required courses for your program using code 00.</td>
</tr>
<tr>
<td>Instructor Accommodation</td>
<td>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.</td>
</tr>
<tr>
<td>Computing Lab: Linux OS</td>
<td>3. Computing lab requests must indicate an operating system (Mac, Windows, or Linux).</td>
</tr>
<tr>
<td>Computing Lab: Windows OS</td>
<td>1. Please indicate core/required courses for your program using code 00.</td>
</tr>
<tr>
<td>Computing Lab: Mac OS</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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 registrar 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
o **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

o **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.

o **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.

  o **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.

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar Scheduled</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>Begin Time</td>
<td></td>
</tr>
<tr>
<td>End Time</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td></td>
</tr>
</tbody>
</table>

- **Registrar Scheduled** specifies whether the University Registrar's Office (URO) schedules a classroom. If requesting a URO classroom or computing lab, select Y. If using a non-URO room (aka department space), select N.
Meeting days are entered using the check boxes 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
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
- Entering a building/room will not guarantee that specific room will be assigned
- Computing lab requests are part of the centrally controlled spaces (Registrar schedule=Yes).
- Computing 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 computing 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.
- 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

**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](image)

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

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. Include the instructor’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. 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 ldg./room).

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.

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 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.

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 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.

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

Resources
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

Repairs
Phone: (412) 268-2910
Email: fixit@andrew.cmu.edu

Audio & Video Equipment
Phone: (412) 268-8855
Email: mediatech@cmu.edu