JENZABAR CX

Course/ Class Schedule

User Reference

Screens and Messages

© 2000-2011, Jenzabar, Inc.
101 Huntington Avenue
Suite 2205
Boston, MA 02199
617.492.9099
www.jenzabar.net
This document is confidential and contains proprietary information. The use of this document is subject to the license agreement that governs usage of the associated software. No part of this document may be photocopied, reproduced, stored in a retrieval system, transmitted in any form or by any means, or translated into another language without the prior written consent of Jenzabar, Inc. This document may contain errors, omissions, or typographical errors and does not represent any commitment or guarantee by Jenzabar. The information herein is subject to change with or without notice. Jenzabar disclaims any liability from the use of information herein. Please refer to the most current product release notes for updated information. All rights reserved.

Trademarks and Attributions

Jenzabar, Jenzabar.com, and all related graphic logos are trademarks of Jenzabar, Inc. All other trademarks not owned by Jenzabar are used for identification purposes and are trademarks of their respective owners.

Filename: crschur

Revision History

Revision Date	Comments
March 31, 2005	Standards updates
May 15, 2006	SMO 12787 updates
June 6, 2007	CX 8.1 screen updates
July 10, 2007	SMO 12830 updates
May 13, 2008	Extracted from ugcrsch for format conversion
December 8, 2008	SMO 12852 updates
April 8, 2010	SMO 12889 updates
December 19, 2011	SMO 12863 updates

Table of Contents

How to Use This Document 1

Screens 2

- Commands 2
- General Screen Commands 2
- Add Cross-Listed Meeting Window 3
- Available Facilities Window 4
- Cancel Section Window 6
- Course Catalog Description Window 7
- Course Catalog Screen 9
- Course Concurrent Requisites Window 16
- Course Contact Hours Window 18
- Course Corequisites Window 20
- Course History Window 22
- Course Listing Window 25
- Course Objectives and Content Window 26
- Course Prerequisites Window 28
- Course Projections Window 30
- Course Requirements Description Window 32
- Course Syllabus Description Window 34
- Cross-Listed Sections Window 36
- Equivalencies Within Catalogs Window 38
- Facility Conflicts Window 40
- Facility Criteria Window 43
- Facility Listing Window 45
- Facility Maintenance Screen 46
- Facility Meeting Schedule Window 49
- Instruction Assignments Window 52
- Instruction Qualifications Window 54
- Instructor Activity Record Window 56
- Instructor Information Screen 58
- Instructor Load Window 62
- Instructor Qualifications Window 64
- Instructor Schedule Window 66
- Meeting Records for Cross-Listing Window 68
- Meeting Schedule Window 70
- Noninstruction Assignment Window 74
- Other/Alternate Address Window 76
- Other Names Window 77
- Registration Categories Window 79
- Registration Requirements Window 81
- Section Bridge Record Window 83
- Section Calendar Window 84
- Section Contact Hours Window 86
- Section Listing Window 88
- Section Record Screen 91
- Section Schedule Comments Window 99
- Section Textbooks Window 100
- Transfer Equivalencies Window 102

Reports **105**
How to Generate and Print Reports **105**
Reports for Course/Class Schedule **105**
Course/Class Reports 106
Course/Class Schedule Reports 110
Miscellaneous Reports (Course/Class Schedule Menu) 112
Other Reporting Tools **113**
Standard Reports 113
Cognos Reporting Tools 113

System Messages **114**
Message Types **114**
Status 114
Field error 114
Warning 115
Fatal error 115
Electronic Mail Messages **115**
Warning and Error Messages **116**

Index **120**

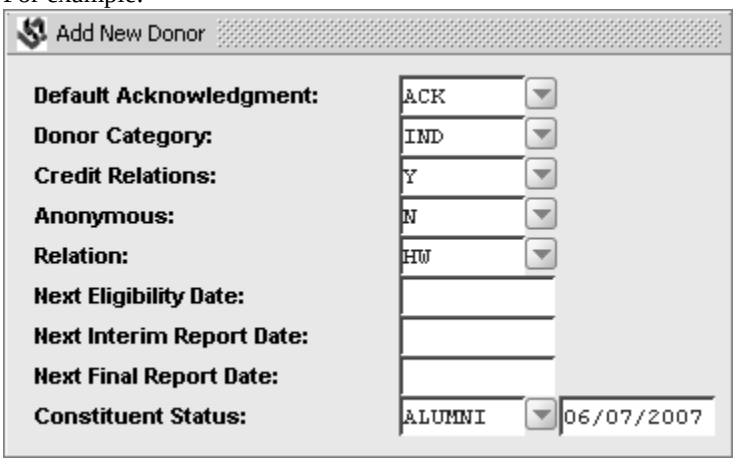
How to Use This Document

This document contains reference material for the user of Course/Class Schedule. It contains descriptions of standard screens for data entry and queries as provided with the basic unmodified module. This includes neither any additional screens created for your school's unique needs, nor any special fields added to standard screens. At your site, the screens can vary in the way they are displayed and they could be customized extensively.

Use this document to look up the meaning of a field that appears on a data entry screen as follows:

1. Note the name of the screen (shown at the top of the screen).
2. Find that screen in the Table of Contents and turn to the page.
3. Note the field name.
4. Look up the field name, as listed in alphabetical order.

For example:



1. Name of the screen (**Add New Donor**).
2. Turn to the page.
3. Note the field name (**Relation**).
4. Look up the description:

   Optional – A code identifying the primary relationship that appears on the ID/Donor screen for the donor (e.g., HW for Husband/Wife). Use **Table Lookup** for a list of valid codes.

The following chapter shows each screen that you use in CX Course/Class Schedule and provides explanations for each of the fields on those screens. It also provides a quick reference of the commands and options you use to perform procedures in CX Course/Class Schedule.

Screens

The screens in this section represent those contained in the Jenzabar standard product in GUI format. Screen captures show down arrows for the Table Lookup option where space permits. If your institution changes these screens and windows to meet its specific needs, then your screens will look different from those shown in this section. Your screens will also look different if you use a version of Jenzabar CX earlier than 8.1.

Commands

The commands on Jenzabar CX screens can change, depending on procedures you perform or commands you have previously selected. For example, query mode and update mode display different commands. This guide describes all the commands associated with a screen. Remember that you can use a specific command only when it appears on the current command line.

This section explains the commands associated with Course/Class Schedule, except for the universal program commands **ID-type, Query** and **Table Lookup**. For complete details about these universal program commands, see the *Getting Started User Introduction*.

General Screen Commands

The following lists and describes the commands that you can use on many program screens. Note that on the GUI-format screens, you can access the commands in any of the following ways:

- Pressing the corresponding keys on your keyboard
- Clicking on the icons
- Selecting **Commands** from the menu bar and then selecting the desired command from the list of commands that appears.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Help

Displays help information.

Add Cross-Listed Meeting Window

The Add Cross-Listed Meeting window enables you to cross-list a meeting schedule with a course, section, and meeting schedule that you have already added.

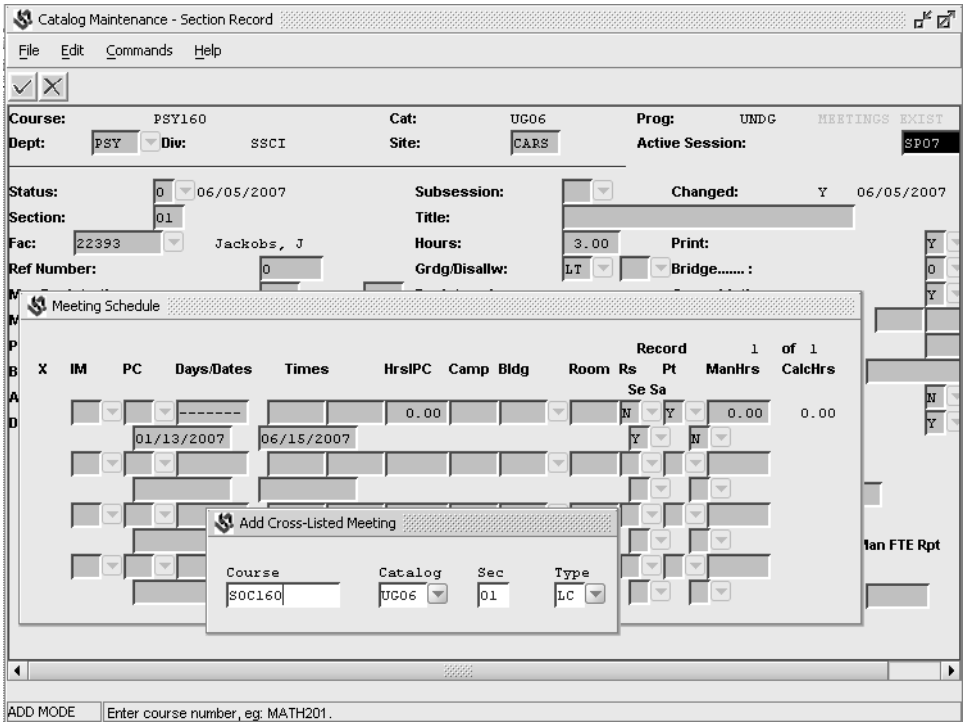
Access

Access the Add Cross-Listed Meeting window by selecting **Meeting** in the Section Record screen and then selecting **Xlist** from the Commands menu of the Section Record screen.

Note Make sure that “ADD MODE” appears in the upper right of the Section Record screen before you access the Add Cross-Listed Meeting window.

Example

Following is an example of the Add Cross-Listed Meeting window.



Fields

The following is a list of fields and their descriptions that appear on the Add Cross-Listed Meeting window:

Catalog
A code that specifies the program and year of a catalog in which a course is offered (e.g., UG96 for undergraduate program for the year 1996).

Course
The name and number of a course that you want to cross-list with a meeting (e.g., PHY210).

Sec
A session and year-specific code that specifies a section for a course (e.g., 01 for section one).

Type
A code that specifies the instructional method used for a meeting (e.g., LC for lecture only).

Commands

A list of the commands that appear on the Add Cross-Listed Meeting window command line and their purposes may be found in *General Screen Commands*.

Available Facilities Window

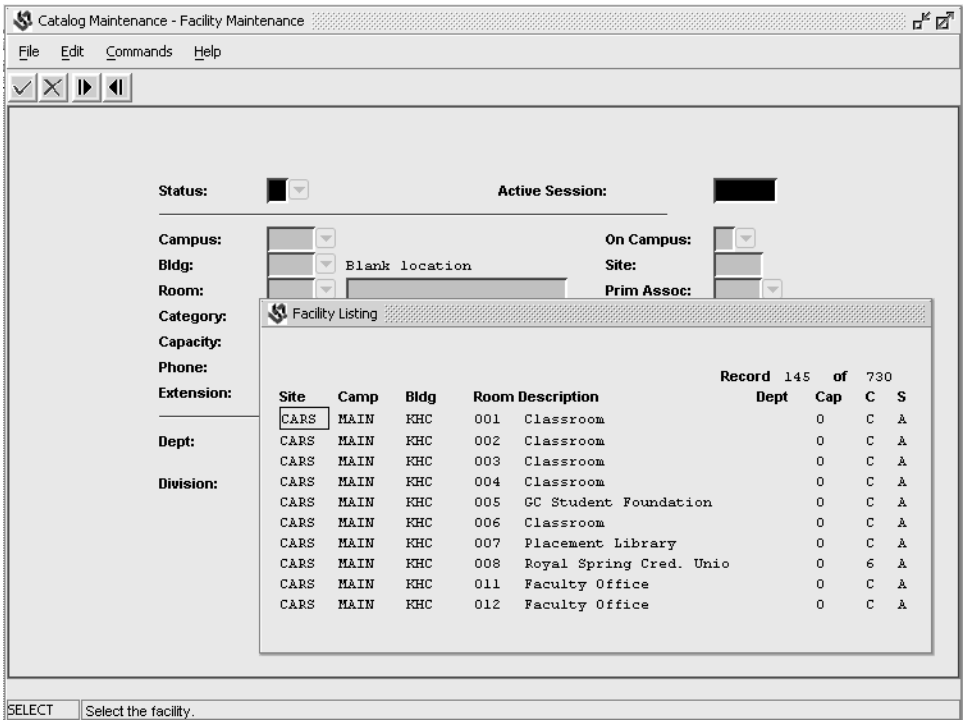
The Available Facilities window enables you to select a facility that meets the criteria you specified in the Facility Criteria window. A facility can be a classroom or an instructor's office. After you select a facility from the Available Facilities window, the system automatically completes the campus, building, and room information in the Meeting Schedule window.

Access

Access the Available Facilities window by completing data entry in the Facility Criteria window. After data entry has been completed in the Facility Criteria window, the Available Facilities window appears.

Example

Following is an example of the Available Facilities window.



Fields

The following is a list of fields and their descriptions that appear on the Available Facilities window:

Bldg

A code that specifies a facility's building name (e.g., AC for Art Center).

C

A code (either Y or N) that indicates whether a facility conflict exists.

Campus

A code that specifies the campus where a room is located (e.g., MAIN).

Dept

A code that specifies the department using a room for the session specified (e.g., ART).

Description

The name of the room in the facility (e.g., Classroom).

MaxOcc

A number that indicates the maximum capacity of a room (e.g., 35).

Room

A room number in the facility (e.g., 003).

Commands

A list of the commands that appear on the Available Facilities window command line and their purposes may be found in *General Screen Commands*.

Cancel Section Window

The Cancel Section window enables you to cancel a course section. You can cancel a section at any time as long as grades have not been processed for any student within that course section. You might choose to cancel a section, for example, when enrollment is too low.

For complete details on how to cancel a section, see *Canceling a Section* in *Adding or Updating Catalog Information*.

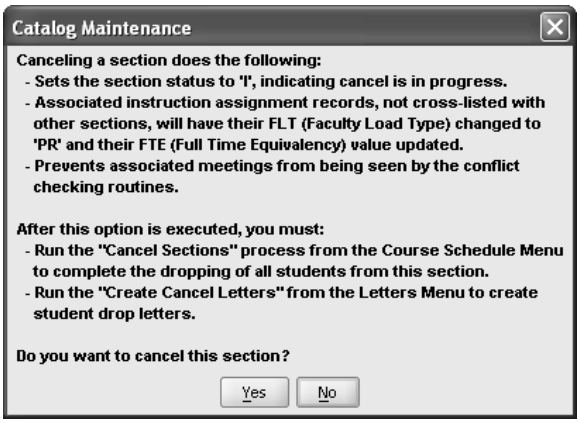
Access

Access the Cancel Section window by selecting **Options** from the Section Record screen and then selecting **Cancel Section** from the drop-down menu that appears.

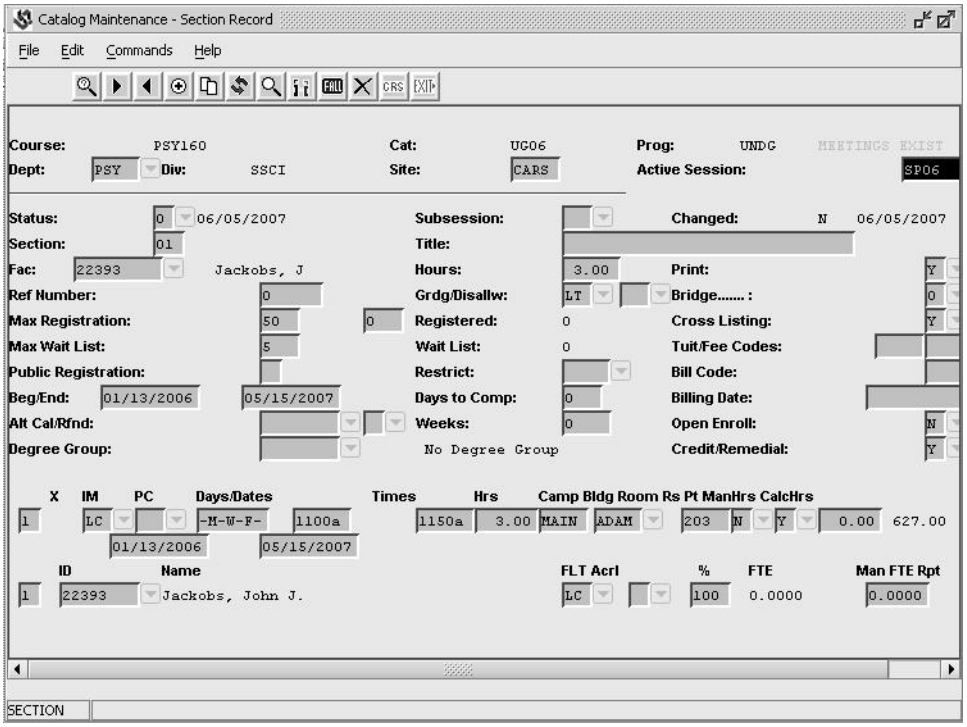
Note When you cancel a section, the system displays an “I” in the Status field on the Section Record screen. When you see this “I,” it means that the cancellation is in progress. This prevents all further registration in the canceled section.

Example

Following is an example of the Cancel Section window.



The Cancel Section window overlays the following screen:



Fields

There are no fields in the Cancel Section window.

Commands

The following is a list of the commands that appear on the Cancel Section window command line and their purposes.

No

Lets you preserve this section.

Yes

Lets you cancel this section.

Course Catalog Description Window

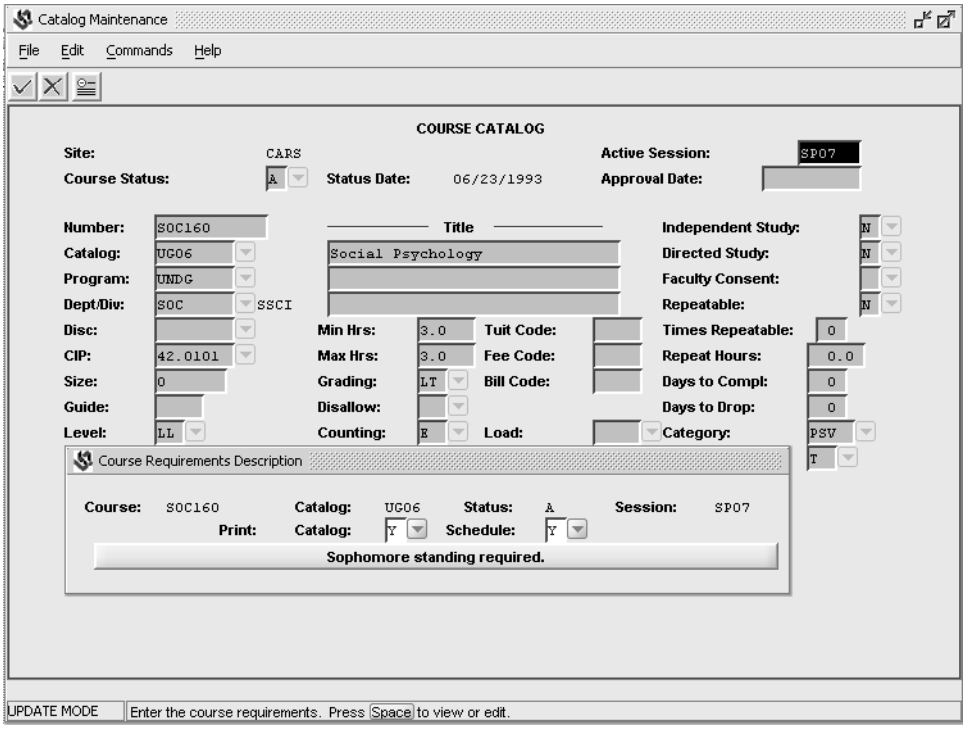
The Course Catalog Description window enables you to add, delete, change, and view the description of a course as it appears in the catalog.

Access

Access the Course Catalog Description window by selecting **Options** from the commands list on the Course Catalog screen and then selecting **Catalog Text** from the drop-down menu that appears.

Example

Following is an example of the Course Catalog Description window.



Fields

The following is a list of fields and their descriptions that appear on the Course Catalog Description window:

Catalog

A code that specifies the program and year of the catalog that contains a course description (e.g., UG94 for undergraduate program for the year 1994).

Course

The course name and number.

Example: ECON311 (Economics 311).

Empty Blob

A field through which you can access your text processor to enter a description of a course as it appears in the catalog.

Note Move the cursor to this field and press the space bar or click your mouse to access the text processor used by your institution. Then, enter a description of the course. After you save the information and exit your text processor, the system returns you to the Course Catalog Description window, and the first line of your text appears in the Empty Blob field.

Print: Catalog

A code (either Y or N) that specifies whether a description of a course is to print in a catalog.

Schedule
A code (either Y or N) that specifies whether a course description is to be printed on a course schedule.

Session
A code that specifies the current session being processed.

Status
A code that specifies if a course's status is active, inactive, or banked (e.g., A for active).

Commands

The following is a list of the commands that appear on the Course Catalog Description window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you remove the current course catalog description.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Course Catalog Screen

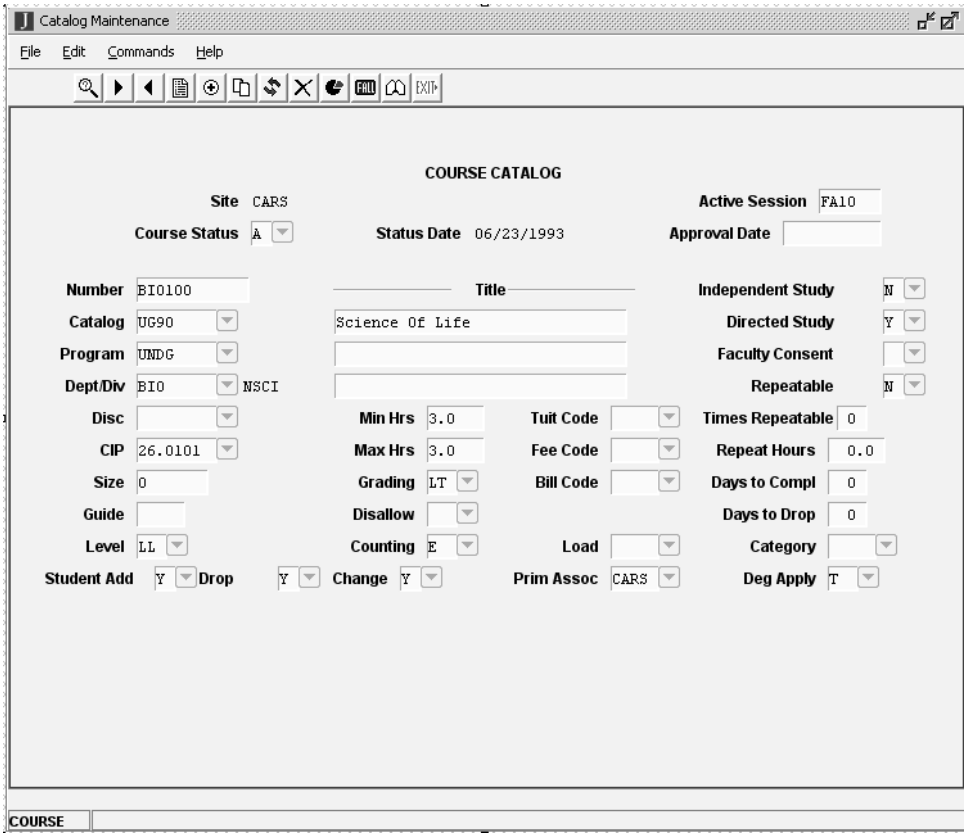
The Course Catalog screen enables you to create and maintain your institution's course catalog. For example, you can add one or many courses to your catalog, and you can delete and update courses.

Access

Access the Course Catalog screen by selecting the Course Catalog and Schedule Maintenance Screen from the Catalog Maintenance Options screen.

Example

Following is an example of the Course Catalog screen.



Fields

The following is a list of fields and their descriptions that appear on the Course Catalog screen:

Active Session

A code that indicates the session and year in which a course is offered (e.g., FA08).

Note *Always* check the date appearing in this field before you proceed with any Course/Class Schedule procedures.

Approval Date

The date on which an accrediting agency first approved a course to be offered (e.g., 09/13/2008). The date in this field defaults to today's date.

Bill Code

A dropdown list of codes that specify extra charges assigned to a course that are in addition to standard charges (e.g., BK for textbook charges).

Note Obtain this code from your institution's charge and assessment codes list.

Category

The Course Category code associated with this course that ties to the crsctgry_table and can be used in the generation of transcripts.

Catalog

A code that specifies the program and year of a catalog in which a course is offered (e.g., UG08 for undergraduate program for the year 2008).

CAUTION

After you add a catalog number, you cannot use the Update command to change it. Make sure you are adding the correct catalog number *before* you select **Finish**, which saves the catalog number.

Change

See (Student) Change.

CIP

A number that classifies programs of instruction at your institution (CIP represents Classification of Instructional Programs).

Note When you select **Table Lookup** for this field, note that only those codes with CIP numbers appearing to the left of them are valid CIP codes that affect CIP calculations.

CAUTION

CIP codes and numbers affect calculations for state and federal reports; be sure to use these codes and numbers correctly.

Counting

A code that specifies whether credit is earned (calculated in a grade point average) or not earned (not calculated in a grade point average).

Example: E (earned).

Course Status

A code that specifies whether a course is active, banked, or inactive (e.g., A for active).

Note For a *completed* session, the following are true:

- An active course is one for which you can create sections, and it can be rolled into a new catalog
- A banked course is one for which you cannot create sections, and it can be rolled into a new catalog
- An inactive course is one for which you can create sections under the current catalog, but it cannot be rolled into a new catalog

Days to Complete

The maximum number of calendar days in which a student is allowed to complete a nontraditional course.

Days to Drop

The maximum number of calendar days in which a student is allowed to drop a nontraditional course.

Note The system automatically adds a status of withdrawn to a nontraditional course dropped after the maximum number of days allowed. When a transcript is printed, a status of withdrawn is printed on the transcript.

Note This field will override the academic calendar record if greater than zero.

Deg Apply

Identifies the Degree Application value associated with this course that ties to the degapply_table and can be used to identify courses that apply to special statistics.

Dept

A code that specifies the department offering a course (e.g., PSY for Psychology).

Directed Study

A code (either Y or N) to specify whether a course can be registered for as directed study.

Disallow

The grading type that is not permitted to be used with this course (e.g., AU if a student cannot take the course as an audit).

Disc

The discipline associated with the course (e.g., Foreign Language).

Division

A default field containing a code to specify the division that offers a course (e.g., NSCI for Natural Science). This code appears automatically after you enter a code in the Dept field.

Drop

See (Student) Drop.

Faculty Consent

A code (either Y or N) that specifies whether instructor consent is required to register for a course.

Fee Code

A dropdown list of codes that specify the types of extra charges assigned to a course that are in addition to standard charges.

Example: LB (lab fee).

Grading

A code that specifies the type of grading for a course.

Examples:

- LT (letter grading)
- PF (pass/fail)

Guide

A code that specifies the core guidelines for a course.

Examples:

- CE (civil engineering)
- AC (accounting)

Independent Study

A code (either Y or N) that specifies whether a course can be registered for and taken as independent study.

Level

A value used to indicate the classification level of a course.

Examples:

- LL (lower level)
- UL (upper level)

Load

A code (either Y or N) that specifies whether a course qualifies for instructor load calculations.

CAUTION

If you enter a Y, the system calculates instructor load and displays this calculation in screens throughout Course/Class Schedule.

Note The system displays the instructor load calculation in the FTE (Full-time Equivalency) field on the Instruction Assignments window.

Max Hrs

The maximum number of hours for which a student is allowed to register for a course (e.g., 3.0).

Min Hrs

The minimum number of hours for which a student is allowed to register for a course (e.g., 3.0).

Number

The course name and number.

Example: PSYCH311 (Psychology 311).

CAUTION

After you add a course number, you cannot select Update to change it. Make sure you are adding the correct course number *before* you select **Finish**.

Prim Assoc

The institution or group that is considered the owner of the course. This information may be used to control update access to the course and section information.

Program

A code that specifies the degree program for a course (e.g., UNDG for undergraduate program).

Repeat Hours

The maximum number of hours a student can repeat a course for credit (e.g., 3.0).

Note A zero in this field indicates unlimited hours.

Repeatable

A code (either Y or N) that specifies whether a student can repeat a course for credit.

Size

The *preferred* number of students allowed to register for a section of a course (e.g., 25). The Section Record screen has a field for the *maximum* number of students allowed to register for a section of a course, and that value overrides any amount shown in this field.

Note If you are performing a query using this field, you can use the following relational operators to precede numbers:

Example:

=25	Size is equal to 25
>25	Size is greater than 25
<25	Size is less than 25
>=25	Size is greater than or equal to 25
<=25	Size is less than or equal to 25
<>25	Size is not equal to 25
25|30	Size is 25 or 30

Status Date

The date on which a course's status was last changed from active, banked, or inactive (e.g., 09/13/2008).

Note When you change the Course Status field, the system automatically updates the Status Date field, showing the most recent date of the status change.

Student Add

A code (either Y or N) to indicate whether a student can register for the course via the Academic Planner application. If set to N, the student can plan the course but not register for it.

(Student) Change

A code (either Y or N) to indicate whether a student can change any elements of the course via the Academic Planner application. If set to N, the student can plan the course but not change it.

(Student) Drop

A code (either Y or N) to indicate whether a student can drop the course through the Academic Planner application. If set to N, the student can plan the course but not drop it.

Times Repeatable

The number of times a student can repeat a course for credit (e.g., 1).

Title

A course's name as it appears in a catalog and on a transcript (e.g., Statistics for Psychology).

Tuit Code

A dropdown list of codes that specify extra tuition charges that are in addition to the standard tuition. Leave this field blank if standard tuition fees apply.

Example: EVTS (evening course tuition surcharge).

Commands

The following is a list of the commands that appear on the Course Catalog screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add

Lets you begin adding a course.

Note Use **Finish** after you add a course. **Finish** saves your field entry.

Copy

Lets you copy a screen of catalog information that you have already added.

Note Think of **Copy** as a means of *taking a picture* of the Course Catalog screen. Only the information that you can see on the screen when you select **Copy** is copied. *Course sections are never copied along with catalog information.*

Delete

Lets you delete a course.

CAUTION

Never use this command unless you know exactly how to do so. First, see *Deleting Catalog and Schedule Information* in *Course/Class Schedule User Guide*.

Exit

Lets you exit the program.

List

Lets you list all of the courses in a specific program, offered by a department and division, for every catalog.

Menu

Lets you access the Catalog Maintenance Options screen, which gives you the option of doing facility or faculty maintenance.

CAUTION

Faculty maintenance makes changes to the ID record (id_rec), which is used throughout the system.

Next

Lets you display the next course on the course listing window, if you had done a query on courses such that a course listing window was displayed.

Options

Lets you access options that you can select to access and enter information in course catalog windows (see *Options* for the *Course Catalog Screen* in this section).

Query

Lets you begin a search to find a course by typing its number and catalog code.

Note You can query on every field on the Course Catalog screen.

Section

Lets you access the Section Listing window, from which you can then access the Section Record screen.

Session

Lets you access the Active Session field so that you can change the active session.

Note You cannot access the Active Session field after you have selected **Add**.

Update

Lets you make changes to field entries on the Course Catalog screen.

Options

After you have added a course or queried to locate a course, the command line changes on the Course Catalog screen and contains the Options command. After you select **Options**, a drop-down menu appears containing course options. The following is a list of options that appear on the drop-down menu, their key entries, and their purposes.

Catalog Text

Lets you access the Course Catalog Description window.

Course Contact Hours
Lets you access the Course Contact Hours window.

Course Equivalencies
Lets you access the Equivalencies Within Catalogs window.

Course History
Lets you access the Course History window.

Course Objectives Text
Lets you access the Course Objectives and Content window.

Course Requirements
Lets you access the Registration Requirements window.

Course Requisites
Lets you access the Course Prerequisites, Corequisites, and Concurrent Requisites windows.

Instruction Qualifications
Lets you access the Instruction Qualifications window.

Requirements Text
Lets you access the Course Requirements Description window.

Syllabus Text
Lets you access the Course Syllabus Description window.

Transfer Equivalencies
Lets you access the Transfer Equivalencies window.

Course Concurrent Requisites Window

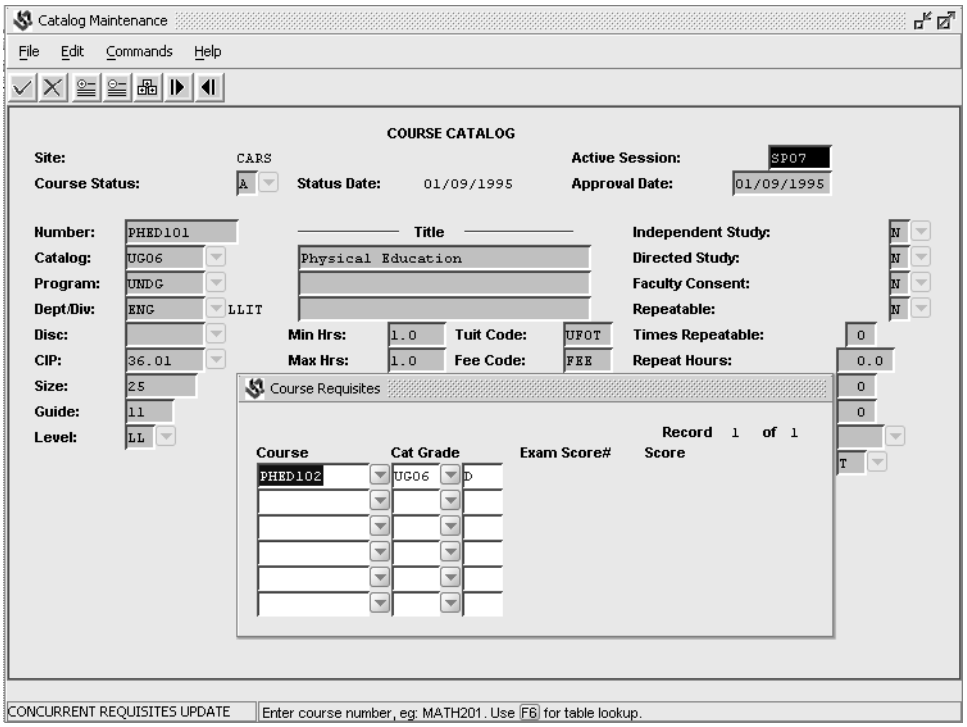
The Course Concurrent Requisites window enables you to enter requirements, called *concurrent requisites*, that students must complete while taking a course that has the concurrent requisites.

Access

Access the Course Concurrent Requisites window by selecting **Options** from the Course Catalog screen and then selecting **Course Requisites**, then **Concurrent Requisites** from the drop-down menu that appears.

Example

Following is an example of the Course Concurrent Requisites window.



Fields

The following is a list of fields and their descriptions that appear on the Course Concurrent Requisites window:

Cat

A code that specifies the program and year of a catalog of the course concurrent requisite (e.g., UG08 for undergraduate program for the year 2008).

Course

A code that specifies the course name and number of the course concurrent requisite (e.g., MKT490).

Exam

A code that specifies the type of exam used as a concurrent requisite for a course.

Example: CLEP (College Level Entrance Placement).

Grade

A code that specifies a minimum satisfactory grade a student must have in the concurrent requisite course.

Score

A code that specifies the minimum score a student must receive on an exam.

Example: If you enter CLEP (College Level Entrance Placement) as a course concurrent requisite, you could enter a minimum score of 540.

Score

A number that corresponds to the types of exam scores (e.g., 001 CLEP).

Note There are five scores in exam_rec. This field identifies which score is associated with the score required.

Commands

The following is a list of the commands that appear on the Course Concurrent Requisites window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add Group
Adds a new group.

Note Requisites may be specified in *and/or* grouping. When a new group is added with this command, a new *or* group is added. All requisites within a group are required, but only one group requisite must be met to satisfy the requisite.

Add-line
Adds a single requisite within a group.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Deletes a requisite within a group.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Next
Goes to the next requisite in the scroll.

Previous
Goes to the previous requisite in the scroll.

Course Contact Hours Window

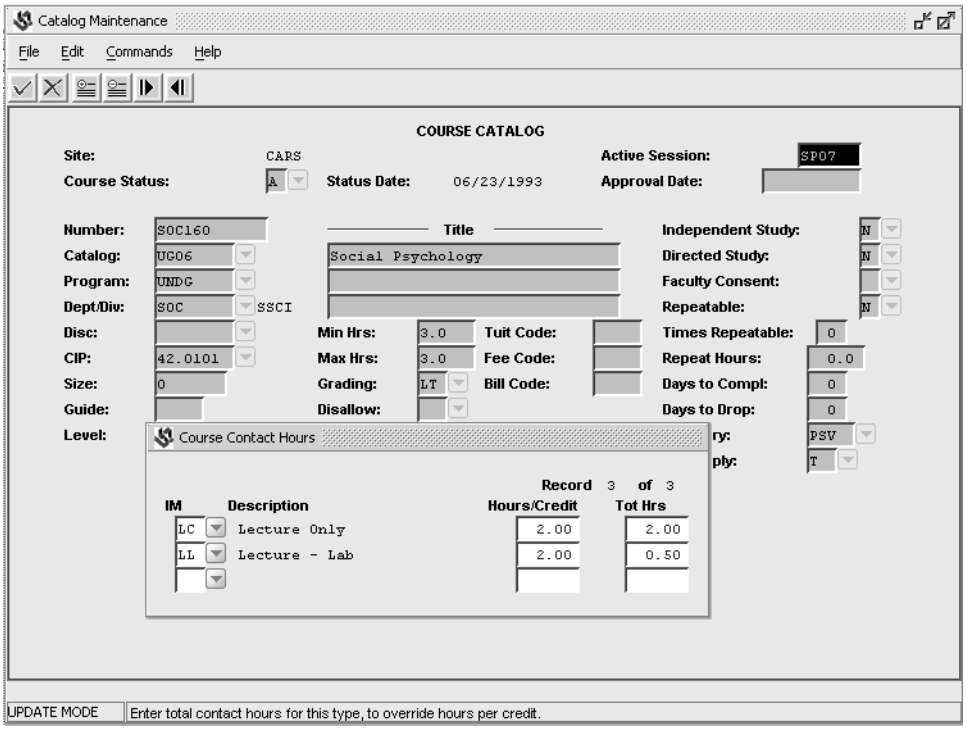
The Course Contact Hours window enables you to add, delete, change, and view the recommended number of course contact hours and the method of instruction for a course.

Access

Access the Course Contact Hours window by selecting **Options** from the Course Catalog screen and then selecting **Course Contact Hours** from the drop-down menu that appears.

Example

Following is an example of the Course Contact Hours window.



Fields

The following is a list of fields and their descriptions that appear on the Course Contact Hours window:

Description

A description that corresponds to the method of instruction in the IM field. The description automatically appears when you complete the IM field.

Example: Discussion Only.

Hours/Credit

The number of contact hours required for each course credit (e.g., 12.00).

IM

A code that specifies the instructional method for a course.

Examples:

- LD (lecture and discussion)
- LC (lecture only)

Tot Hrs

The total number of contact hours for this instructional method.

Note Jenzabar CX calculates this number by multiplying the number of credit hours for this course by the number of contact hours required per credit hour.

Note This number overrides the hours per credit value (hours/credit).

Commands

The following is a list of the commands that appear on the Course Contact Hours window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you open a row of fields to add a contact hours record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete the current line of course contact hour information.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Course Corequisites Window

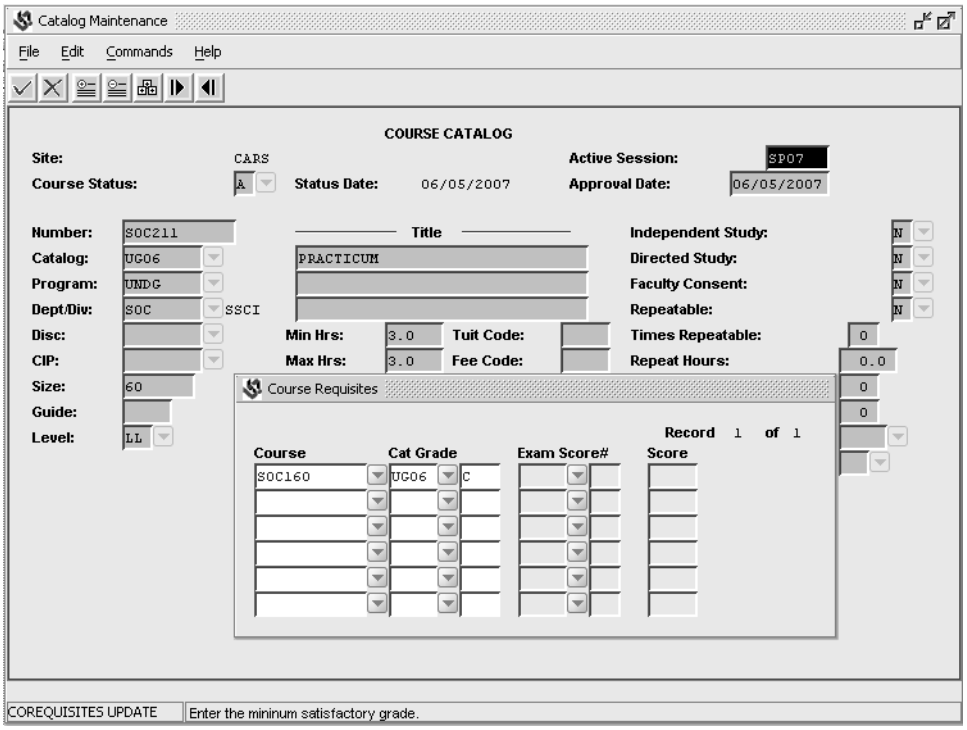
The Course Corequisites window enables you to enter specific requirements, called *corequisites*, that students must complete prior to registering for a course or while taking the course that has the corequisites.

Access

Access the Course Corequisites window by selecting **Options** from the Course Catalog screen and then selecting **Course Requisites**, then **Corequisites** from the drop-down menu that appears.

Example

Following is an example of the Course Corequisites window.



Fields

The following is a list of fields and their descriptions that appear on the Course Corequisites window:

Cat

A code that specifies the program and year of a catalog of the course corequisite (e.g., UG08 for undergraduate program for the year 2008).

Course

A code that specifies the course name and number of the course corequisite (e.g., ART230).

Exam

A code that specifies the type of exam used as a corequisite for a course.

Example: CLEP (College Level Entrance Placement).

Grade

A code that specifies a minimum satisfactory grade a student must have in the corequisite course.

Score

A code that specifies the minimum score a student must receive on the exam corequisite.

Example: If you enter CLEP (College Level Entrance Placement) as a course corequisite, you could enter a minimum score of 540.

Score

A number that corresponds to the types of exam scores (e.g., 001 CLEP).

Note There are five scores in exam_rec. This field identifies which one is associated with the score required.

Commands

The following is a list of the commands that appear on the Course Corequisites window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add Group
Adds a new group.

Note Requisites may be specified in *and/or* grouping. When a new group is added with this command, a new *or* group is added. All requisites within a group are required, but only one group requisite must be met to satisfy the requisite.

Add-line
Adds a single requisite within a group.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Deletes a requisite within a group.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Next
Goes to the next requisite in the scroll.

Previous
Goes to the previous requisite in the scroll.

Course History Window

The Course History window enables you to enter a new course number to replace a course number from a previous catalog. By entering the old and new course numbers in the Course History window, you can track changes to course numbers and titles, from one catalog to the next, over a period of time.

Access

Access the Course History window by selecting **Options** from the Course Catalog screen and then selecting **Course History** from the drop-down menu that appears.

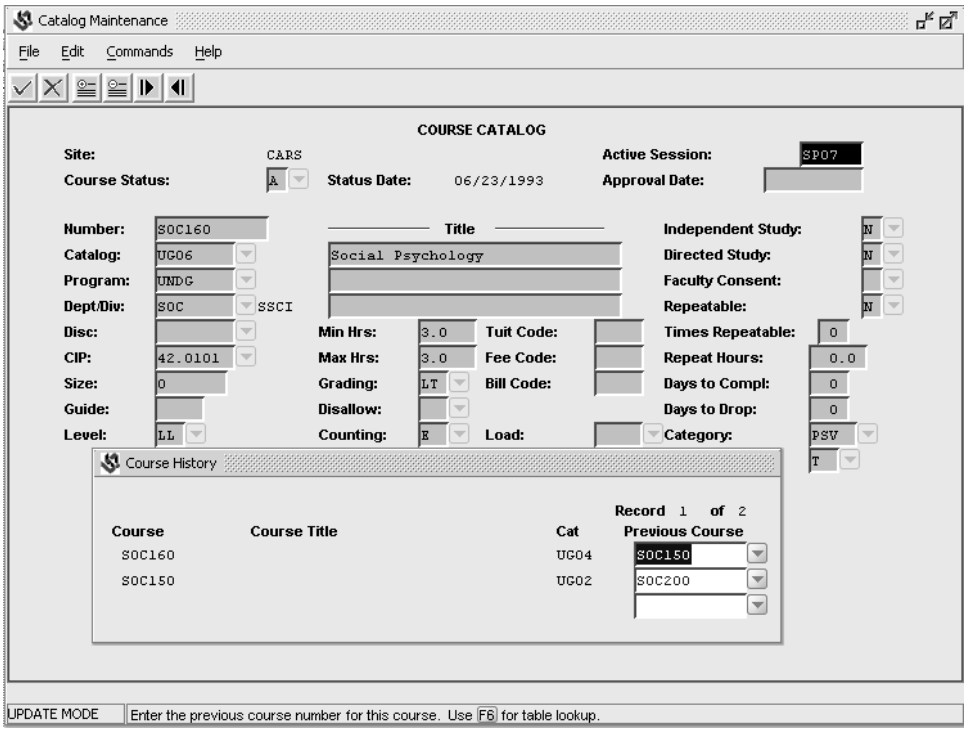
Note The following are two important facts to remember about the Course History window:

- Before you can use the Course History window, you must add the new course in the Course Catalog screen
- The system uses the information you enter on the Course History window when checking for repeats and requisites as Degree Audit requirements

(For complete details on repeat checking and requisite checking, see *Equivalencies Within Catalogs Window* in this section.)

Example

Following is an example of the Course History window.



Fields

The following is a list of fields and their descriptions that appear on the Course History window:

Catalog
A code that specifies the catalog (program and year) in which the new course number is first used (e.g., UG08 for undergraduate program for the year 2008).

Note This is a display-only field.

Course
The number of the new course that is replacing the previous course number.

Note The first course on the Course History window is the most recent course, i.e., the course you are working with on the Course Catalog screen.

Note This is a display-only field.

Course Title
The title of the new course that is replacing the previous course (e.g., Principles of Marketing).

Note This is a display-only field.

Previous Course
The number of a course that is being replaced by the new course number in the Course field (e.g., MGT390).

Commands

The following is a list of the commands that appear on the Course History window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Adds course history information tying the course displayed in the Course field to a previous course.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete the current line of course history information.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Course Listing Window

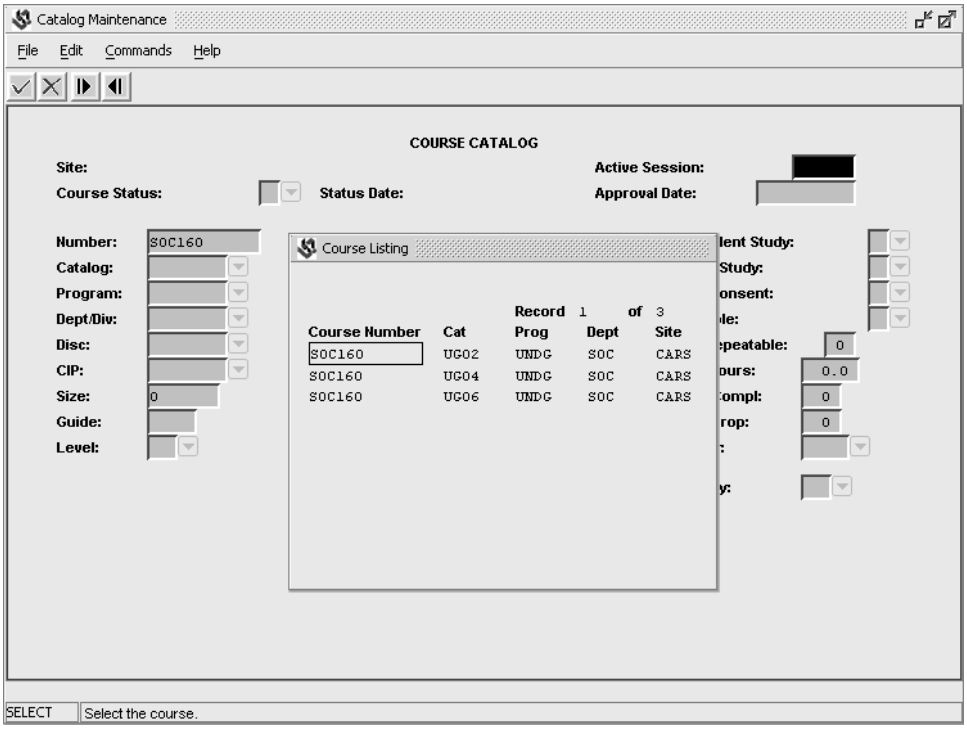
The Course Listing window enables you to select a course that meets the user-entered parameters on the Course Catalog screen.

Access

Access the Course Listing window by performing a query in the Course Catalog screen. The Course Listing window appears if the course for which you are querying exists in more than one catalog.

Example

Following is an example of the Course Listing window.



Fields

The following is a list of fields and their descriptions that appear on the Course Listing window:

Catalog

A code that specifies the catalog (program and year) of the course (e.g., UG08 for undergraduate program for the year 2008).

Note This is a display-only field.

Course Number

The course name and number (e.g., ECON311).

Note This is a display-only field.

Dept

A code that specifies the department offering a course (e.g., BUS).

Note This is a display-only field.

Program

A code that specifies the degree program for a course (e.g., UNDG for undergraduate program).

Note This is a display-only field.

Commands

The following is a list of the commands that appear while the Course Listing window is displaying and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward

Lets you scroll forward one screen.

Course Objectives and Content Window

The Course Objectives and Content window enables you to enter a description of the course objectives and course content.

These descriptions can be printed on the Course Overview Report, which lists the course objectives and content, in addition to other information, such as a course syllabus. A new instructor can, for example, use this information to become familiar with course objectives and content.

CAUTION

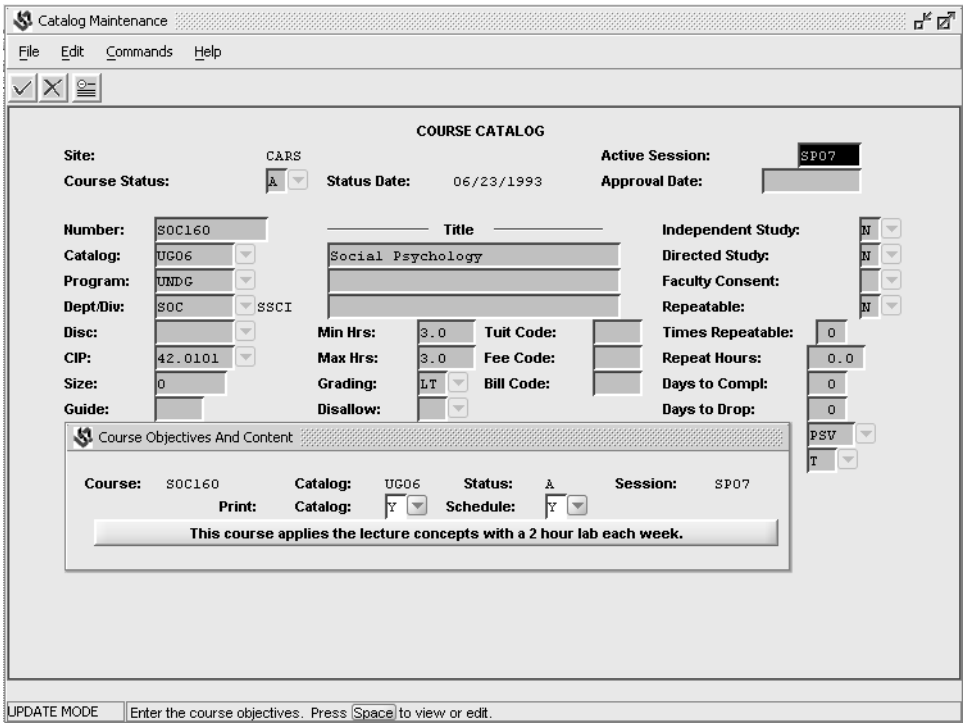
Ensure that an authorized individual reviews and approves all objectives and content descriptions before they are published. Your institution is legally liable and responsible for all published comments.

Access

Access the Course Objectives and Content window by selecting **Options** from the Course Catalog screen and then selecting **Course Objectives Text** from the drop-down menu that appears.

Example

Following is an example of the Course Objectives and Content window.



Fields

The following is a list of fields and their descriptions that appear on the Course Objectives and Content window

Catalog

A code that specifies the catalog (program and year) of the course (e.g., UG08 for undergraduate program for the year 2008).

Course

The name and number for which you are entering the course objectives and content description (e.g., PSYCH311).

Empty Blob

A field through which you can access the text processor to enter a description of course objectives and content.

Note Move the cursor to this field and press the space bar or click your mouse to access the text processor used by your institution. Then, enter a description of the course. After you save the information and exit your text processor, the system returns you to the Course Objectives and Content window, and the first line of your text appears in the Empty Blob field.

Print: Catalog

A code that specifies whether a course's objectives and course content description are to be printed in a catalog.

Schedule
A code (either Y or N) that specifies whether the course description and objectives are to be printed on a course schedule.

Session
A code that specifies the current session being processed for which the descriptions of course objectives and course content are to apply (e.g., FA08).

Status
A code that specifies if a course's status is active, inactive, or banked (e.g., A for active).

Commands

The following is a list of the commands that appear on the Course Objectives and Content window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete the current line of course objectives and content information.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Course Prerequisites Window

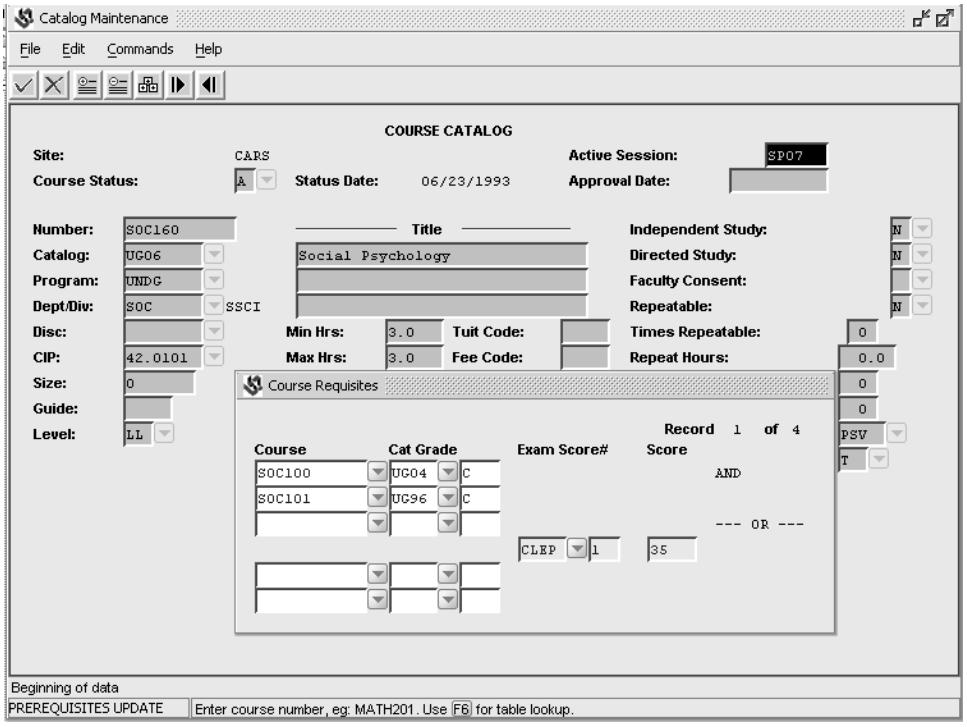
The Course Prerequisites window enables you to enter specific requirements, called *prerequisites*, that students must complete prior to registering for a course that has the prerequisites.

Access

Access the Course Prerequisites window by selecting **Options** from the Course Catalog screen, then selecting **Course Requisites** from the first drop-down menu that appears, and then selecting **Prerequisites** from the next drop-down menu that appears.

Example

Following is an example of the Course Prerequisites window.



Fields

The following is a list of fields and their descriptions that appear on the Course Prerequisites window:

Cat

A code that specifies the program and year of a catalog of the course prerequisite (e.g., UG08 for undergraduate program for the year 2008).

Course

A code that specifies the course name and number of the course prerequisite (e.g., ART232).

Exam

A code that specifies the type of exam used as a prerequisite for a course.

Example: CLEP (College Level Entrance Placement).

Grade

A code that specifies a minimum satisfactory grade a student must have in the prerequisite course.

Score

A code that specifies the minimum score a student must receive on an exam.

Example: If you enter CLEP (College Level Entrance Placement) as a course prerequisite, you could enter a minimum score of 540.

Score

A number that corresponds to the types of exam scores (e.g., 001 CLEP).

Note There are five scores in exam_rec. This field identifies which one is associated with the score required.

Commands

The following is a list of the commands that appear on the Course Prerequisites window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add Group
Adds a new group.

Note Requisites may be specified in *and/or* grouping. When a new group is added with this command, a new *or* group is added. All requisites within a group are required, but only one group requisite must be met to satisfy the requisite.

Add-line
Adds a single requisite within a group.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Deletes a requisite within a group.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Next
Goes to the next requisite in the scroll.

Previous
Goes to the previous requisite in the scroll.

Course Projections Window

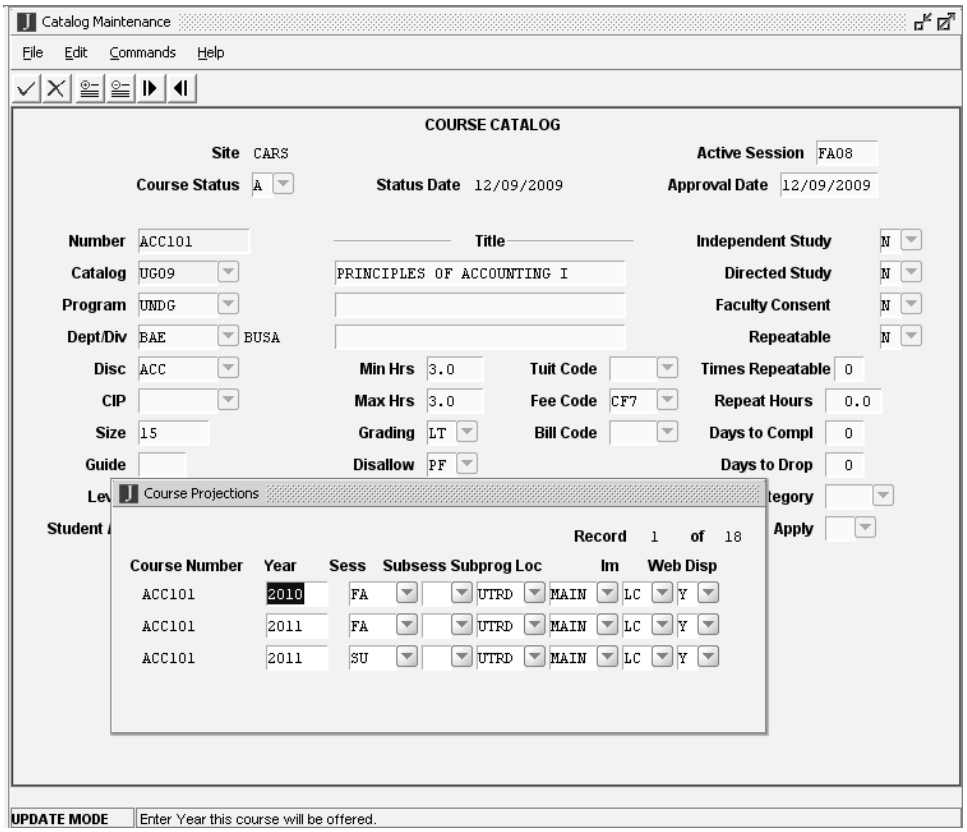
The Course Projections window enables you to enter the sessions and subsessions when courses are expected to be offered. This window is only relevant (and viewable) if you are using CX's Academic Planner feature. It enables you to view or edit the Course Projection record.

Access

Access the Course Projections window by selecting **Options** from the Course Catalog screen and then selecting **Course Projections** from the drop-down menu that appears.

Example

Following is an example of the Course Projections window.



Fields

The following is a list of fields and their descriptions that appear on the Course Projections window. All the fields help students filter and select courses for their academic plans.

Course Number

The course to which the projection applies; this field is display-only.

IM

The instructional method under which the course is projected to be offered.

Location

The location where the course is projected to be offered.

Sess

The session in which the course is projected to be offered.

Subprogram

The subprogram for which the course is projected to be offered.

Subsess

The subsession in which the course is projected to be offered.

Web Disp

A Y/N flag indicating whether the course is to be viewable on the Web and therefore available for selection as part of an academic plan.

Year

The year in which the course is projected to be offered.

Commands

The following is a list of the commands that appear on the Course Projections window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Adds a row indicating a projected offering for the course.

Cancel
Does either or both of the following:

- Cancels field entries
- Exits from the current screen

Del-line
Deletes a previously entered row indicating a projected offering for the course.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Next
Goes to the next screenful of projected offerings.

Previous
Goes to the previous screenful of projected offerings.

Course Requirements Description Window

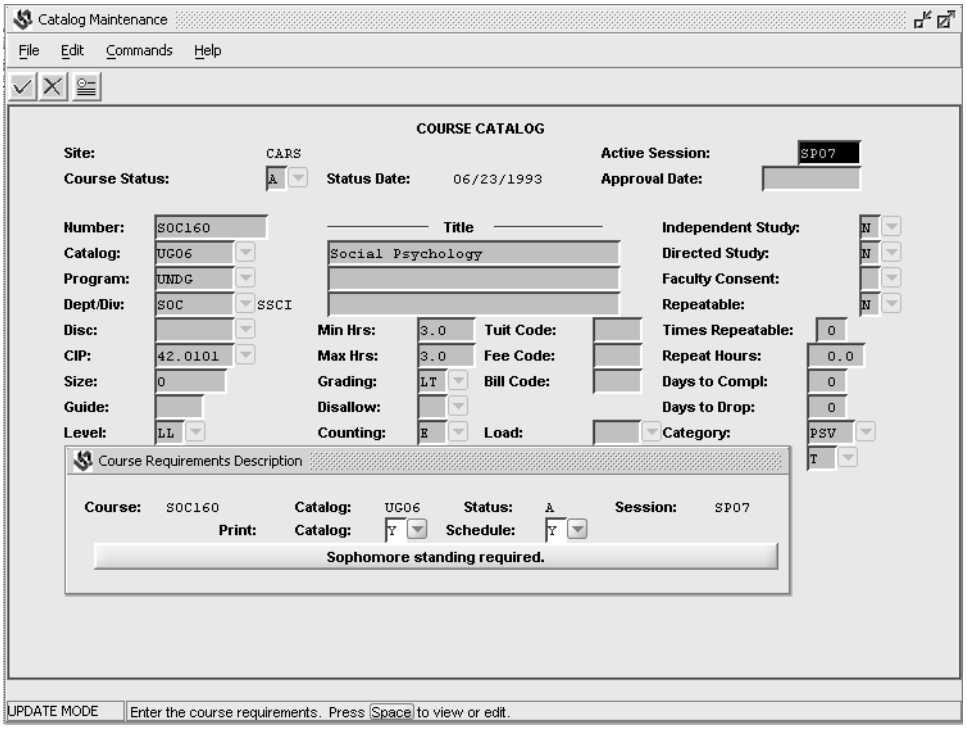
The Course Requirements Description window enables you to enter a description of the requirements for a course. These descriptions may be printed in a catalog and course schedule and can include information such as: “Must have a working knowledge of Spanish.”

Access

Access the Course Requirements Description window by selecting **Options** from the Course Catalog screen and then selecting **Requirements Text** from the drop-down menu that appears.

Example

Following is an example of the Course Requirements Description window.



Fields

The following is a list of fields and their descriptions that appear on the Course Requirements Description window:

Catalog

A code that specifies the program and year of the catalog for the course requirements description (e.g., UG08 for undergraduate program for the year 2008).

Course

The name and number for which you are entering a course requirements description (e.g., COM350).

(Empty Blob)

A field through which you can access the text processor to enter a description of course requirements.

Note Move the cursor to this field and press the space bar or click your mouse to access the text processor used by your institution. Then, enter a description of the course. After you save the information and exit your text processor, the system returns you to the Course Requirements Description window, and the first line of your text appears in the Empty Blob field.

Print: Catalog

A code that specifies whether a description of course requirements is to be printed in a catalog.

Schedule

A code (either Y or N) that specifies whether a description of course requirements is to be printed on a course schedule.

Session

A code that specifies the current session being processed (e.g., FA08).

Status

A code that specifies if a course's status is active, inactive, or banked (e.g., A for active).

Commands

The following is a list of the commands that appear on the Course Requirements Description window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line

Removes the course requirements description record.

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Course Syllabus Description Window

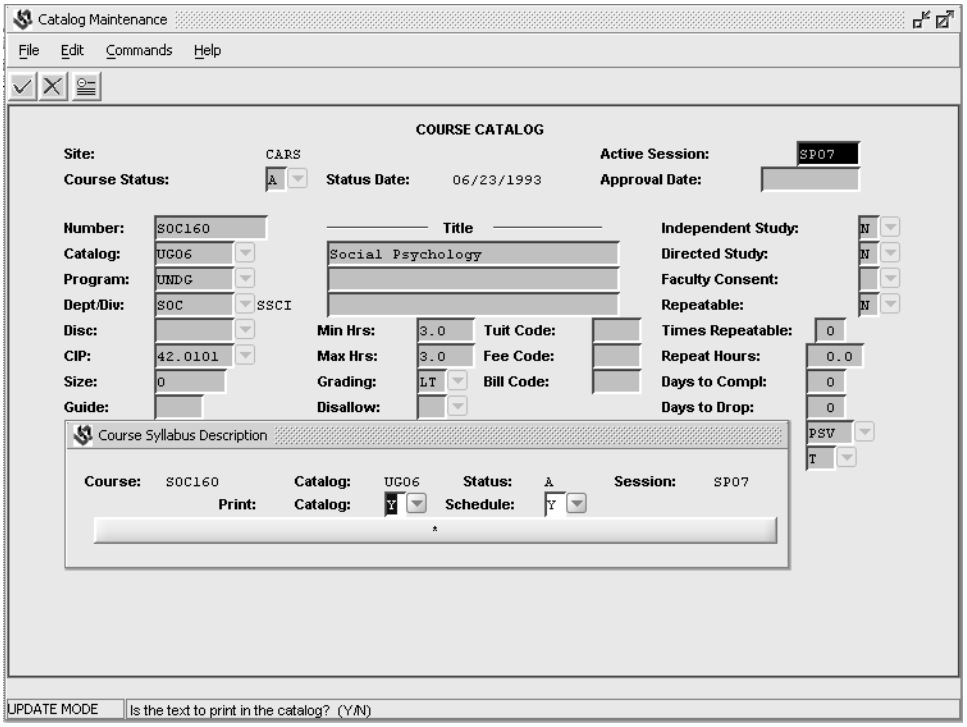
The Course Syllabus Description window enables you to enter the text for the description of a course syllabus.

Access

Access the Course Syllabus Description window by selecting **Options** from the Course Catalog screen and then selecting **Syllabus text** from the drop-down menu that appears.

Example

Following is an example of the Course Syllabus Description window.



Fields

The following is a list of fields and their descriptions that appear on the Course Syllabus Description window:

Catalog
A code that specifies the program and year of a catalog associated with the course syllabus (e.g., UG08 for undergraduate program for the year 2008).

Course
A code that specifies a course and a corresponding number for a course for which you are entering a course syllabus description (e.g., ECON311).

Empty Blob
A field through which you can access the text processor to enter a description of the course syllabus.

Note Move the cursor to this field and press the space bar or click your mouse to access the text processor used by your institution. Then, enter a description of the course. After you save the information and exit your text processor, the system returns you to the Course Syllabus Description window, and the first line of your text appears in the Empty Blob field.

Print: Catalog
A code that specifies whether a syllabus description is to print on a course catalog.

Schedule
A code (either Y or N) that specifies whether the course syllabus is to print on a course schedule.

Session
A code that specifies the current session being processed (e.g., FA08).

Status
A code that specifies if a course's status is active, inactive, or banked (e.g., A for active).

Commands

The following is a list of the commands that appear on the Course Syllabus Description window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Removes the course syllabus description record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Cross-Listed Sections Window

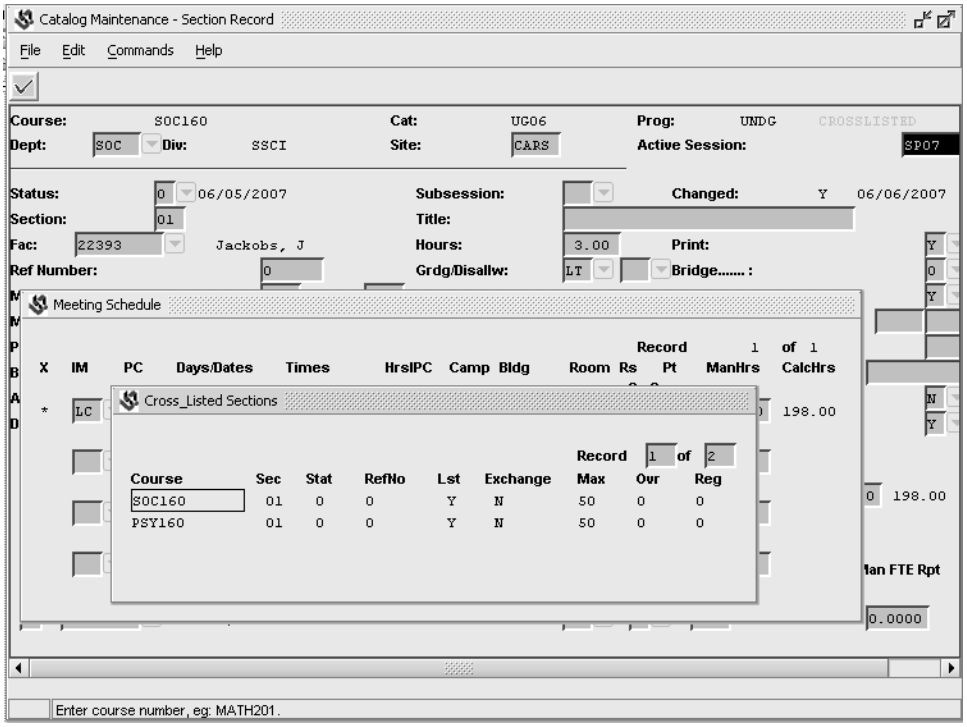
The Cross-Listed Sections window enables you to view the names of all cross-listed sections related to a course. However, you cannot change the information on this window.

Access

Access the Cross-Listed Sections window by selecting **Meeting** from the Section Record screen and then selecting **Xlist** while you are in the Meeting Schedule window. A meeting must be cross-listed in order for this window to appear.

Example

Following is an example of the Cross-Listed Sections window.



Fields

The following is a list of fields and their descriptions that appear on the Cross-Listed Sections window:

Course

The course name and number (e.g., ECON311).

Exchange

A code (either Y or N) to specify whether a seat in this section can be exchanged for a seat from another section during the registration process.

Lst

A code (either Y or N) to specify whether a section is to be printed on a course schedule.

Max

The maximum number of students allowed to register for this section (e.g., 25).

Ovr

The number of seats by which a section can exceed the allowed maximum.

Example: In a section, if the Ovr value = 5 and the Max Reg value = 25, then your institution can register up to 30 students for that section.

Ref No

The number used to identify a section of a course (e.g., 1000). Each section of a course may have its own unique reference number.

Reg

The total number of students registered for a section.

Sec

A code that specifies a section of a course (e.g., 01).

Stat

A code that indicates the status of a section in relation to further registration.

Examples:

- C (closed section)
- O (open section)

Commands

The following is a list of the commands that appear on the Cross-Listed Sections window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Finish

Completes the viewing of the screen. Use this command when you are finished with the screen and want to continue.

Equivalencies Within Catalogs Window

The Equivalencies Within Catalogs window enables you to enter courses that are from separate catalogs but are equivalent.

Note This window's purpose is different from that of the Transfer Equivalencies window, which has a similar sounding name.

When you enter the information about two equivalent courses from separate catalogs, the system checks for the number of times a student has repeated both of these courses in the Jenzabar CX Registration application.

Example: You enter English 101 and Literature 105, which are courses from two separate catalogs, as equivalent courses. Jane Doe then tries to register for Literature 105. The system checks both English 101 and Literature 105 for the number of times Jane Doe has repeated them, then displays the Repeat History window, which shows the number of times Jane Doe has repeated each course.

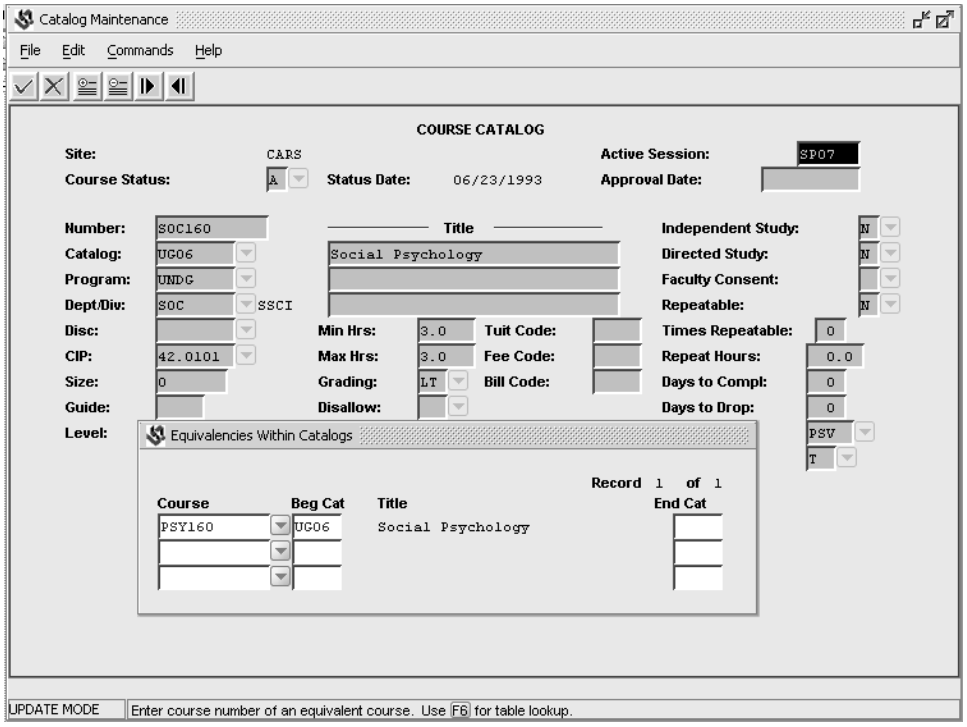
The system also checks prerequisites, corequisites, and concurrent requirements for courses that you enter as equivalent in the Equivalencies Within Catalogs window. These are also used in Degree Audit.

Access

Access the Equivalencies Within Catalogs window by selecting **Options** from the Course Catalog screen and then selecting **Course Equivalencies** from the drop-down menu that appears.

Example

Following is an example of the Equivalencies Within Catalogs window.



Fields

The following is a list of fields and their descriptions that appear on the Equivalencies Within Catalogs window:

Beg Cat

A code that indicates the program and year of the first catalog in which the equivalent course is to appear (e.g., UG08 for the undergraduate program in place in 2008).

Course

The name and number of a course you are entering as the equivalent (e.g., BIO300).

Note Select **Table Lookup** to view a course list.

End Cat

A code that indicates the program and year of the last catalog in which the courses are equivalent (e.g., UG08).

Note You can leave this field blank and complete it at a later date.

Title

The title of a course you are entering as the equivalent.

Commands

The following is a list of the commands that appear on the Equivalencies Within Catalogs window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Facility Conflicts Window

The Facility Conflicts window enables you to view any facility conflicts that arise when a facility is scheduled for use by more than one course section at the same time.

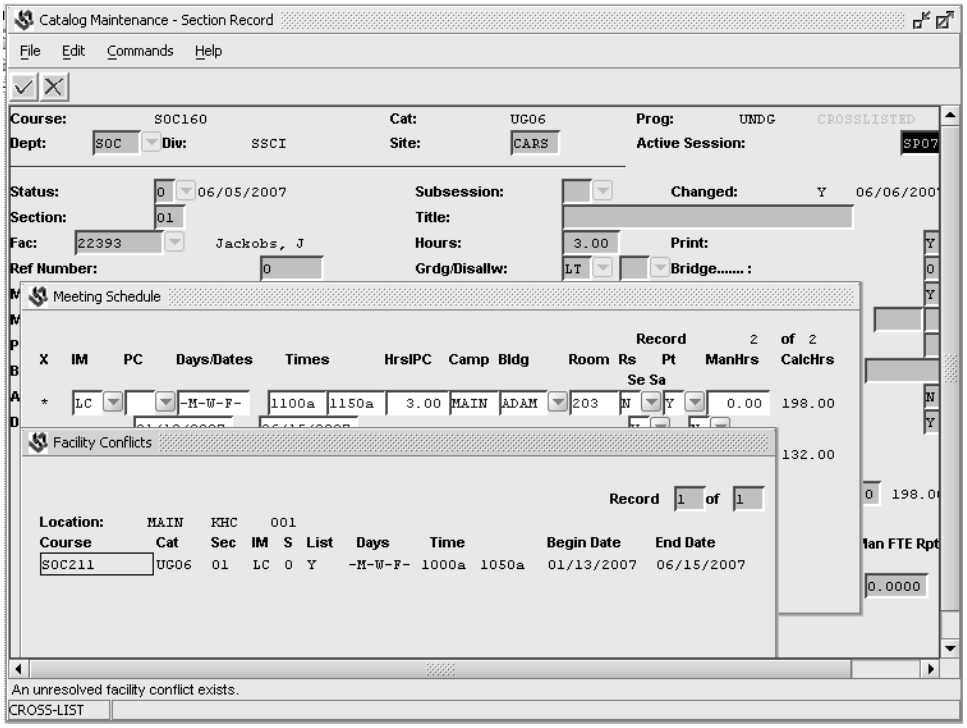
Note This is a display-only window.

Access

Access the Facility Conflicts window when you are adding a meeting schedule for a section. If there are conflicts with the meeting schedule you are adding for a section, the Facility Conflicts window appears automatically, listing all sections and their meeting dates and times.

Example

Following is an example of the Facility Conflicts window.



Fields

The following is a list of fields and their descriptions that appear on the Facility Conflicts window:

Begin Date

The beginning date on which a section is scheduled to meet at a facility (e.g., 09/03/2008).

Cat

A code that specifies the program and year of a catalog in which this section is offered (e.g., UG08 for undergraduate program for the year 2008).

Course

The course name and number (e.g., ENG113).

Days

A code to specify the days of the week on which a section is scheduled to meet.

Example: -M-W-F- (Monday, Wednesday, and Friday).

End Date

The ending date on which a section is scheduled to meet at a facility (e.g., 12/15/1995).

IM

A code that identifies the instructional method for the specified meeting.

Example: LD (lecture and discussion).

List

A code (either Y or N) that specifies whether a class list will be printed for this section.

Note This applies only to cross-listed sections.

Location

The campus, building, and room information from the Meeting Schedule window (e.g., MAIN AC 132).

S

A code that specifies the section status.

Examples:

- C (Closed) if the number of students enrolled is equal to the maximum allowed to register in a section
- H (Hold) if any further registration in a section is stopped and a section is stopped from being printed on a course schedule
- I (Cancel In Progress) if a section has been canceled in the Cancel Section window
- O (Open) if registration in a section is permitted, based on the available number of seats
- R (Reopened) if enrollment in this section was closed during registration, then enrollment dropped below the maximum registered, so enrollment is reopened
- X (Cancel Complete) if a section has been canceled in the Cancel Section window, and the system has completed the automatic process of notifying students that they have been dropped from the section

Sec

A code that specifies a course section.

Examples:

- 01 (section one)
- 02 (section two)

Time

The beginning and ending times at which a section meets.

Example: 0800a 0850a for 8:00 a.m. to 8:50 a.m.

Commands

The following is a list of the commands that appear while the Facility Conflicts window is displaying and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Facility Criteria Window

The Facility Criteria window allows you to specify certain criteria to enable the system to search for a facility or facilities that meet the specified criteria. In addition, the system automatically uses the days, date, and time information from the current meeting schedule record as facility criteria.

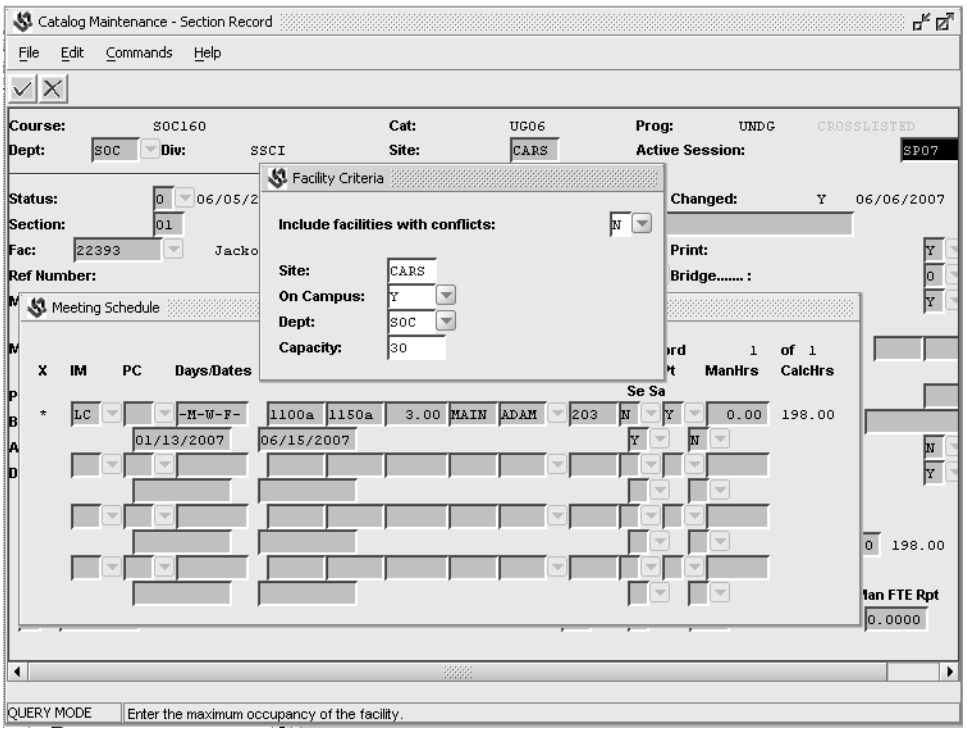
Access

Access the Facility Criteria window by selecting **Meeting** from the Section Record screen and then selecting **Facil Query** from the command line of the Section Record screen.

After you specify the criteria in the Facility Criteria window and select **Finish**, the system displays the Available Facilities window, which contains the facilities that meet the specified criteria. You can use the Facility Criteria window when you are in the Meeting Schedule window and you want the system to locate a campus, building, and room for a section.

Example

Following is an example of the Facility Criteria window.



Fields

The following is a list of fields and their descriptions that appear on the Facility Criteria window:

Capacity

The maximum number of persons allowed to occupy a facility at one time (e.g., 10).

Note If you are performing a query using this field, you can use the following relational operators to precede numbers:

Example:

=25	Size is equal to 25
>25	Size is greater than 25
<25	Size is less than 25
>=25	Size is greater than or equal to 25
<=25	Size is less than or equal to 25
<>25	Size is not equal to 25
25|30	Size is 25 or 30

Dept

A code that specifies the department associated with the facility (e.g., ARTS).

Include facilities with conflicts

A code (either Y or N) to indicate whether you want the system to search for and list facilities that have meetings already scheduled that conflict with the days, date, and time information specified in the current meeting schedule record.

On Campus

A code (either Y or N) that indicates whether you want the system to search for an on-campus facility.

Commands

The following is a list of the commands that appear while the Facility Criteria window is displaying and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Facility Listing Window

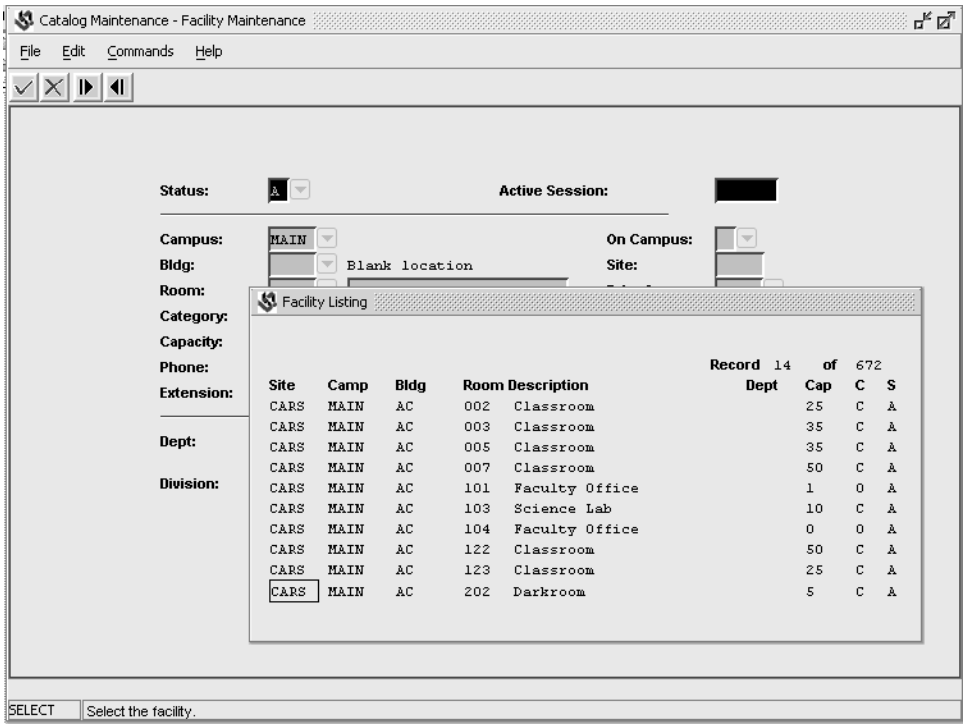
The Facility Listing window allows you to view the list of facilities from which you may choose to perform facility maintenance.

Access

Access the Facility Listing window by selecting **Query** from the command line of the Facility Maintenance screen. Then select **Finish**.

Example

Following is an example of the Facility Listing Window.



Fields

The following is a list of fields and their descriptions that appear on the Facility Listing window:

Bldg

A code that specifies a facility's building name.

Example: AH (Alexander Hall).

C

A default code that indicates the type of facility.

Example:

C (classroom)

O (office)

Campus

A code that specifies the campus at which a facility is located.

Example: MAIN (main campus).

Cap

The maximum number of persons allowed to occupy a room at a facility at one time.

Dept

A code that specifies the department associated with the facility (e.g., ART).

Note If you leave this field blank, then any department can schedule this facility.

Room description

A description of the room that corresponds to the room number on this window.

S

A code that specifies the status of a facility.

Examples:

- A (active status [a facility is in use])
- I (inactive status [a facility is not in use])

Commands

The following is a list of the commands that appear while the Facility Listing window is displaying and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Exits from the current window bringing the entry selected to the Facility Maintenance screen.

Forward

Lets you scroll forward one screen.

Facility Maintenance Screen

The Facility Maintenance screen enables you to add, delete, and update information about a facility located on your campus. A facility can be a classroom or an instructor's office.

Access

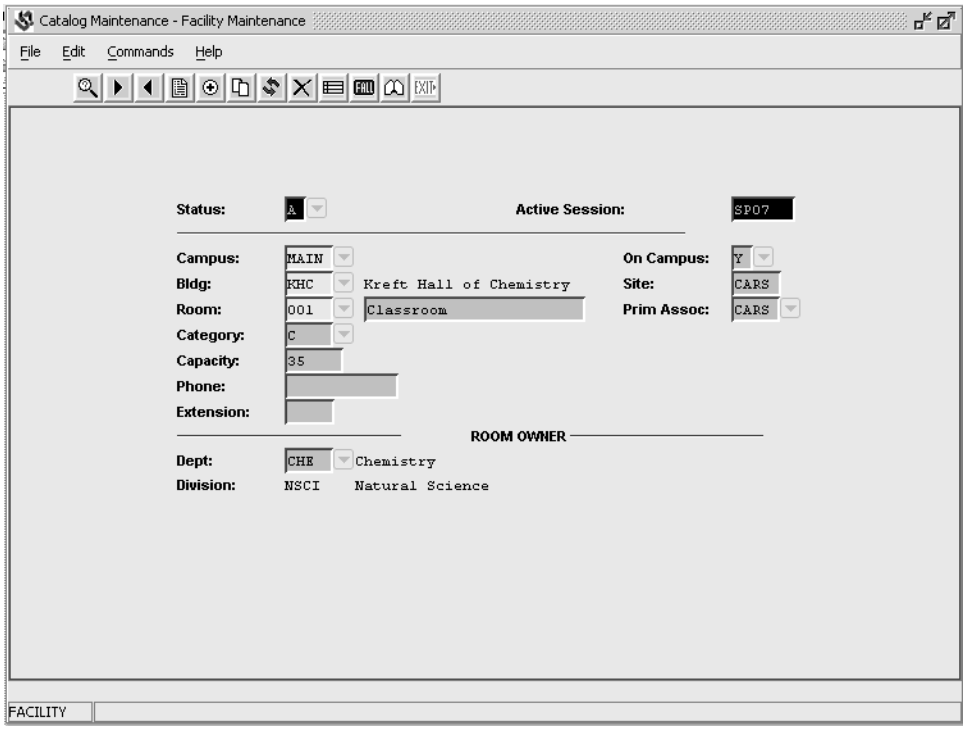
Access the Facility Maintenance screen by one of two ways:

- Selecting Facility Maintenance Screen from the Catalog Maintenance Options screen
- Selecting **Facil.** from the command line of the Meeting Schedule window

There is one Facility Maintenance screen; however, you can access it from two separate menu options on the Catalog Maintenance Options screen. As a result, the Facility Maintenance screen appears in two locations in Course/Class Schedule.

Example

Following is an example of the Facility Maintenance screen.



Fields

The following is a list of fields and their descriptions that appear on the Facility Maintenance screen:

Active Session

A code that specifies the current session and year that is being processed (e.g., FA08).

Bldg

A code that specifies a facility's building name.

Example: AC (Accounting Hall).

Campus

A code that specifies the campus at which a facility is located.

Example: MAIN (main campus).

Capacity

The maximum number of persons allowed to occupy a room at a facility at one time.

Category

A default code that indicates the type of facility. Typical values are C (classroom) or O (office).

Dept

A code that specifies the department associated with the facility (e.g., ART).

Note If you leave this field blank, then any department can schedule this facility.

Division

A description that corresponds to the department code you entered in the Dept field (e.g., ARTS Fine Arts). The description appears automatically after you complete the Dept field.

Extension

An extension number of a permanent telephone for a facility (e.g., 1111).

On Campus

A code (either Y or N) that specifies whether a facility is on the campus.

Note This may not apply to your institution: when you enter Y, the system calculates fees for an off-campus facility, just as if it were on-campus, and displays this amount in the Jenzabar CX Student Billing application.

Phone

The permanent telephone number for a facility (e.g., 212-555-7890).

Room

The room number of a facility (e.g., 002 Classroom).

Status

A code that specifies the status of a facility.

Example:

A (active status [a facility is in use])

I (inactive status [a facility is not in use])

Commands

The following is a list of the commands that appear on the Facility Maintenance screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add

Lets you begin adding a facility (including campus, building, and classroom) for a specified session.

Note Select **Finish** *after* you add a facility. **Finish** saves your field entry.

Copy

Lets you copy a screen of facility (classroom) information that you have already added.

Note Think of Copy as a means of *taking a picture* of the Facility Maintenance screen. Only the information that you can see on the screen when you select **Copy** is copied.

Delete

Lets you delete a facility.

CAUTION *Never* use this command unless you know exactly how to do so.

Exit

Lets you exit the program.

List

Lets you display the facility list that resulted from the facility query.

Menu

Lets you return to the previous menu.

Next

Lets you select the next facility in the list.

Previous

Lets you select the previous facility in the list.

Query

Lets you begin a search to find a facility by typing its campus, building, or room number.

Note You can query on every field on the Facility Maintenance screen.

Schedule

Lets you access the Facility Meeting Schedule window to view a schedule for a facility.

Session

Lets you access the Active Session field so that you can change the active session.

Note You cannot access the Active Session field after you have selected Add.

Update

Lets you make changes to field entries on the Facility Maintenance screen.

Facility Meeting Schedule Window

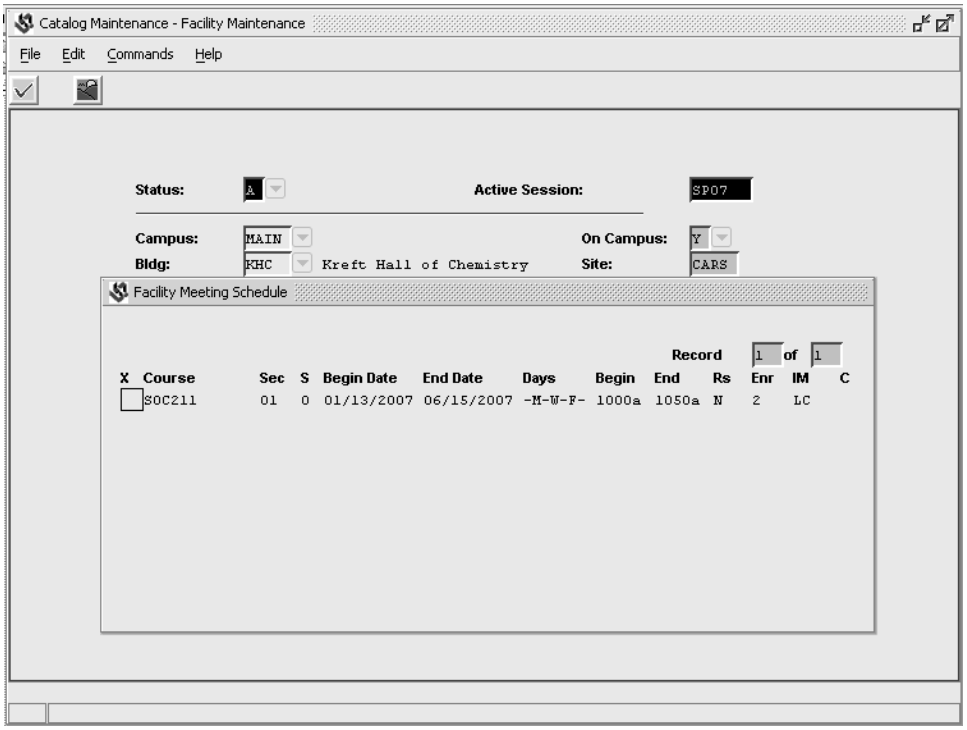
The Facility Meeting Schedule window enables you to view a list of the times a building and room are in use. However, you cannot change the information on this window.

Access

Access the Facility Meeting Schedule window by selecting **Schedule** from the command line of the Facility Maintenance screen.

Example

Following is an example of the Facility Meeting Schedule window.



Fields

The following is a list of fields and their descriptions that appear on the Facility Meeting Schedule window:

Begin

The time of day on which a course meeting begins (e.g., 0800a).

Begin Date

The date on which a course meeting begins (e.g., 09/15/2008).

C

A field that designates whether this section is conflicting with another section. A letter in this field designates that this section conflicts with another.

Note If the letter “a” appears next to two or more sections in this column, then all of these sections are in conflict with one another. Likewise, if the letter “b” appears next to two or more sections, then all of these sections are in conflict with one another.

Course

The name and number of a course scheduled to meet at a facility (e.g., BIO302).

Days

The days of the week on which a course meeting is scheduled to meet at a facility (e.g., -M-W-F-).

End

The time of day on which a course meeting ends (e.g., 0850a).

End Date

The date on which a course meeting ends (e.g., 12/15/2008).

Enr

The number of students registered for a course meeting that is scheduled at a facility.

IM

A code that specifies the method of instruction for a course meeting (e.g., LB for lab).

Rs

A code (either Y or N) that specifies whether a course meeting that is scheduled to meet at a facility is reserved.

S

A code that specifies the section status.

Valid values are**:**

- C (Closed) if the number of students enrolled is equal to the maximum allowed to register in a section
- H (Hold) if any further registration in a section is stopped and a section is stopped from being printed on a course schedule
- I (Cancel In Progress) if a section has been canceled in the Cancel Section window
- O (Open) if registration in a section is permitted, based on the available number of seats
- R (Reopened) if enrollment in this section was closed during registration, then enrollment dropped below the maximum registered, so enrollment is reopened
- X (Cancel Complete) if a section has been canceled in the Cancel Section window, and the system has completed the automatic process of notifying students that they have been dropped from the section

Sec

A code that specifies a course section (e.g., 03).

X

A field that designates whether this section is cross-listed with another section. An asterisk (*) designates that this section is cross-listed.

Commands

The following is a list of the commands that appear on the Facility Meeting Schedule window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Finish

Allows you to exit the screen and continue.

View Cross Listing

Lists the other courses with which this meeting is cross-listed, if the meeting listed has an asterisk (*) in the X field indicating it is cross-listed.

Instruction Assignments Window

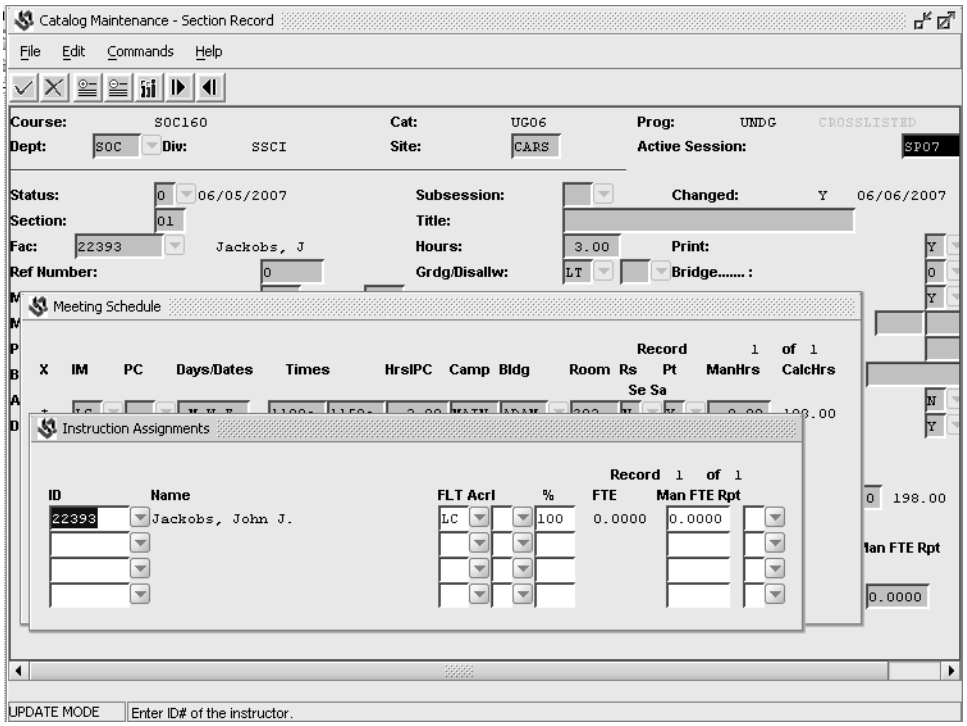
The Instruction Assignments window enables you to enter information about an instructor of a course section. This information includes the type of faculty load, accrual, full-time equivalency (FTE), and the type of applicable reporting requirements to apply to the section. Using this window, you can add one or more instructors for a single meeting record.

Access

Access the Instruction Assignments window by selecting **Meeting** from the Section Record screen and then selecting **Instr.** from the Section Record screen command line.

Example

Following is an example of the Instruction Assignments window.



Fields

The following is a list of fields and their descriptions that appear on the Instruction Assignments window:

%

The percentage of a meeting assigned to an instructor (e.g., 50).

Note Enter whole numbers in this field.

Acrl

A code that specifies the method of accrual for an instructor. The system uses the method of accrual to determine in which category to place the associated Full-time Equivalency value (see *Instructor Load Window* in this section). Valid values are:

- B (banked)
- C (contract hours)
- H (hourly)
- O (overload)
- R ([instructor of] record)
- X (other)

FLT

A code that identifies the type of load incurred by the assigned instructor for the associated meeting. (FLT represents Faculty Load Type).

Example: LC (lecture only).

Note The system uses this code to calculate the Full-time Equivalency value for the instruction assignment.

FTE

A value representing the load incurred relative to the full-time equivalent. (FTE represents Full-time Equivalency).

ID

The number of the instructor assigned to the associated meeting for the specified faculty load type (e.g., 1010).

Man FTE

A field in which you can enter the full-time equivalency (FTE), rather than having the system automatically calculate full-time equivalency.

Name

A name that identifies an instructor of record for the associated meeting (e.g., White, Alger Y.).

Rpt

A code that specifies the type of reporting requirement for an instructor. Valid values are:

- B (both institution and government)
- G (government)
- I (institution)
- N (none)

Commands

The following is a list of the commands that appear while the Instruction Assignments window is displaying and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Note When you see two keys separated by a dash, hold down the first key while pressing the second key.

Add-line
Lets you open a row of fields for adding instruction assignments.

Note Select **Finish** after you add instruction assignments to save your field entry.

Back
Lets you scroll back one screen.

Cancel
Lets you exit the Instruction Assignments screen and does not save field entry.

Del-line
Lets you erase (permanently remove) an instruction assignment.

CAUTION

Never use this command unless you know exactly how to do so. First, see Deleting Catalog and Schedule Information in Adding or Updating Catalog Information.

Faculty
Lets you access the Instructor Information screen.

Finish
Saves all field entry.

Forward
Lets you scroll forward one screen.

Instruction Qualifications Window

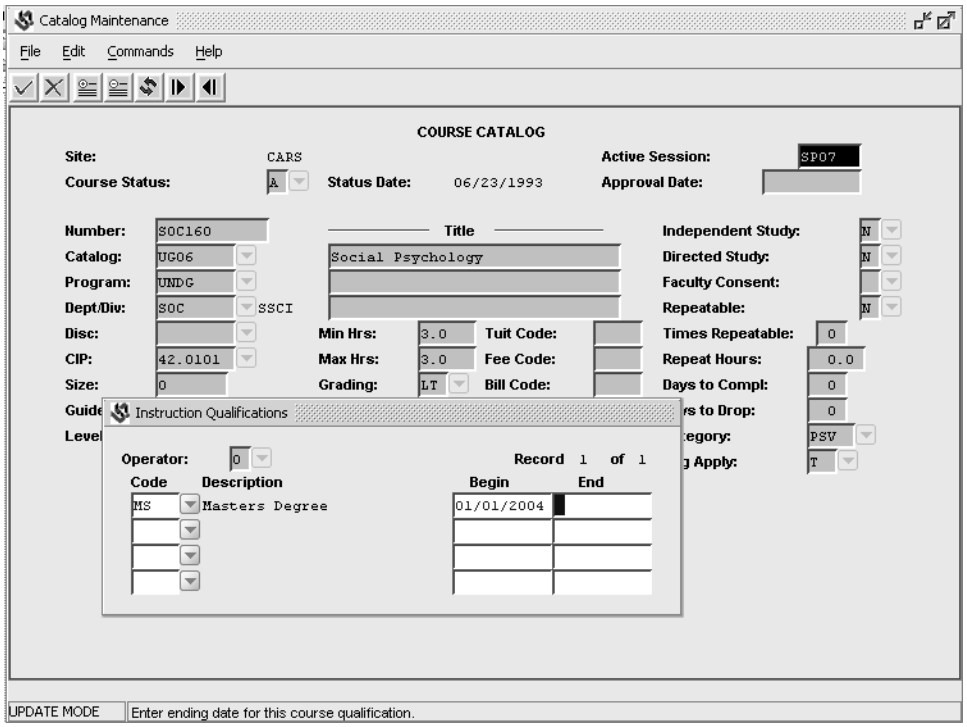
The Instruction Qualifications window enables you to add, update, and delete qualifications required for an instructor to teach a course.

Access

Access the Instruction Qualifications window by selecting **Options** from the Course Catalog screen and then selecting **Instruction Qualifications** from the drop-down menu that appears.

Example

Following is an example of the Instruction Qualifications window.



Fields

The following is a list of fields and their descriptions that appear on the Instruction Qualifications window:

Begin

The officially mandated date on which the qualifications to teach a course begin.

Code

A code that specifies the qualifications required of an instructor to teach a course (e.g., MS for a Masters Degree).

Description

Text that describes the instructor qualifications in the Code field (e.g., Masters Degree). This text appears after you complete the Code field.

End

The officially mandated date on which the qualifications to teach a course end.

Operator

A code that specifies the qualification operator that is to be applied to the qualifications. Valid values are:

- A (And)
- O (Or)

Commands

The following is a list of the commands that appear on the Instruction Qualifications window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Update Operator
Lets you enter the qualification operator.

Instructor Activity Record Window

The Instructor Activity Record window enables you to enter and change information about instructor activity, such as when an instructor is on sabbatical, or serving as a foreign exchange instructor.

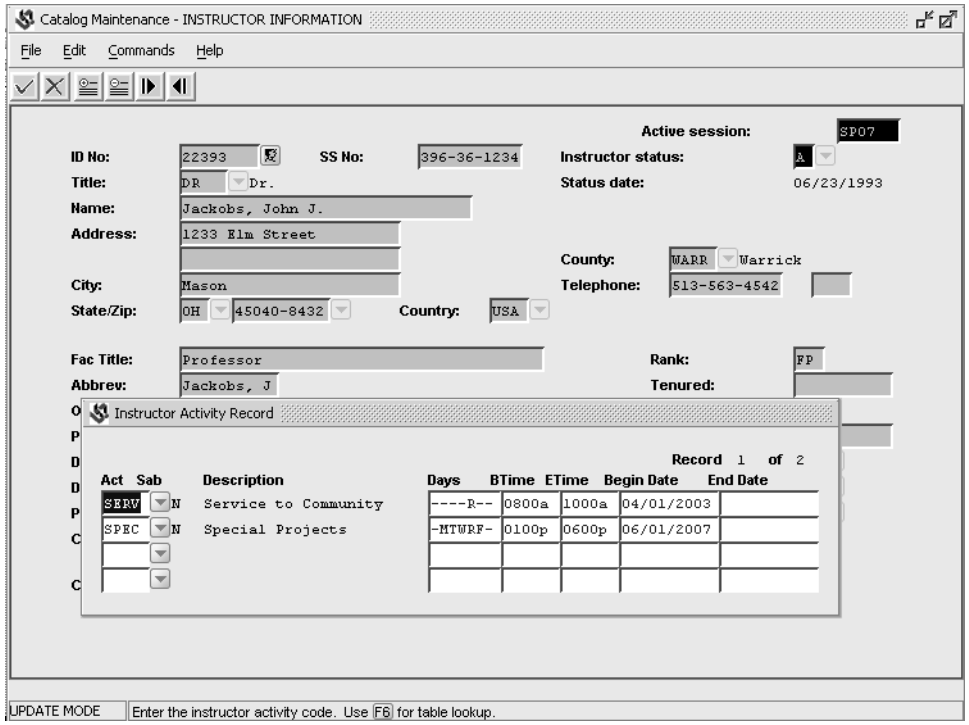
Access

Access the Instructor Activity Record window by selecting **Options** from the Instructor Information screen and then selecting **Activity** from the drop-down menu that appears.

Note If you complete this window, the system stops you from adding instruction assignments for an instructor if they fall within the time frames given for noninstructional activity. For example, if you complete this window and indicate that Dr. John H. McFarland is on sabbatical from 09/01/2008 to 12/21/2008, do not try to use the Instruction Assignments window to add Dr. McFarland as the instructor for a section and meeting of a course during these dates, the system does not allow you to do this.

Example

Following is an example of the Instructor Activity Record window.



Fields

The following is a list of fields and their descriptions that appear on the Instructor Activity Record window:

Act

A code that specifies the type of instructor activity (e.g., PAPE for write paper).

Begin Date

The date on which an instructor activity is to begin (e.g., 03/25/2008).

BTime

The beginning time on which an instructor's activity is to begin (e.g., 0230p for 2:30 p.m.)

Days

The day(s) this activity is to occur.

Description

A description of the code you enter in the Activity field (e.g., Write Paper). The description automatically appears when you complete the Activity field.

End Date

The date on which an instructor's activity ends (e.g., 06/23/2008).

Etime

The ending time on which an instructor's activity is to end (e.g., 0330p for 3:30 p.m.).

Sab

A code (either Y or N) to specify whether this activity is for sabbatical. The system automatically displays this code when you complete the Activity field.

Commands

The following is a list of the commands that appear on the Instructor Activity Record window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Instructor Information Screen

The Instructor Information screen enables you to add, update, and delete instructor information.

Access

Access the Instructor Information screen by one of two ways:

- Selecting Faculty Maintenance Screen from the Catalog Maintenance Options screen
- Selecting **Faculty** from the command line of the Instruction Assignments window

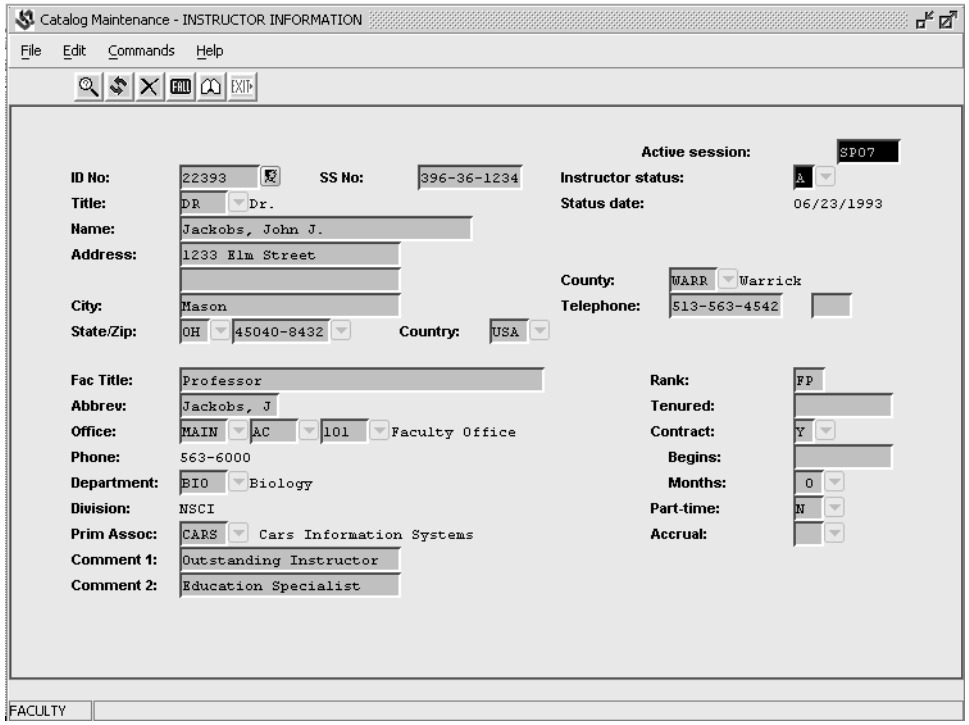
There is one Instructor Information screen; however, you can access it from two separate menu options from the Catalog Maintenance Options screen. As a result, it appears in two locations in Course/Class Schedule.

CAUTION

Faculty maintenance makes changes to the ID record (id_rec), which is used throughout the system.

Example

Following is an example of an Instructor Information screen.



Fields

The following is a list of fields and their descriptions that appear on the Instructor Information screen:

Abbrev

An abbreviation for the instructor name that is printed on a course schedule (e.g., Fields, L).

Accrual

A code that specifies the method of accrual for an instructor. The system uses the method of accrual to determine in which category to place the associated full-time equivalency value. This provides the default accrual method in instructor assignments (see *Instructor Load Window* in this section).

Examples:

- B (banked accrual)
- C (contact hours accrual)
- H (hourly accrual)
- O (overload accrual)
- R ([instructor of] record accrual)
- X (other accrual)

Active session

A code that indicates the session and year used in retrieving some faculty option records (e.g., FA08 for Fall 2008).

Address

A permanent address of an instructor (e.g., 2407 Northfield Court).

Begins

The date on which an instructor's contract begins with your institution (e.g., 03/25/2008).

City

The city of the permanent address of an instructor (e.g., Georgetown).

Comment 1

Comment 2

Lines of text used for entering comments about instructors.

Examples:

- Sabbatical: 03/25/2008
- MPC Department Chair

Contract

A code (either Y or N) that specifies whether an instructor is on contract.

Country

A code that specifies the country of permanent residence of an instructor.

County

The county of the permanent address of an instructor (e.g., SCOT for Scott).

Department

A code that specifies an instructor's department (e.g., ENG for English).

Division

A code that specifies the division of an instructor (e.g., NSCI for Natural Sciences).

Fac Title

The full title of an instructor (e.g., Associate Professor).

ID No

A number used to identify an instructor (e.g., 3561). The system automatically assigns this number after you select **Finish** to add an instructor to the database.

Instructor status

A code used to indicate whether an instructor is active (available to teach) or inactive (unavailable to teach) for the active session (e.g., A for active).

Months

A maximum number up to 12 months, indicating the duration of an instructor's contract (e.g., 9).

Name

The name of an instructor (e.g., McFarland, John H.,, Sr.).

Note Use the format shown on the screen for names. In the name "McFarland, John H.,, Sr.," the extra comma separating John McFarland's middle initial and "Sr." is a flag the system uses. When your institution sends a letter, the system transposes "McFarland, John H.,, Sr.," and uses the salutation, "John H. McFarland, Sr."

Office

A three-part field used to enter codes to specify the campus, building, and room number where an instructor works.

Example: MAIN AC 101 (main campus, Accounting Hall, room 101).

Part-time
A code (either Y or N) that indicates whether an instructor is part-time.

Phone
A phone number for the instructor's office telephone (e.g., 555-4567).

Rank
A code used to indicate an instructor's rank.

Examples:

- FP (full professor)
- AP (assistant professor)
- VP (visiting professor)

SS No
The social security number of an instructor (e.g., 987-65-4321).

State/Zip
The state and zip code of the permanent address of an instructor (e.g., KY 40324).

Status Date
The date on which an instructor's status was changed (e.g., 06/23/2008).

Telephone
The permanent telephone number and extension of an instructor (e.g., 234-555-7890).

Tenured
The date on which an instructor received tenure (e.g., 03/25/2008).

Title
A code used to specify a title of an instructor.

Example: DR or MS

Commands

The following is a list of the commands that appear on the Instructor Information screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add
Lets you add instructor information.

Delete
Lets you delete instructor information.

CAUTION
Never use this command unless you know exactly how to do so.

Exit
Lets you exit the program.

Menu
Lets you return to the previous menu.

Options

Lets you access options that you can then select to access and enter information in other instructor-related windows (see *Options* for the *Instructor Information Screen* in this section).

Query

Lets you begin a search to find an instructor by entering an identification number.

Note After you type an ID number to query, and the system cannot find the ID number, the message, "ADD MODE" appears in the upper right of the screen.

Session

Lets you access the Active session field so that you can change the active session.

Note You cannot access the Active session field after you have selected Add.

Update

Lets you make changes to field entries on the Instructor Information screen.

Options

After you have added an instructor or queried to locate an instructor, the command line changes on the Instructor Information screen to contain the Options command. After you select **Options**, a drop-down menu appears containing instructor-related options. The following is a list of the options and their descriptions that appear on the drop-down menu, their key entries, and their purposes:

Activity

Lets you access the Instructor Activity Record window.

Load

Lets you access the Instructor Load window.

Noninstr assign

Lets you access the Noninstruction Assignment window.

Other addresses

Lets you access the Other Addresses window.

Other names

Lets you access the Other Names window.

Qualifications

Lets you access the Instructor Qualifications window.

Schedule

Lets you access the Instructor Schedule window.

Instructor Load Window

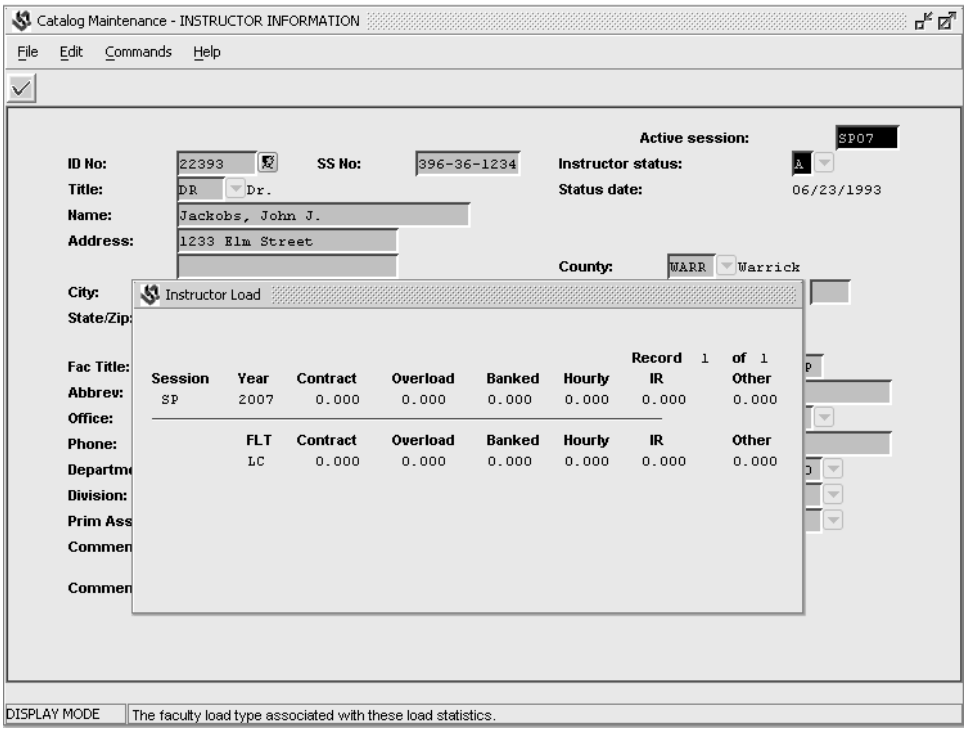
The Instructor Load window enables you to view an instructor's load statistics by session and year. However, you cannot change information on this screen. The system calculates the information displayed on this screen from the values on the Instruction Assignments window.

Access

Access the Instructor Load window by selecting **Options** from the Instructor Information screen and then selecting **Load** from the drop-down menu that appears.

Example

Following is an example of the Instructor Load window.



Fields

The following is a list of fields and their descriptions that appear on the Instructor Load window:

Banked

A number that indicates the amount of banked accrual (i.e., accrual that is calculated and applied against instructor load for a future session, not the current session).

Contract

A number that indicates the amount of contract accrual (i.e., accrual calculated using the terms specified in an instructor's contract).

FLT

A code that identifies the type of load the instructor incurs from an assignment. The system obtains this code from the Instruction Assignments window.

Examples:

- LC (lecture)

- NI (noninstruction assignment)
- PR (preparatory)

Hourly
The amount of hourly accrual (e.g., .250).

IR
The amount of instructor of record accrual, i.e., accrual that is calculated based on a formula for instructor of record.

Other
A number used if the accrual method is other than banked, contract, hourly, or instructor of record.

Note The other method can include instructor preparation fees.

Overload
The amount of overload accrual (i.e., accrual calculated using the terms specified for calculating overtime).

Session
A code that specifies the session of an instructor's load record (e.g., FA for Fall).

Year
The year for this instructor load (e.g., 2008).

Commands

The following is a list of the commands that appear on the Instructor Load window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Finish
Allows you to exit the screen and continue.

Instructor Qualifications Window

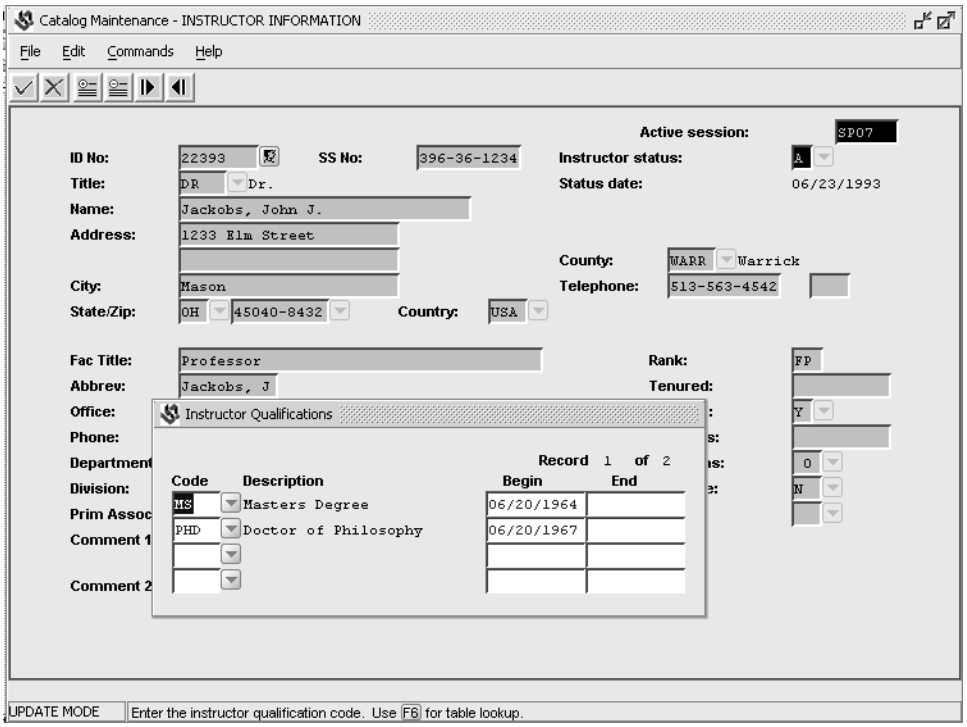
The Instructor Qualifications window enables you to enter an instructor's qualifications.

Access

Access the Instructor Qualifications window by selecting **Options** from the Instructor Information screen and then selecting **Qualifications** from the drop-down menu.

Example

Following is an example of the Instructor Qualifications window.



Fields

The following is a list of fields and their descriptions that appear on the Instructor Qualifications window:

Begin

The begin date of this qualification.

Code

A code that specifies the qualifications of an instructor.

Examples

- MSCS (Masters in Computer Science)
- TCRT (Teacher's Certification)

Description

Text that describes the instructor qualifications in the Code field (e.g., Masters Degree). The description appears when you complete the Code field.

End

The end date for this qualification.

Commands

The following is a list of the commands that appear on the Instructor Qualifications window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Instructor Schedule Window

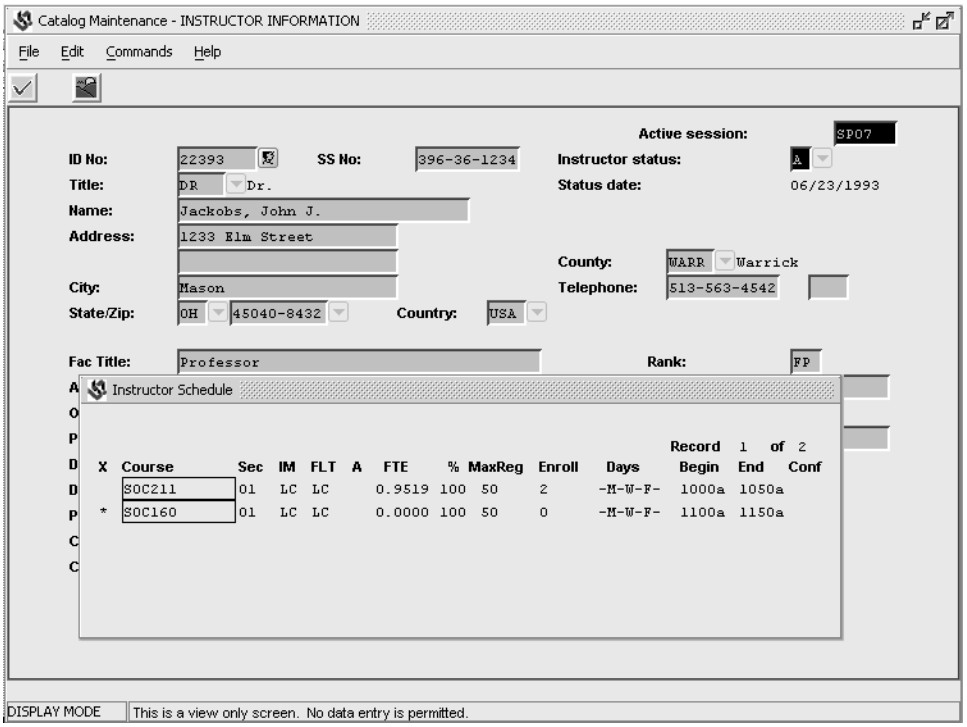
The Instructor Schedule window enables you to view a list of meetings and instructor information related to a course section. However, you cannot change any information on this window.

Access

Access the Instructor Schedule window by selecting **Options** from the Instructor Information screen and then selecting **Schedule** from the drop-down menu.

Example

Following is an example of the Instructor Schedule window.



Fields

The following is a list of fields and their descriptions that appear on the Instructor Schedule window:

%

The percent of this meeting taught by this instructor (e.g., 100).

Note This percent directly affects the FTE displayed on this window.

A

A code that specifies the accrual method for an instructor assigned to a section of a course (e.g., C for contract).

Begin

The time of day on which a meeting begins (e.g., 0800a).

Conf

A code that indicates whether this section conflicts with one or more sections. A letter in this field (e.g., "a") indicates that this meeting conflicts with one or more other meetings.

Course

The course name and number (e.g., ENG112).

Days

The days of the week on which a course section meets (e.g., -M-W-F-).

End

The time of day on which a meeting ends (e.g., 0850a).

Enroll

The total number of students registered for a section (e.g., 0). If the meeting is cross-listed, the number in this field represents only the one section.

FLT
The faculty load type (e.g., LC for lecture only).

FTE
The full-time equivalency value.

IM
A code that indicates the type of instructional method (e.g., LC for lecture only).

MaxReg
The total number of students allowed to register in the associated section (e.g., 20). If the meeting is cross-listed, the number in this field represents only the one section.

Sec
A number used to identify the associated section (e.g., 07).

X
A field that designates whether this meeting is cross-listed with another section. An asterisk [*] designates that this meeting is cross-listed.

Commands

The following is a list of the commands that appear on the Instructor Schedule window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Finish
Allows you to exit the screen and continue.

View
Lets you view the cross-listing if this meeting is cross-listed with one or more other sections.

Meeting Records for Cross-Listing Window

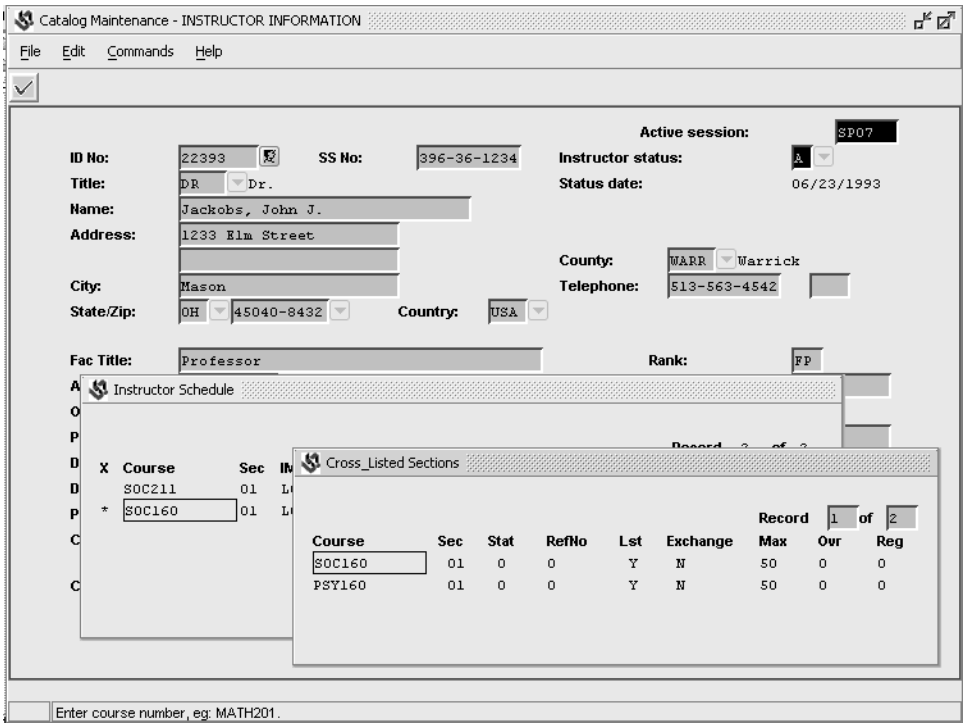
The Meeting Records for Cross-Listing window enables you to select the meeting that you want to cross-list when the section you are cross-listing with has more than one meeting of the same instructional method type. For example, a section can contain two meetings with the instructional method type of “LC” (for lecture only).

Access

Access the Meeting Records for Cross-Listing window in the following manner. After you complete the Add Cross-Listed Meeting window, *and* the section you want to cross-list contains more than one meeting of the same instructional type, the system displays the Meeting Records for Cross-Listing window. From this window, you can select the meeting that you want to cross-list with another meeting.

Example

Following is an example of the Meeting Records for Cross-Listing window.



Fields

The following is a list of fields and their descriptions that appear on the Meeting Records for Cross-Listing window:

Bldg

A code that specifies a building in which a section meets (e.g., AH for Alexander Hall).

Camp

A code that specifies a campus on which a section meets (e.g., MAIN for main campus).

Date

The beginning and ending dates on which a section meets (e.g., 09/03/2008 12/15/2008).

Days

A code that specifies the days of the week on which a section meets (e.g., -M-W-F-).

Room

A room number used to indicate where a section meets (e.g., 122).

Time

A two-part field used for the beginning and ending times of day on which a section meets (e.g., 0300p 0350p).

Commands

The following is a list of the commands that appear on the Meeting Records for Cross-Listing window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish
Selects the meeting with which to cross-list.

Forward
Lets you scroll forward one screen.

Meeting Schedule Window

The Meeting Schedule window enables you to enter the section meeting information, including the date and time a section is to meet.

Access

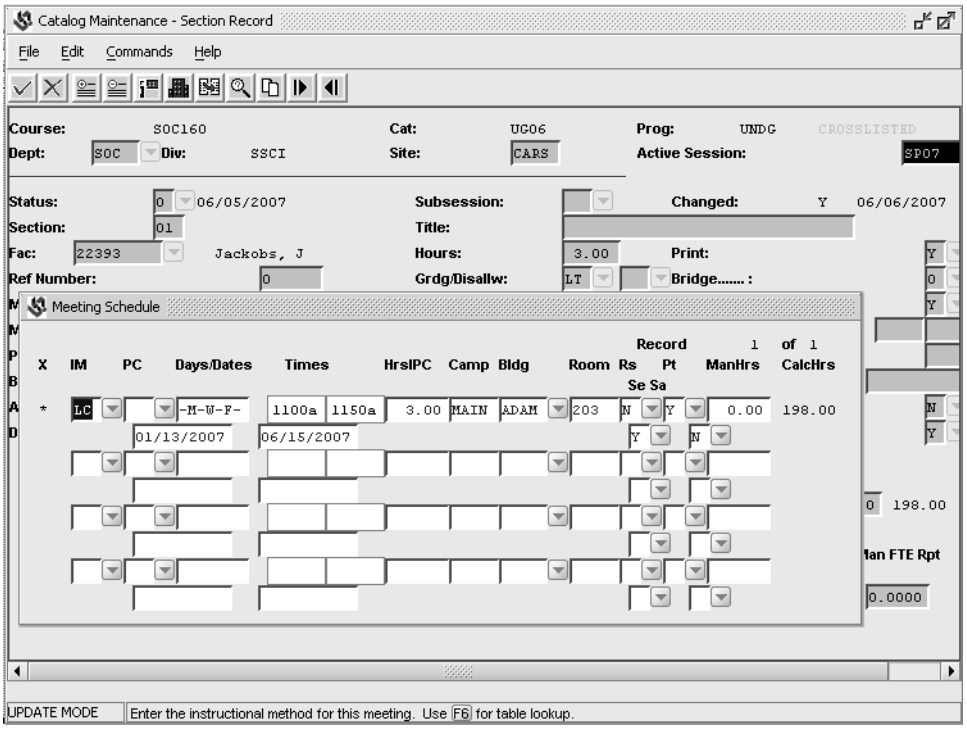
Access the Meeting Schedule window by selecting **Meeting** from the Section Record screen. Before you access this window, you must have already added a course, using the Course Catalog screen, and a section, using the Section Record screen.

Note If a meeting schedule already exists for a section when you access the Meeting Schedule window, “UPDATE MODE” appears in the upper right of the screen. If no meeting exists for a section, “ADD MODE” appears in the upper right of the screen.

Note When you see an asterisk in the column under the “X,” the section for which you are adding a meeting schedule is cross-listed with one or more sections. You can view a screen showing all cross-listed sections by selecting **Xlist**.

Example

Following is an example of the Meeting Schedule window overlaying the Section Record screen.



Fields

The following is a list of fields and their descriptions that appear on the Meeting Schedule window:

Bldg

A code that specifies a building in which a section meets.

Example: AH (Alexander Hall).

CalcHrs

A value the system automatically calculates that indicates the total contact hours (number of actual hours of instruction for the meeting).

Note You must have completed the Days/Dates, Times, and Hrs IPC fields in order for the system to calculate and display the value in this field. When the system updates the CalcHrs field, it updates the FTE field automatically on the Instruction Assignments window.

Camp

A code that specifies a campus on which a section meets.

Example: MAIN (main campus).

Days/Dates

A code that specifies the days of the week on which a section meets (e.g., -M-W-F- for Monday, Wednesday, and Friday).

Below the Days field is a two-part field used for the beginning and ending dates on which a meeting meets on the days specified in the Days field; the system automatically defaults these dates to the beginning and ending dates of the academic session.

HrsIPC

The number of hours of instruction required per class meeting (e.g., 1.00).

IM

A code that specifies the method of instruction for a meeting (e.g., FE for field experience).

ManHrs

A value you manually enter that indicates the total contact hours (number of actual hours of instruction for a meeting during one session).

Note

- If you complete the ManHrs field, the system uses this value to calculate the value in the FTE field on the Instruction Assignments window
- If you want the system to calculate the value in the FTE field on the Instruction Assignments window automatically, do not complete the ManHrs field

PC

An optional entry field that specifies a class period for a section (e.g., M1 for a section that meets Monday, Wednesday, and Friday from 8:00 to 8:50 am).

Note When you enter this code, the system automatically displays the corresponding days of the week in the Days/Dates field and the time in the Times field.

Pt

A code (either Y or N) that specifies whether the meeting information appearing on the Meeting Schedule window is to be printed on the course schedule. Within JICS, if the value is N, the student will not see the particular meeting, but the faculty member will see all meetings.

Room

A number used to indicate a room in which a section meets (e.g., 23).

Rs

A code (either Y or N) that specifies if a room is to be a supplemental room reservation.

Note If you enter Y in this field to reserve a room, the system checks for meeting conflicts for a section. A "Y" in this field also prevents other individuals from assigning the room for use. However, this meeting is not checked for conflicts for a student's schedule. Set to "Y" *only* when you want facility conflicts to be checked against this meeting, but not student conflicts.

Sa

A Y/N flag indicating whether Resource25 should assign the facility for this meeting. If Y, Resource25 is notified via the interface to enable Schedule25 to handle the facility assignment, instead of using the facility information maintained within CX. This field only appears if Resource25 is enabled via the macro ENABLE_FEAT_R25.

Se

A Y/N flag indicating whether the meeting should be exported to Resource25. This field only appears if Resource25 is enabled via the macro ENABLE_FEAT_R25.

Times

A two-part field used for the beginning and ending times of day on which a section meets on the days specified in the Days field.

Example: 0800a for 8:00 a.m. (beginning) and 0850a for 8:50 a.m. (ending).

Note Enter the time using the format indicated, e.g., 0800a (not 8:00 a.m.) and 0850a (not 8:50 a.m.). The system changes your entry to the standard format used for time.

X

A field that designates whether this meeting is cross-listed with another section. An asterisk [*] designates that this meeting is cross-listed.

Note Select **Xlist** to view all cross-listed sections.

Commands

The following is a list of the commands that appear on the Meeting Schedule window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

When you see two keys separated by a dash, hold down the first key while pressing the second key.

Add-line

Lets you open a row of fields to begin adding a meeting schedule for a section of a course.

Note Select **Finish** after you add a meeting schedule. Finish saves your field entry.

Back

Lets you scroll back one screen.

Cancel

Lets you exit the Meeting Schedule window and does not save the field entry.

Copy

Lets you copy data from the last meeting entered for the section to the new meeting added.

Del-line

Lets you erase (permanently remove) a meeting schedule for a section of a course.

Facil.

Lets you access the Facility Maintenance screen.

Facil. Query

Lets you access the Facility Criteria window.

Finish

Saves all field entries.

Forward

Lets you scroll forward one screen.

Instr.

Lets you access the Instruction Assignments window.

XList

Lets you access the Cross-Listed Sections window to do the following:

- In Add mode, you can add a cross-listed meeting schedule for a section (if one has not already been added).
- In Update mode, you can view all cross-listed meeting schedules for a section (if they have already been added).

Note If you try to use Cross-List and there are no cross-listed meeting schedules, the system produces an audible tone like a *beep*. Also, if a meeting schedule is cross-listed, an asterisk displays in the column to its left.

Noninstruction Assignment Window

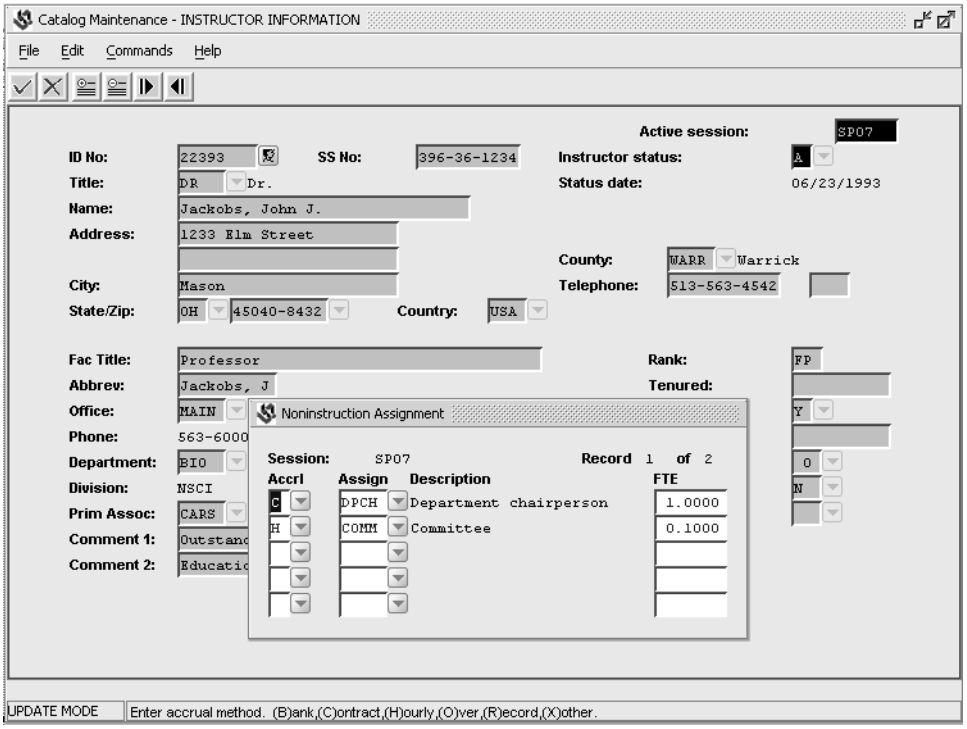
The Noninstruction Assignment window enables you to add, view, and change data that affects the calculation of instructor load for noninstruction assignments. Noninstruction assignments include, for example, chairing a department or committee, or serving as a writing center director.

Access

Access the Noninstruction Assignment window by selecting **Options** from the Instructor Information screen, then **Noninstr assign** from the drop-down menu.

Example

Following is an example of the Noninstruction Assignment window.



Fields

The following is a list of fields and their descriptions that appear on the Noninstruction Assignment window:

Accrl

A code that specifies the method of accrual for an instructor for this assignment (e.g., C for contract).

Assign

A code that specifies the type of noninstruction assignment.

Examples: COMM (committee) or DPCH (Department Chairperson).

Description

A description of the type of noninstruction assignment (e.g., Department chairperson). This description appears automatically after you enter a code in the Assign field.

FTE

A number that indicates the instructor load for a noninstruction assignment (e.g., 0.2500).

Session

A code that indicates the session and year for a noninstruction assignment.

Commands

The following is a list of the commands that appear on the Noninstruction Assignment window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line

Lets you add a new record.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line

Lets you delete a new record.

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward

Lets you scroll forward one screen.

Other/Alternate Address Window

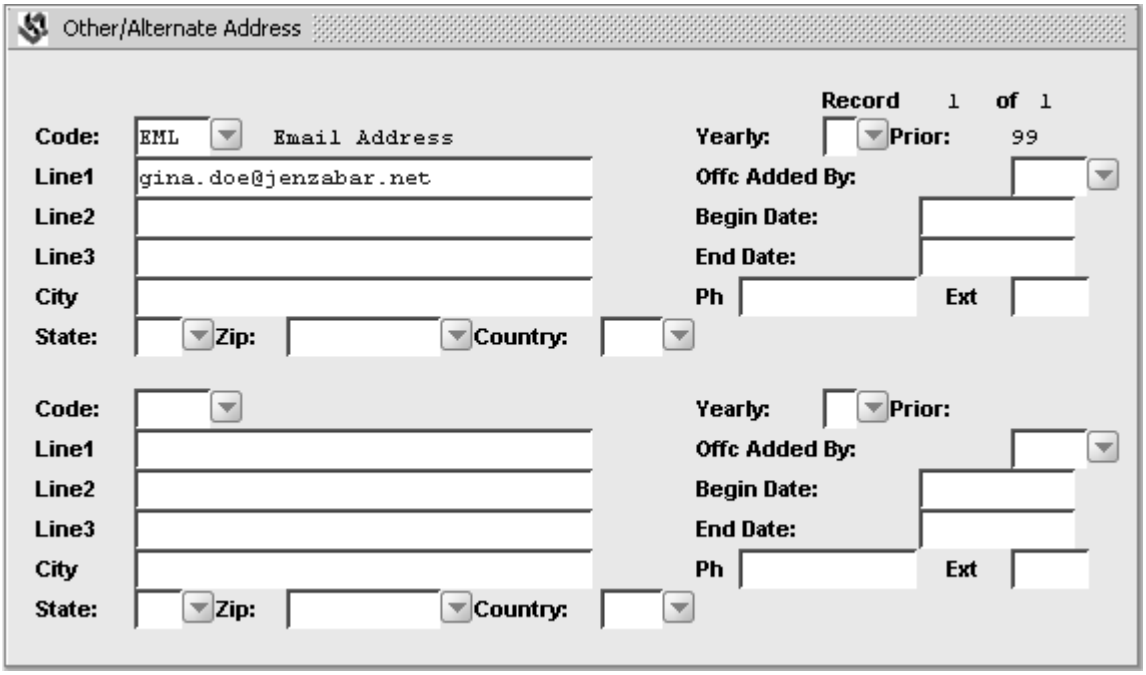
The Other Addresses window enables you to edit an instructor's additional address information.

Access

Access the Other/Alternate Address window by selecting **Options** from the Instructor Information screen and then selecting **Other Addresses** from the drop-down menu that appears.

Example

Following is an example of the Other/Alternate Address window.



Fields

The following is a list of fields and their descriptions that appear on the Other/Alternate Address window. Fields not required for a particular address type can be left blank.

Begin Date

The date on which the address becomes valid.

City

The city name for the address.

Code

A code that specifies the type of address. The drop-down list contains all the address type codes enabled for your institution.

Country
The country code for the address.

End Date
The date on which the address is no longer valid.

Line1

Line2

Line3
Address lines.

Offc Added By
A code that shows which office added the address. The drop-down list contains all the office codes enabled for your institution.

Prior
Priority assigned to the selected address type (a numeric value).

State
The state abbreviation for the address.

Yearly
Y if this address is enabled yearly between the **Begin Date** and **End Date**. **N** otherwise.

Zip
The postal code for the address.

Other Names Window

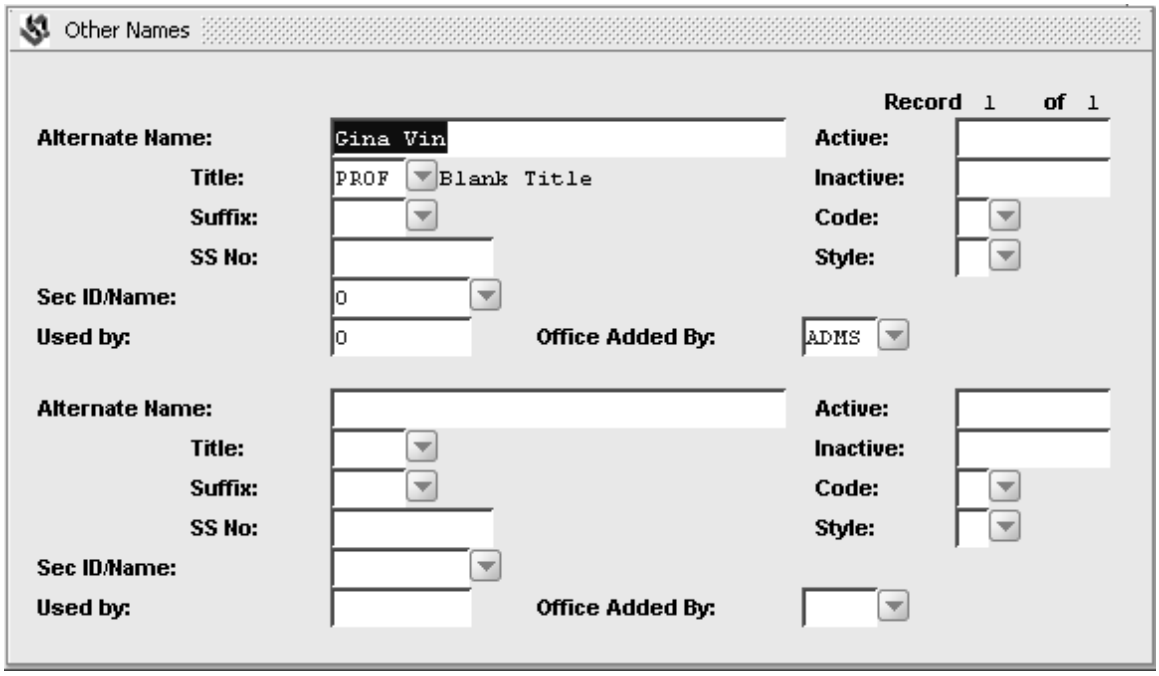
The Other Names window enables you to add or edit any additional names by which an instructor is known.

Access

Access the Other Names window by selecting **Options** from the Instructor Information screen and then selecting **Other Names** from the drop-down menu that appears.

Example

Following is an example of the Other Names window.



Fields

The following is a list of fields and their descriptions that appear on the Other Names window.

Active
The date on which the alternate name is activated.

Alternate Name
The additional name.

Code
This is the addressee code, such as L for label or S for salutation..

Inactive
The date on which the alternate name is deactivated.

Office Added By
A code that shows which office added the address. The drop-down list contains all the office codes enabled for your institution.

Sec ID/Name:
The secondary ID type or name associated with this alternate name.

SS No:
The Social Security number (if any) associated with this name.

Style
The style of the alternate name (formal, informal, nickname, and so on).

Suffix
The suffix (if any) added to this name (Jr, III, etc.).

Title

The title or honorific associated with this name.

Used By

The institution or group that primarily uses this name.

Registration Categories Window

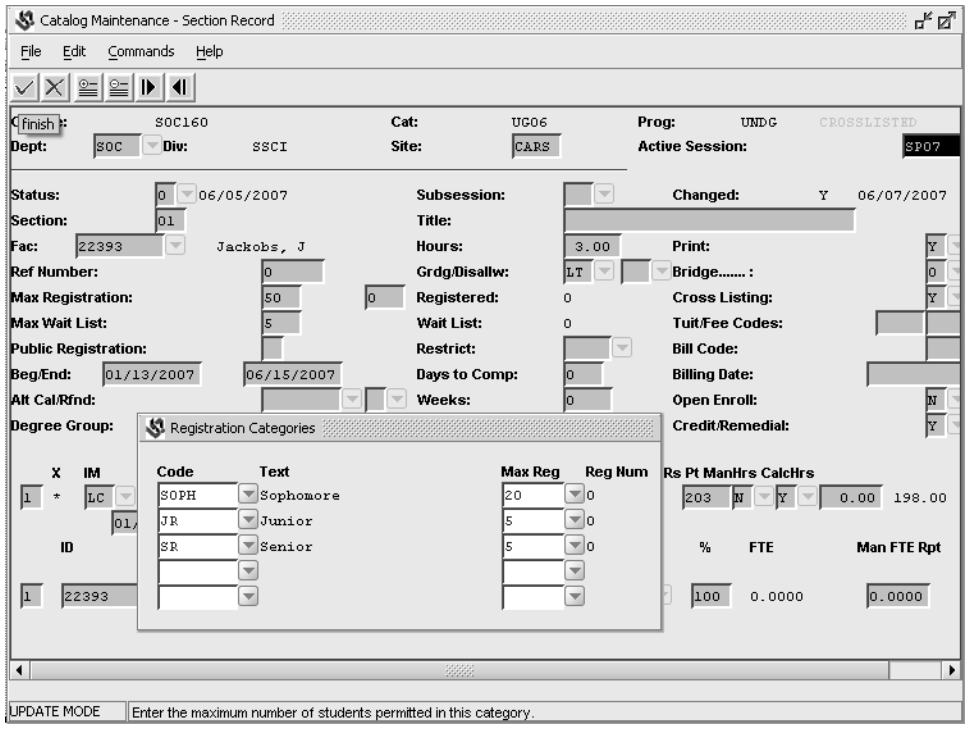
The Registration Categories window allows registration limits for a section based on Registration Categories (regctgry_rec) that are tied to a section. There may be any number of regctgry_recs for a section. The sum of the Max Reg column (max_reg) for all regctry_recs for a section must total the Section record's Max Reg column (sec_rec.max_reg). When a student is dropped or voided from a section, this process will decrement the appropriate regctgry_rec.reg_num.

Access

Access the Registration Categories window by selecting **Options** from the Section Record screen/Commands menu, then selecting **Registration Category** from the drop-down menu.

Example

Following is an example of the Registration Categories window.



Fields

The following is a list of fields and their descriptions that appear on the Registration Categories window

Code
The code that specifies the type of Registration Category tied to this section.

Text
Text that corresponds to the Registration Category code. The text appears automatically after you complete the Code field.

Max Reg
The maximum number of students permitted in this category.

Reg Num
The actual number of students registered in this category.

Commands

The following is a list of the commands that appear on the Registration Categories window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Registration Requirements Window

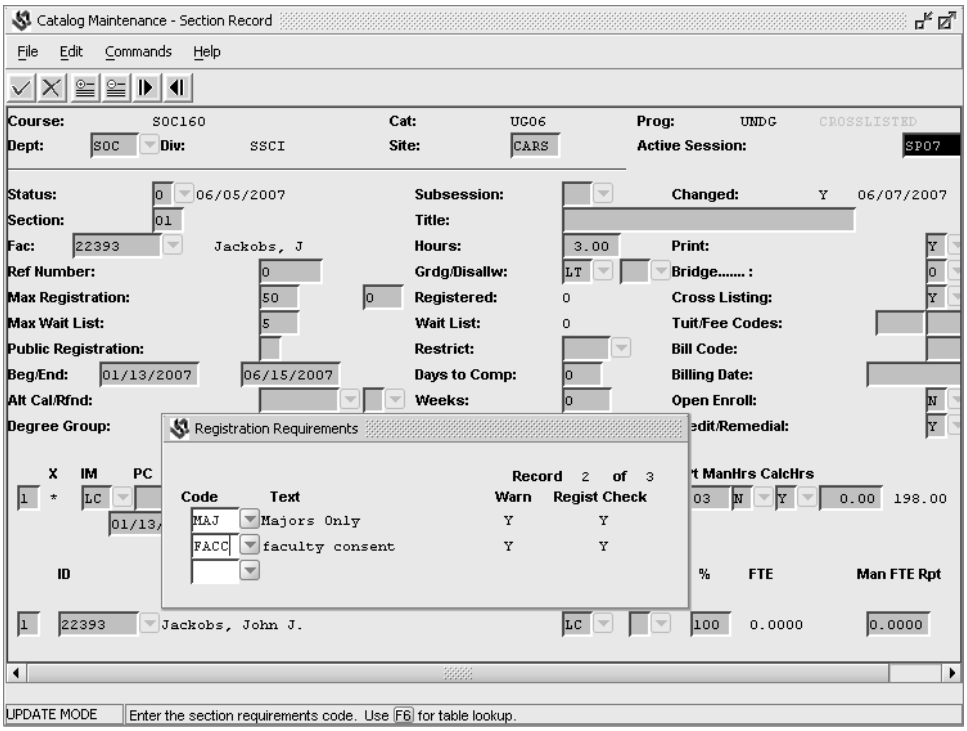
The Registration Requirements window enables you to enter the necessary requirements for a student to register for a section.

Access

Access the Registration Requirements window by selecting **Options** from the Section Record screen, then selecting **Registration Requirements** from the drop-down menu.

Example

Following is an example of the Registration Requirements window.



Fields

The following is a list of fields and their descriptions that appear on the Registration Requirements window. The requirements that you enter in the fields on this window are displayed in Registration.

Code
A code (e.g., UNDG for undergraduates only) that specifies the type of registration requirements for a student to register for a section.

Regist Check
A code (either Y or N) that specifies whether the Registration application is to check student and course records automatically for compliance with this requirement.

Note This code appears automatically after you complete the Code field.

Text
Text that corresponds to the registration requirements code (e.g., "A special fee may apply"). The text appears automatically after you complete the Code field.

Warn
A value (either Y or N) that indicates whether this requirement is to be displayed during registration.

Note This code appears automatically after you complete the Code field.

Commands

The following is a list of the commands that appear on the Registration Requirements window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Section Bridge Record Window

The Section Bridge Record window enables you to bridge the current section to a section in a previous and/or later session and year.

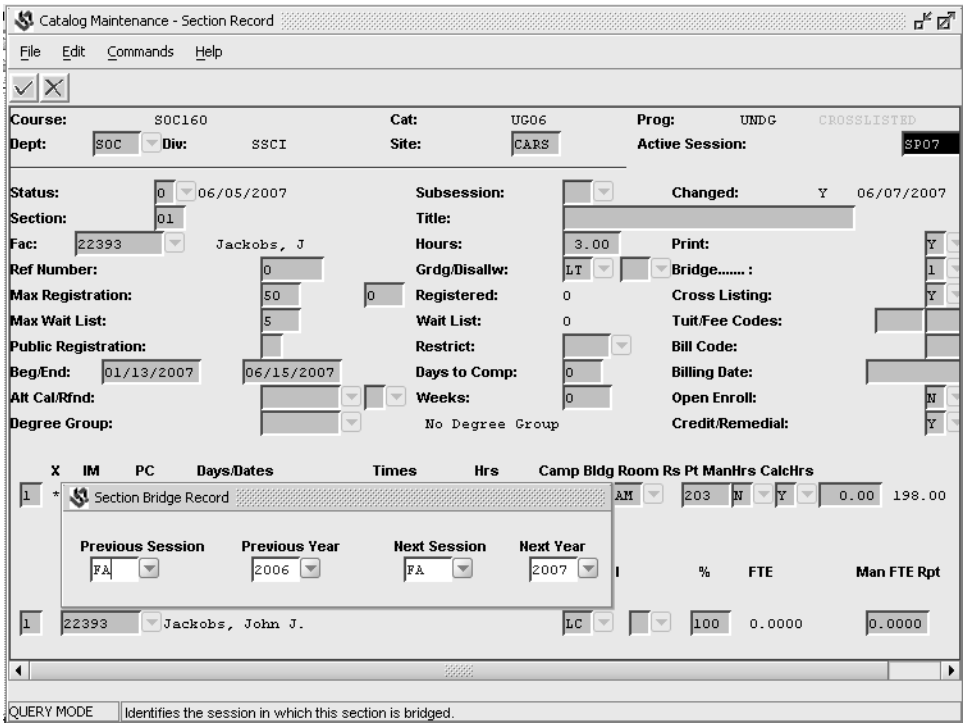
Access

Access the Section Bridge Record window by selecting **Options** from the Section Record screen and then selecting **Bridge Information** from the drop-down menu that appears.

Note Complete this window *only* after you have added the previous and later bridged sections in the Section Record screen *and* you have specified the sequence number of the bridged section in the Bridge field on the Section Record screen.

Example

Following is an example of the Section Bridge Record window.



Fields

The following is a list of fields and their descriptions that appear on the Section Bridge Record window:

Next Session

A code that identifies the next session in which the section is bridged.

Example: SU (Summer session).

Next Year
The next year in which the section is bridged (e.g., 2008).

Previous Session
A code that identifies the previous session in which the section is bridged.

Previous Year
The previous year in which the section is bridged.

Commands

The following is a list of the commands that appear on the Section Bridge Record window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Section Calendar Window

The Section Calendar window enables you to view the following dates:

- The registration dates associated with either the standard academic calendar or the alternate academic calendar
- The refund dates only for a section with an alternate refund calendar

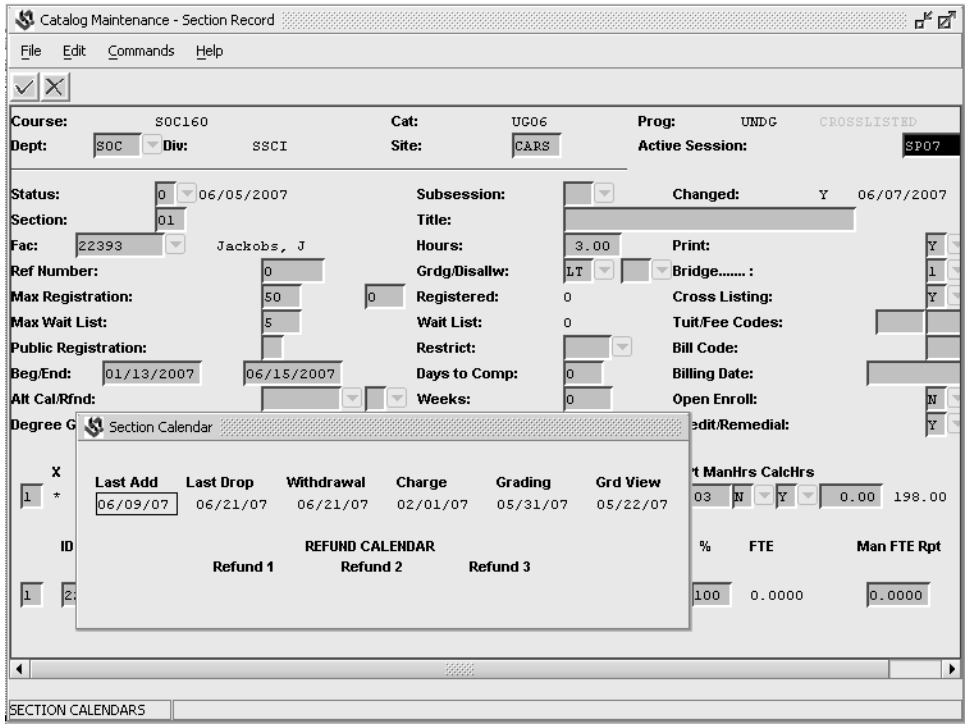
Access

Access the Section Calendar window by selecting **Options** from the Section Record screen, then selecting **alternate calendar/refund** from the drop-down menu.

This screen appears with alternate calendar dates and information only if you have entered a code in the Alt Cal field on the Section Record screen. The system updates the dates on the Section Calendar window, changing them automatically when you add or change a section's or meeting's begin or end dates, the section's alternate calendar or alternate refund codes, or the meeting days.

Example

Following is an example of the Section Calendar window.



Fields

The following is a list of fields and their descriptions that appear on the Section Calendar window:

Begin
The date on which a section alternate calendar begins (e.g., 09/05/2008).

Charge
The date on which your institution begins to charge add or drop fees (e.g., 09/08/2008).

End Date
The date on which a section alternate calendar ends (e.g., 12/15/2008).

Grading
The last date in which a grading type change may be made in Registration.

Last Add
The last date on which a student can add a section (e.g., 09/15/2008).

Last Drop
The last date on which a student can drop a section (e.g., 11/15/2008).

Refund 1
The date used for the first refund breakpoint.

CAUTION

Changing the section refund calendar after a session begins *does have* an effect on registration data of students who registered under the initial section refund calendar. Their registration information changes to reflect the new section refund calendar dates.

Refund 2
The date used for the second refund breakpoint.

Refund 3
The date used for the third refund breakpoint.

Withdrawal
The last date on which a student can withdraw from a section (e.g., 11/15/2008).

Commands

The following is a list of the commands that appear on the Section Calendar window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Esc
Cancels the appearance of the Section Calendar window.

Section Contact Hours Window

The Section Contact Hours window enables you to enter the number of standard hours of contact for each type of instructional method required for the section.

Access

Access the Section Contact Hours window by selecting **Options** from the command line of the Section Record screen, then **Section Contact Hours** from the drop-down menu that appears.

Note You enter the standard contact hours information in the Section Contact Hours window. The system uses this information when you access the Meeting Schedule window to verify that the meetings assigned meet or exceed the standard contact hours for each instructional method type required.

CAUTION

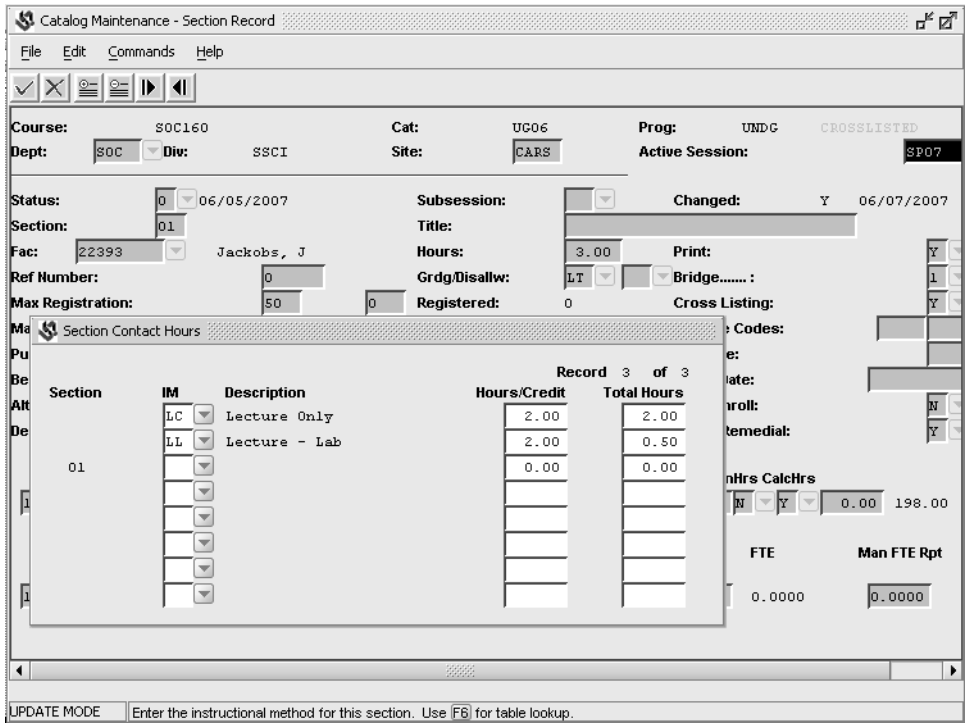
If you do not see a section number displaying below the Section field, this means that you are seeing requirements that have been entered in the Course Catalog screen. If a section's contact hour requirements are different from those you entered earlier in the Course Catalog screen, then you can add them for the section.

CAUTION

The requirements you add for the section take precedence over those you enter in the Course Catalog screen. As a result, when you add a meeting schedule for a section, the system uses the standard contact hours information that you entered in the Section Contact Hours window, not those you entered in the Course Catalog screen.

Example

Following is an example of the Section Contact Hours window.



Fields

The following is a list of fields and their descriptions that appear on the Section Contact Hours window:

Description

Text that corresponds to the method of instruction code (e.g., Lecture Only).

Hours/Credit

The total hours of instruction that must be provided for each course credit.

Example:

If a course has 3 credit hours and 12 total hours of instruction for each of these 3 credits, then the Hours/Credit is 36, e.g., the product of the total credit hours and the total hours of instruction.

IM

A code that specifies the method of instruction for a section (e.g., LC for lecture only).

Section

A section for a course (e.g., 01).

Total Hours

A number, which may be calculated automatically, that is equal to the hours per credit times the section record credit hours. The result, total hours, is the contact hours requirement for the associated instructional method type and section. This value may also be entered manually.

Commands

The following is a list of the commands that appear on the Section Contact Hours window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Section Listing Window

The Section Listing window enables you to view information about each section of a course.

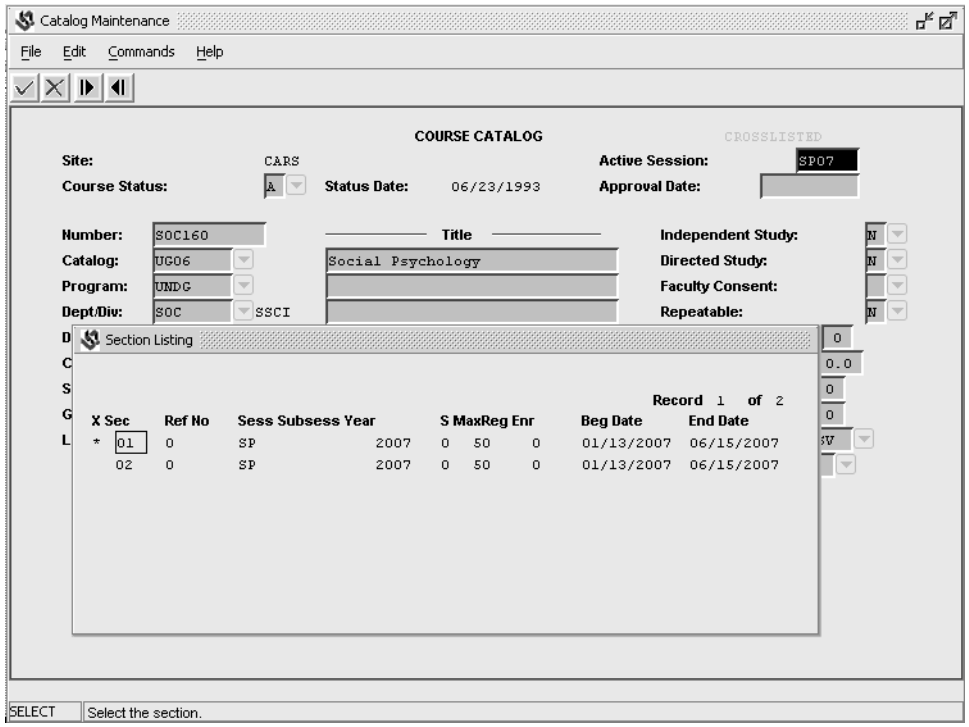
This window contains all the sections associated with the current course, catalog, session, and year. You can use the list to select an individual section; however, you cannot change the information that appears on the Section Listing window.

Access

Access the Section Listing Window by selecting **Section** from the Course Catalog screen command line when one or more sections have been added for a course. If no sections have been added, this message appears: "No section records exist for the current course."

Example

Following is an example of the Section Listing window.



Fields

The following is a list of fields and their descriptions that appear on the Section Listing window:

Beg Date

The date on which a section begins (e.g., 09/05/2008).

End Date

The date on which a section ends (e.g., 12/15/2008).

Enr

The total number of students registered for a section (e.g., 1).

MaxReg

The number of students allowed to register for a section.

Ref No

The number used to identify a section of a course (e.g., 1000). Each section of a course may have its own unique reference number.

S

A code that specifies the status of a section.

Examples:

- C (Closed) if the number of students enrolled is equal to the maximum allowed to register in this section
- H (Hold) if any further registration in this section is stopped and this section is not printed on a course schedule
- I (Cancel In Progress) if this section is in the process of being canceled in the Cancel Section window

- O (Open) if this section is open for registration, based on the available number of seats
- R (Reopened) if enrollment in this section was closed during registration, but the enrollment dropped below the maximum registered, so enrollment is reopened
- X (Canceled) if this section has been canceled and the system has notified all students enrolled in this section that they have been dropped

Sec

A code that specifies a section of a course. A section is session- and year-specific.

Examples:

- 01 (section one)
- 02 (section two)

Sess

A code that specifies the session in which a section is offered (e.g., FA for Fall).

Subsess

A code that specifies a subsession for a section.

Examples:

- S1 (a first summer subsession)
- S2 (a second summer subsession)

X

A field that designates whether this meeting cross-listed with another section. An asterisk [*] designates that this meeting is cross-listed.

Year

The year in which a section is offered (e.g., 2008).

Commands

The following is a list of the commands that appear on the Section Listing window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward

Lets you scroll forward one screen.

Section Record Screen

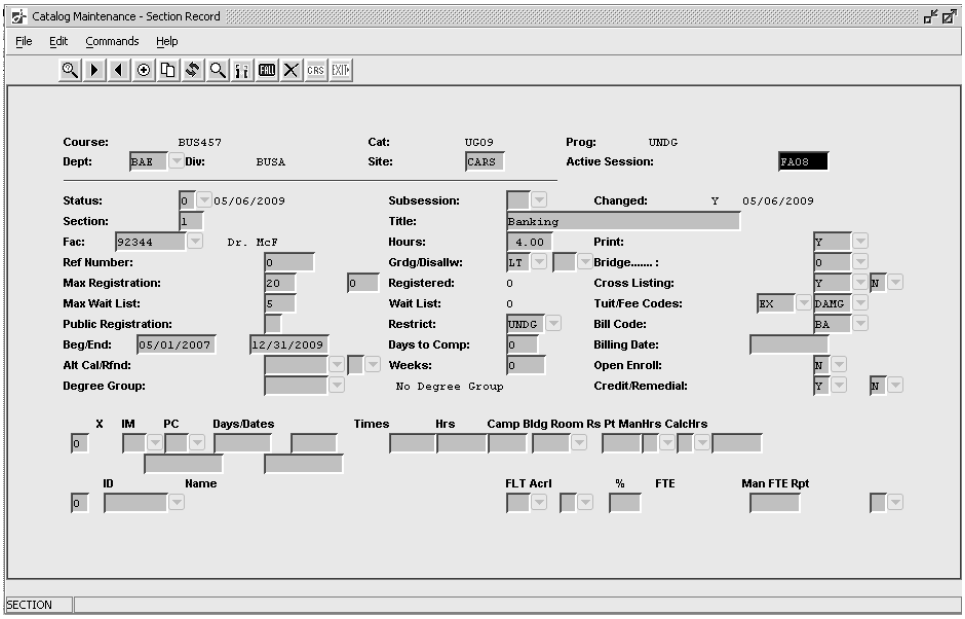
The Section Record screen enables you to add a course section or sections.

Access

Access the Section Record screen by selecting **Section** from the Course Catalog screen command line. You must have added a course in the Course Catalog screen before you can access the Section Record screen.

Example

Following is an example of the Section Record screen.



Fields

The following is a list of fields and their descriptions that appear on the Section Record screen:

%

The percent of a meeting assigned to an instructor (e.g., 50).

Acrl

A code specifying the method of accrual for an instructor (e.g., B for Banked).

Active Session

A code specifying the session and year in which a course is offered (e.g., FA08).

Alt Cal/Rfnd

A two-part field specifying an alternate calendar for a section (e.g., S2), and whether there is to be a non-standard (or alternate) refund schedule, i.e., a schedule that uses refund dates other than those obtained from the standard refund calendar (e.g., S for standard refund dates).

Note

- When you select an alternate calendar, you tell the system which formula to use to calculate registration dates other than those defined in the standard academic calendar
- Selecting an alternate calendar does not preclude you from adding meeting dates and times in the Meeting Schedule window

Beg/End

A two-part field specifying the date (mm/dd/yyyy) on which a course section begins, and the date (mm/dd/yyyy) on which a course section ends.

Note The begin date is a *default* date and is taken by the system from your institution's standard academic calendar for a session and year. These are the session and year you have specified in the Course Catalog screen.

CAUTION

You can change the beginning date of a course, for example, when you are first adding a section for a course. However, do *not* change the beginning date after a session has begun.

Note The system displays a date in the End field when you access the Section Record screen. The system gets this default date from your standard academic calendar for a session and year.

Bill Code

A dropdown list of codes specifying extra charges to be assigned to a course section that are in addition to standard charges (e.g., FT for field trip charges).

Note You can enter a billing code in the Section Record screen that is different from the billing code you entered in the Course Catalog screen. If you do, remember that Registration calculates billing charges using the billing code you entered in the Section Record screen.

Billing Date

The date (mm/dd/yyyy) when billing for the course begins.

Bldg

A code specifying the building in which a section meets (e.g., BARN for Barnett).

Bridge

A number specifying the sequence number of a section that is bridged.

Note When you add numbers for a bridged section, make sure you enter the number that identifies the correct sequence in which a section was bridged. For example, if you bridged section 02 with three consecutive sessions, e.g., Summer, Fall, and Winter, you *must* enter a bridge number of 1 for the Summer session, a bridge number of 2 for the Fall session, and a bridge number of 3 for the Winter session.

CalcHrs

A value the system automatically calculates that indicates the number of contact hours (i.e., the number of actual hours of instruction for the meeting).

Camp

A code specifying the campus on which the section meets (e.g., MAIN for main campus).

Cat

A code specifying the program and year of the catalog in which a section is offered (e.g., UG08).

Changed

A code (either Y or N) indicating whether the meeting times and/or location changed since the schedule of classes was printed (uses schd_print_date field in acad_cal_rec to determine date schedule was printed). Additional changes will also trigger this flag to be set to "Y," based on the TRACK_SEC_CHANGES macro.

Course

The course name and number associated with a section (e.g., ART100).

Credit/Remedial

A two-part field including a code (either Y or N) used for IPEDS reporting that specifies whether a section can be credited to a degree or other formal type of award, and a code (either Y or N) specifying whether a section is remedial.

Cross Listing

A two-part field including a code (either Y or N) specifying whether a course list is to be printed for cross-listed sections, and also whether a seat in this section can be exchanged for a seat in a cross-listed section.

Example:

If you enter a Y in the second part of this field, the system checks cross-listed courses in Registration. If the first section is full, a student can be registered for a seat in the second, i.e., this cross-listed section.

The system subtracts the number of seats taken from the second cross-listed section, reducing by one the maximum number of students allowed to register for a course.

Days/Dates

A three-part field including a code specifying the days of the week on which a section meets (e.g., ---W-F- for Wednesday and Friday), and also the beginning and ending dates on which a meeting meets on the days specified in the Days field.

Note The system automatically defaults these dates to the beginning and ending dates of the academic session, but you can override these dates.

Days to Comp

The number of calendar days in which a student is allowed to complete a nontraditional course.

Note Leave this field blank for traditional course work.

Degree Group

A code indicating the degree group assigned to the section, if any (e.g., FA08001).

Dept

A code specifying a department offering a section (e.g., ART).

Div

A code specifying the division offering the section (e.g., ARTS).

Fac

The ID number used for the instructor of record (e.g., 1010).

Fee Code

A dropdown list of codes to specify extra fee charges (i.e., those that are in addition to the standard fees). The system automatically displays this code,

which it gets from the Fee Code field of the Course Catalog screen (e.g., LB for lab fee).

EVTS (evening course tuition surcharge).FLT

A code identifying the type of load incurred by the assigned instructor for the associated meeting (e.g., LC for Lecture).

Note FLT represents Faculty Load Type.

FTE

A value representing the load incurred relative to the full-time equivalent.

Note FTE represents Full-time Equivalency.

Grdg/Disallw

A code specifying the type of grading for a section that is not allowed to be used when registering for the section (e.g., LT for letter).

Hours

The number of credit hours offered for a section (e.g., 3.00).

Hrs

The number of hours of instruction required per class meeting (e.g., 3.00).

ID

The number of the instructor assigned to the associated meeting for the specified faculty load type (e.g., 1010).

IM

A code specifying the method of instruction for a meeting (e.g., LC for lecture).

Man FTE

A field indicating the full-time equivalency (FTE).

Man Hrs

A value indicating the total number of manual contact hours (i.e., the number of actual hours of instruction for a meeting during one session).

Max Registration

A two-part field indicating the *maximum* number of students allowed to register for a section, and the number of seats by which a section can exceed this allowed maximum before it is closed.

Note The Course Catalog screen has a field for the *preferred* number of students allowed to register for a section of a course.

Max Rsv/Num

A two-part field indicating the maximum number of reserved seats, and the number of students registered for these reserved seats.

Note These seats may be filled only by students who have reserved seating eligibility. A student's records identify whether they are eligible for reserved seating.

Max Wait List

The maximum number of students allowed to be placed on a section wait list (e.g., 2).

Name

A name identifying the instructor of record for the associated meeting (e.g., White, Alger Y.).

Open Enroll

A code (either Y or N) specifying whether the number of calendar days of a section's duration are restricted by the standard academic calendar. The code

indicates a nontraditional course where a student's Beg/End date is different from the section.

PC

A code specifying a class period for a section (e.g., M1 for a section that meets Wednesday and Friday from 3:00 to 3:50 p.m.).

Print

A code (either Y or N) specifying whether a section is to be printed on a course schedule or found in a course search for Web Registration.

Regardless of the value, faculty class lists and student schedules will print the course to reflect registration activity correctly. In addition, faculty can always view courses regardless of the value in this field.

Prog

A code specifying the degree program for a course within a section (e.g., UNDG).

Note The system obtains the code for the Prog field from the Program field on the Course Catalog screen.

Pt

A code (either Y or N) specifying whether the meeting information is to be printed on the course schedule.

Public Registration

A code (either Y or N) indicating whether the course is available for registration by members of the public via the Web (through JICS). The default setting is N.

Ref Number

The number used to identify a section of a course (e.g., 1000).

Note Each section of a course may have its own unique reference number. Never change this number after the course schedule is published.

Registered

A number indicating the total number of students registered for a section. The system continually updates this number as you are adding courses in Registration.

Restrict

A code specifying the degree program in which students who are enrolled are restricted from registering for a section (e.g., GRAD).

Room

A number indicating the room in which the section meets (e.g., 23).

Rpt

A code specifying the type of reporting requirement for an instructor (e.g., B for both institution and government).

Rs

A code (either Y or N) specifying whether a room is to be a supplemental room reservation.

(Sa)

An unlabeled Y/N flag indicating whether Resource25 should assign the facility for this meeting. If Y, Resource25 is notified via the interface to enable Schedule25 to handle the facility assignment, instead of using the facility information maintained within CX. This field only appears if Resource25 is enabled via the macro ENABLE_FEAT_R25.

(Se)

An unlabeled Y/N flag indicating whether the meeting should be exported to Resource25. This field only appears if Resource25 is enabled via the macro ENABLE_FEAT_R25.

Section

A code specifying a section for a course (e.g., 03 for section 3). A section is session- and year-specific.

CAUTION

You cannot select Update to change this number after you select Finish; therefore, make sure you add the section number correctly.

Site

A code specifying the location where the section is offered (e.g., MAIN).

Status

A code specifying a section's status and the date the status was added or updated. Valid values are:

- C (Closed) if the number of students enrolled is equal to the maximum allowed to register in a section
- H (Hold) to stop any further registration in a section and stop a section from being printed on a course schedule
- I (Cancel In Progress) if a section has been canceled in the Cancel Section window
- O (Open) to permit registration in a section, based on the available number of seats
- R (Reopened) if enrollment in this section was closed during registration, then enrollment dropped below the maximum registered, so enrollment is reopened
- X (Cancel Complete) if a section has been canceled in the Cancel Section window, and the system has completed the automatic process of notifying students that they have been dropped from the section

Subsession

A code specifying a subsession for a section.

Examples:

- S1 (a first summer subsession)
- S2 (a second summer subsession)

Note You can select Table Lookup to view a subsession list.

Times

A two-part field indicating the beginning and ending times of day on which the section meets on the days specified in the Days field.

Title

A section title.

Tuit Code

A dropdown list of codes to specify extra tuition charges (i.e., those that are in addition to the standard tuition). The system automatically displays this code, which it gets from the Tuit Code field of the Course Catalog screen (e.g., LB for lab fee).

Example: EVTS (evening course tuition surcharge).

Note If you can enter a tuition code in the Section Record screen that is different from the tuition code you entered in the Course Catalog screen, Registration uses the tuition code you entered in the Section Record screen to calculate billing charges.

Wait List

A number indicating how many students are on a wait list for a section.

Note The system continually updates this number as you are adding courses to the wait list in Registration.

Weeks

The number of weeks in a section (e.g., 16).

X

A field indicating whether this meeting is cross-listed with another section. An asterisk (*) indicates that this meeting is cross-listed.

Commands

The following is a list of the commands that appear on the Section Record screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add

Lets you begin adding a section to a course you have already added.

Note Select **Finish** after you add a section. Finish saves your entry field.

Copy

Lets you copy a screen of section information that you have already added.

Note

- Think of Copy as a means of *taking a picture* of the Section Record screen. Only the information that you can see on the screen when you select Copy is copied.
- When you select Copy and the Section Record screen contains a bridged section, use this command carefully. Remember, the Bridge field on the Section Record screen is also copied, along with the bridge sequence number.
- If you forget to change the bridge sequence number in the Bridge field, the system does not find it or recognize a bridged section.

Course

Lets you access the Course Catalog screen.

Delete

Lets you delete a section.

CAUTION

Never use this command unless you know exactly how to do so. First, see *Deleting Catalog and Schedule Information* in *Course/Class Schedule User Guide*.

Detail

Lets you access and maintain meeting records on this screen.

Exit
Lets you exit the program.

Meeting
Lets you access a Meeting Schedule screen.

Next
Lets you access the next section of a course, while remaining on the Section Record screen.

Example: If the Section field contains 01 (section 01), and you select Next, the Section field now contains 02 (section 02).

Options
Lets you access options that you can then select to access other section record options (see *Options* for the *Section Record Screen* in this section).

Prev
Lets you access the previous section of a course, while remaining on the Section Record screen.

Example: If the Section field contains 02 (section 02), and you select Prev, the Section field now contains 01 (section 01).

Query
Lets you access the Section Listing window.

Session
Lets you access the Active Session field so that you can change the active session.

Update
Lets you make changes to field entry on the Section Record screen.

Options

After you have added a section to a course, the command line changes on the Section Record screen and contains the **Options** command. After you select **Options**, a drop-down menu appears containing section-related options. The following is a list of options that appear on the drop-down menu, their key entries, and their purposes:

Alternate Calendar/Refund
Lets you access the Section Calendar window.

Bridge Information
Lets you access the Section Bridge Record window.

Cancel Section
Lets you access the Cancel Section window.

Registration Category
Lets you access the Registration Category window.

Registration Requirements
Lets you access the Registration Requirements window.

Section Comment
Lets you access the Section Schedule Comments window.

Section Contact Hours
Lets you access the Section Contact Hours window.

Textbooks
Lets you access the Section Textbooks window.

Section Schedule Comments Window

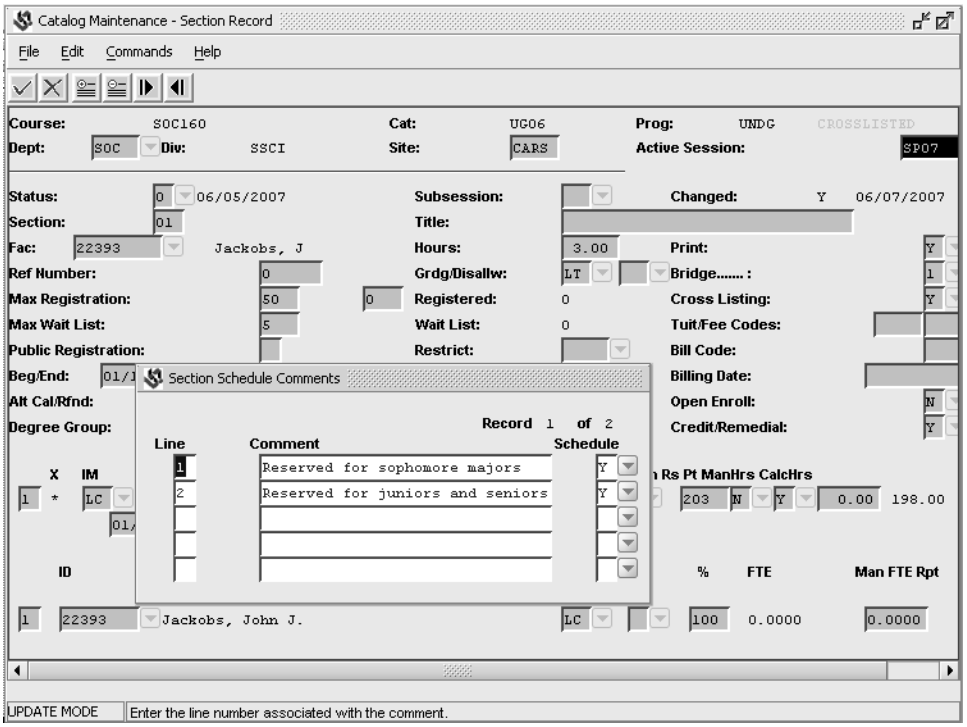
The Section Schedule Comments window enables you to enter significant comments for a section. These descriptions may be printed on a course schedule or on a student data sheet.

Access

Access the Section Schedule Comments window by selecting **Options** from the Section Record screen, then selecting **Section Comments** from the drop-down menu

Example

Following is an example of the Section Schedule Comments window.



Fields

The following is a list of fields and their descriptions that appear on the Section Schedule Comments window:

Comment
A line of text used for a section comment.

Example: Diskettes are not supplied.

Note These comments can be displayed in Registration and can be printed on student data sheets. Check with your CX Coordinator to determine whether your institution has the capability of displaying comments elsewhere.

Line

A number used to indicate the order of the comment in relation to other comment lines for the section.

Schedule

A code (either Y or N) used to specify whether the comments are to be printed on a course schedule.

Commands

The following is a list of the commands that appear on the Section Schedule Comments window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line

Lets you add a new comment.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line

Lets you delete a new comment.

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward

Lets you scroll forward one screen.

Section Textbooks Window

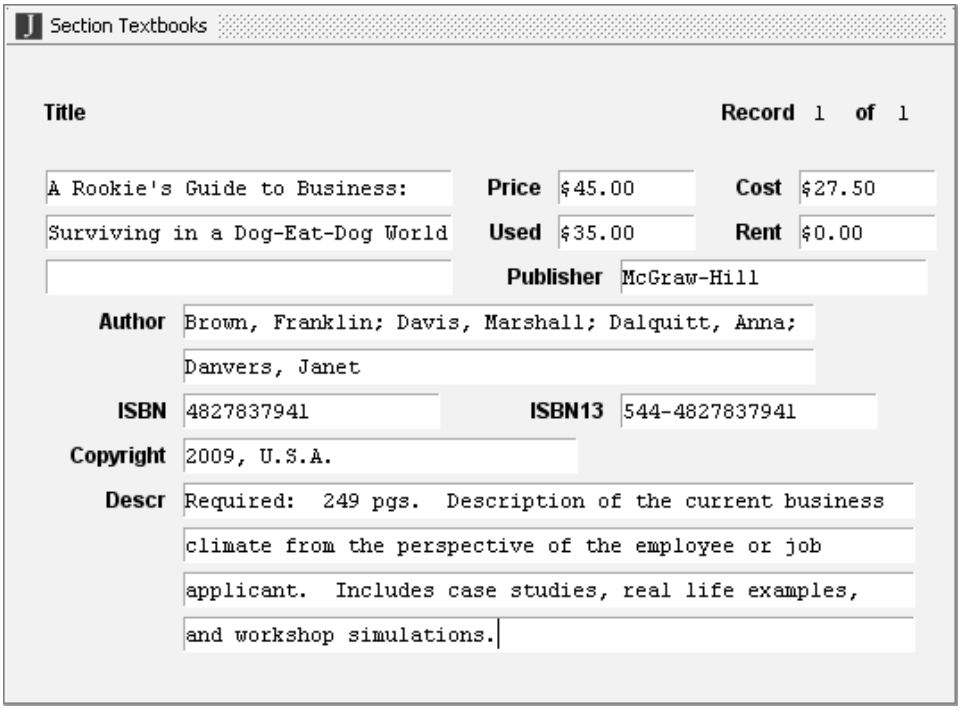
The Section Textbooks window enables you to enter facts, such as cost and publication information, about the textbooks that are used for a section. Note that textbooks are always associated with specific sections.

Access

Access the Section Textbooks window by locating a section, selecting **Options** from the Section Record screen, and then selecting **Textbooks** from the drop-down menu.

Example

Following is an example of the Section Textbooks window.



Fields

The following fields appear on the Section Textbooks window:

Author

The name of the author(s) or editor(s) of a textbook (e.g., J. Wilson Markison). The two lines on the screen enable you to enter long names or multiple authors.

Copyright

The date and location of the copyright for the textbook.

Cost

The cost of the book to the institution (e.g., $30.00). This field is not to be confused with Price (see below), which is the price the student would pay for the textbook.

Description

Four lines of text describing the book.

ISBN

The 10-character International Standard Book Number of the textbook. This number uniquely identifies books that have been in publication for some time.

ISBN13

The 13-character International Standard Book Number of the textbook. The number, an expansion of the ISBN, is used for books in current or future publication since a shortage of ISBNs was anticipated. Its format is the ISBN with a prefix of three digits and a hyphen.

Price
A dollar amount indicating the price of a textbook to the student (e.g., $50.00). This field is not to be confused with Cost (see above), which is the cost of the book to the institution.

Publisher
The name of the publisher of a textbook (e.g., Simon & Schuster).

Rent
The cost of renting the textbook, should such a program be available at your institution.

Textbook Title
The title of a textbook (e.g., Introduction to Modern Thought). Three lines are available to enable you to enter long or descriptive titles.

Used
The price a student would pay for a used copy of the textbook.

Commands

The following commands appear on the Section Textbooks window command line. Remember that you can use a specific command only when that command appears on the current command line.

Add-line
Lets you add a new record.

Back
Lets you scroll back one screen.

Cancel
Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line
Lets you delete a new record.

Finish
Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward
Lets you scroll forward one screen.

Transfer Equivalencies Window

The Transfer Equivalencies window enables you to add a course that is transferred from another institution to yours, and to match the transferred course to an equivalent course in your institution's catalog.

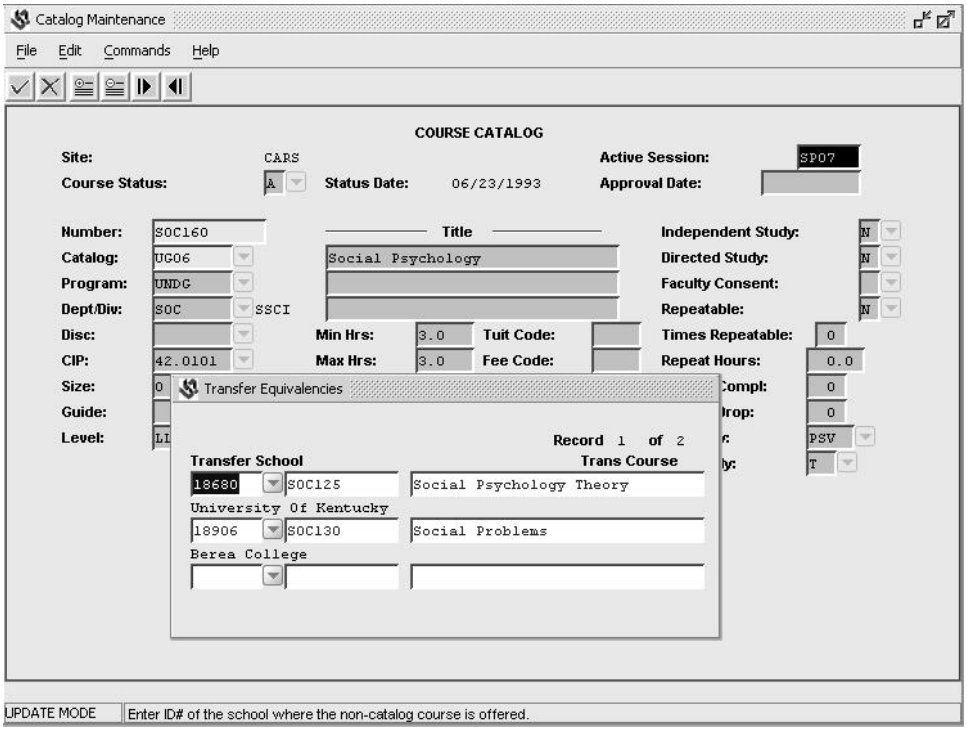
The Transfer Equivalencies window facilitates the entry of student transfer work.

Access

Access the Transfer Equivalencies window by selecting **Options** from the Course Catalog screen and then selecting **Transfer Equivalencies** from the drop-down menu that appears.

Example

Following is an example of the Transfer Equivalencies window.



Fields

The following is a list of fields and their descriptions that appear on the Transfer Equivalencies window:

Trans Course

The title of the course that is transferred to your institution.

Transfer School

The number that identifies the institution from which a course is transferred (e.g., 10954).

Note Select **Table Lookup** to access a list of Ids.

Commands

The following is a list of the commands that appear on the Transfer Equivalencies window command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-line

Lets you add a new record.

Back

Lets you scroll back one screen.

Cancel

Does either or both of the following:

- Cancels your field entries
- Exits from the current screen

Del-line

Lets you delete a new record.

Finish

Saves your field entries. Use this command when you have completed your entries and want to continue.

Forward

Lets you scroll forward one screen.

Reports

This section provides:

- The procedure to generate and print reports
- Information about the standard reports you can produce using Course/Class Schedule

How to Generate and Print Reports

When you select a report from a Jenzabar CX menu, comments on a parameter screen prompt you to enter the following types of parameters:

- Report (e.g., dates, IDs, or document numbers)
- Output (e.g., filenames, printers, dates, and times)

These parameters control the contents of the report and the time and type of output produced.

Follow these steps to generate any of the standard Jenzabar CX reports.

1. Access the desired Reports menu, then select the report you want to generate. A screen containing the processing parameters for the report appears.
2. Enter the required or relevant parameters, and then select **Finish**. The Output Parameters and Scheduling window appears.
3. Indicate the type of output you want to produce and the time and day you want to generate the report. Select **Finish** either to generate the report or to schedule it for production on the specified date and time.

Note If you route the output to a file and do not define a name for the file, Jenzabar CX places the output in a file called *filename.out*, where *filename* is the technical name of the report. See *Reports for Course/Class Schedule* for the technical name for each report.

Note For more information about using the Output Parameters and Scheduling window, see *Performing Background Tasks* and *Scheduling Processes* in the *Getting Started User Introduction*.

Reports for Course/Class Schedule

There are three groups of course and class schedule reports.

- Course/Class Reports
- Print Course/Class Schedules Reports
- Miscellaneous Reports

Course/Class Reports

The following reports relate to Course/Class Schedule. You can produce each of these reports from the Registrar: Course/Class Reports menu:

Course/Instructor Qualifications Report

Menu option: Course/Instructor

Technical name: crsqual

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code or use Table Lookup to select the desired code.

Course Number: Optional - The course number of the course to which the report should apply, enter an asterisk (e.g., COMP*) to use as a wildcard to select a group of courses, or leave blank to select all course numbers.

Division: Optional – The division code, leave blank to select all division codes, or use Table Lookup to select the desired code.

Department: Optional – The department code, leave blank to select all department codes, or use Table Lookup to select the desired code.

ID#: Required – The identification number of the instructor or enter 0 (zero) to select all qualifying identification numbers.

Description: This report will provide a list of courses, the qualifications to teach the courses, and the instructors qualified to teach each course.

Special considerations: None

Course Overview Sheet

Menu option: Course Overview

Technical name: crsover

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Catalog: Required – The catalog code or use Table Lookup to select the desired code.

Division: Optional – The division code, leave blank to select all division codes, or use Table Lookup to select the desired code.

Department: Optional – The department code, leave blank to select all department codes, or use Table Lookup to select the desired code.

Course Status: Optional – The code for the status of courses to select: A for Active, B for Banked, I for Inactive, or leave blank to select both Active and Banked courses.

Description: This report will list course information such as course name, section name, and required textbooks. Also, if there are specific requirements

for the course, they are listed. The courses are selected by session, year, department, and catalog.

Special considerations: None

Course Requisite Report

Menu option: Course Requisites

Technical name: crsreq

Parameters:

Catalog: Required - The catalog code or use Table Lookup to select the desired code.

Department: Optional – The department code, leave blank to select all department codes, or use Table Lookup to select the desired code.

Description: This report will provide all course requisite information including prerequisites, corequisites, and concurrent requisites.

Special considerations: None

Cross Listed Course Report

Menu option: Cross Listed Sections

Technical name: crosslist

Parameters:

Session: Required – The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Subsession: Optional – The subsession code or use Table Lookup to select the desired subsession code.

Catalog: Required - The catalog code or use Table Lookup to select the desired code.

Department: Optional – The department code, leave blank to select all department codes, or use Table Lookup to select the desired code.

Division: Optional – The division code, leave blank to select all division codes, or use Table Lookup to select the desired code.

ID#: Required – The identification number of the instructor or enter 0 (zero) to select all qualifying identification numbers.

Campus: Optional – The campus location code or leave blank to select all campus locations.

Description: This report will provide a list of all cross-listed courses.

Special considerations: Report output requires wide paper.

Room Allocation Verification Report

Menu option: Room Allocation

Technical name: roomalloc

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Catalog: Required – The catalog code or use Table Lookup to select the desired code.

Division: Optional – The division code, leave blank to select all division codes, or use Table Lookup to select the desired code.

Department: Optional – The department code, leave blank to select all department codes, or use Table Lookup to select the desired code.

Course Status: Optional – The code for the status of courses to select: A for Active, B for Banked, I for Inactive, or leave blank to select both Active and Banked courses.

Description: This report will provide verification of room allocation for a specified session, year, division, department, and catalog.

Special considerations: None

Room Usage Chart

Menu option: Room Usage

Technical name: roomuse

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Building: Required – The building code or use Table Lookup to select the desired building code.

Room: Optional – The room number or leave blank to select all rooms.

Beginning Time: Required – The time when room usage begins.

Note Enter the time using the twenty-four-hour system of expressing time (e.g., 8 o'clock a.m. = 0800; 4 o'clock p.m. = 1600).

Ending Time: Required – The time when room usage ends.

Note Enter the time using the twenty-four-hour system of expressing time (e.g., 8 o'clock a.m. = 0800; 4 o'clock p.m. = 1600).

Minutes: Required – The minimum number of minutes between classes for calculating open time (e.g., 20).

Display: Required – The code to indicate if open times should be displayed. Valid codes are N (for No), Y (for Yes), and O (for Only open).

Note Selecting O (for Only open) prevents class times from printing. Use N (for No) to print only used rooms.

Percentage: Required – The code to indicate if percentages should be displayed. Valid codes are N (for No), Y (for Yes), and O (for Only open).

Note Selecting O (for Only open) prevents class times from printing. Use N (for No) to print only used rooms.

Percentage: Required – The code to indicate the type of percentages to print, if they are to be printed. Valid codes are D (for Daily) and T (for Totals).

Description: This report will provide a list of specifications for all rooms. The specifications allow for the printing of open times and/or percent used. If there are times for weekend days, a flag will print to indicate this.

Special considerations: Report output requires wide paper.

Room Usage Chart for Weekend Days

Menu option: Room Usage - Weekend

Technical name: roomuses

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Building: Required – The building code or use Table Lookup to select the desired building code.

Room: Optional – The room number or leave blank to select all rooms.

Beginning Time: Required – The time when room usage begins.

Note Enter the time using the twenty-four-hour system of expressing time (e.g., 8 o'clock a.m. = 0800; 4 o'clock p.m. = 1600).

Ending Time: Required – The time when room usage ends.

Note Enter the time using the twenty-four-hour system of expressing time (e.g., 8 o'clock a.m. = 0800; 4 o'clock p.m. = 1600).

Minutes: Required – The minimum number of minutes between classes for calculating open time (e.g., 20).

Display: Required – The code to indicate if open times should be displayed. Valid codes are N (for No), Y (for Yes), and O (for Only open).

Note Selecting O (for Only open) prevents class times from printing. Use N (for No) to print only used rooms.

Percentage: Required – The code to indicate if percentages should be displayed. Valid codes are N (for No), Y (for Yes), and O (for Only open).

Note Selecting O (for Only open) prevents class times from printing. Use N (for No) to print only used rooms.

Percentage: Required – The code to indicate the type of percentages to print, if they are to be printed. Valid codes are D (for Daily) and T (for Totals).

Description: This report will provide a list of specifications for all rooms. The specifications allow for the printing of open times and/or percent used.

Special considerations: None

Short Course Schedule By Division

Menu option: Abbrev Schedule

Technical name: schdabbr

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Catalog: Required – The catalog code or use Table Lookup to select the desired code.

Comments: Required – Either Y (Yes) or N (No) to indicate whether to print comments.

Description: This report consists of a course schedule in an abbreviated format. The report can include course comments.

Special considerations: None

Textbook Table Report

Menu option: Textbook

Technical name: textbk

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required – The instructional year.

Catalog: Required – The catalog code or use Table Lookup to select the desired code.

Description: This report lists textbooks used for a specific session, year, and catalog.

Special considerations: None

Course/Class Schedule Reports

The following reports relate to Course/Class Schedule. You can produce each of these reports from the Registrar: Print Course/Class Schedules menu:

Course Conflict Schedule

Menu option: Print Conflict Schedule

Technical name: schdflict

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code, use Table Lookup to select the desired catalog code, or leave blank to check for all catalogs for the selected session and year.

Description: This report will provide a list of conflicts by time and meeting location.

Special considerations: Report output requires wide paper.

Course Schedule by Department

Menu option: Print Department Schedule

Technical name: schddep

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code or use Table Lookup to select the desired catalog code.

Registered Students: Required – Either Y (Yes) or N (No) indicating whether to include the value of maximum registered students.

Comments: Required – Either Y (Yes) or N (No) indicating whether to print comments.

Description: This report will provide a list of course schedules by department.

Special considerations: Report output requires wide paper.

Course Schedule by Division

Menu option: Print Division Schedule

Technical name: schddiv

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code or use Table Lookup to select the desired catalog code.

Registered Students: Required – Either Y (Yes) or N (No) indicating whether to include the value of maximum registered students.

Comments: Required – Either Y (Yes) or N (No) indicating whether to print comments.

Description: This report will provide a list of course schedules by division.

Special considerations: Report output requires wide paper.

Course Schedule by Faculty and Meeting Times

Menu option: Print Faculty Schedule

Technical name: schdfac

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code or use Table Lookup to select the desired catalog code.

Registered Students: Required – Either Y (Yes) or N (No) indicating whether to print course registration and status information.

Description: This report will provide a list of all courses of all sections assigned to an instructor for the specified session, year, and catalog. The report will list all sections regardless of the status of the section. The status and registration information can be left off the report.

Special considerations: Report output requires wide paper.

Course Schedule by Meeting Time and Days

Menu option: Print Time Schedule

Technical name: schdtime

Parameters:

Session: Required - The session code or use Table Lookup to select the desired session code.

Academic Year: Required - The instructional year.

Catalog: Required - The catalog code or use Table Lookup to select the desired catalog code.

Registered Students: Required – Either Y (Yes) or N (No) indicating whether to include the value of maximum registered students.

Comments: Required – Either Y (Yes) or N (No) indicating whether to print comments.

Description: This report will provide a list of course schedules by meeting time and days.

Special considerations: Report output requires wide paper.

Miscellaneous Reports (Course/Class Schedule Menu)

The following reports are not accessed from the Registrar: Course/Class Reports menu. You can produce each of these reports from the Registrar: Course/Class Schedule menu:

Course History and Equivalency Relationships

Menu option: History/Equiv Report

Technical name: histeq

Parameters:

Course Number: Optional - The course number of the course to which the report should apply or leave blank to select all course numbers.

Description: This report will list, in course number order, all historical and non-historical course equivalencies. The report is based on the History Equivalency table (histeq_rec), which is used in Web Registration and is program-generated via the Create Hist/Eq Records menu option.

Special considerations: None

Course History Report

Menu option: Course History Report

Technical name: crshist

Parameters:

Beginning Course Number: Optional - The course number at which the report is to begin, or leave blank to select all course numbers.

Ending Course Number: Optional – The course number at which the report is to end, or leave blank to select all course numbers.

Beginning Catalog: Optional – The catalog code for the beginning catalog to which course numbers apply, use Table Lookup to select the desired code, or leave blank to select all catalog codes.

Ending Catalog: Optional – The catalog code for the ending catalog to which course numbers apply, use Table Lookup to select the desired code, or leave blank to select all catalog codes.

Description: This report will list, in course number order, the changes a course name has undergone across catalogs. The list is sorted by course number.

Special considerations: None

Other Reporting Tools

Jenzabar provides several solutions to serve CX Course/Class Schedule reporting needs. In addition to standard reports located on the CX Course/Class Schedule menu, your institution can choose from a variety of reporting tools.

Standard Reports

The standard reports are located in the Jenzabar CX menu system. You can access and run them from the menus to which they relate. These reports were developed using the tools ACE Reporter and JasperReports. Many of the ACE reports have been or will eventually be replaced by Jasper reports as more of CX migrates to Java.

In either case, you can use the existing standard report as a starting point for your own customized report. Just use the same tool used to create the standard report to modify it to meet your needs.

For more information on running standard reports, see *Producing Standard and Customized Reports* in the ***Getting Started User Guide***.

For more information on ACE Reporter, see www.sct-associates.com.

For more information on JasperReports, see www.jaspersoft.com.

Cognos Reporting Tools

The optional addition of Cognos gives you a number of database query and reporting applications, including the following:

- **Query Studio** to create simple queries and ad hoc reports, modify existing ad hoc reports, apply basic formatting, and save results in a number of formats (such as PDF) to make them viewable by others.
- **Report Studio** to build sophisticated multi-page, multi-query reports against multiple databases, modify existing reports, and save results in all the formats available to Query Studio.
- **Analysis Studio** to apply advanced online analytical processing (OLAP) to isolate trends and answer operational questions.
- **Transformer** to create Power Cube models for use with Analysis Studio.
- **Framework Manager** to create and manage metadata for analysis and reporting.
- **Event Studio** to set up agents that monitor data and perform tasks to handle data exceptions and other events.

For more information on Cognos, see www.cognos.com.

System Messages

This section provides the following:

- Descriptions of the status, warning, field error, and fatal error messages that can appear while you are using Course/Class Schedule.
- Information you need to respond to the status, warning, and error messages

Message Types

Four types of messages can appear in any CX module The messages appear on the comment line, on the error line, in a dialog box, or in your electronic mail. The types of messages are:

- Status message
- Field error message
- Warning message
- Fatal error message

The following describes each of the four types of messages, by degree of severity.

Status

Assures you that the program is working properly when you select an option that involves a long pause.

- Can appear after you select a command or option, type data, or press a key
- Appears on the comment line
- Requires no action by you

Example: "Opening files ..."

Field error

Informs you of an invalid field value entered, and provides you with valid field values from which to choose.

- Can appear after you enter an invalid code in a field
- Appears on the error line
- Requires that you select a valid code from those provided in the field error message, a table lookup, or a query, and enter it into the field

Example: Valid values: (A,I)

Warning

Informs you of a condition of which you must be aware in order to continue.

- Can appear after you select a command or option, type data, or press a key to begin or end a process that requires a decision
- Appears in a dialog box
- Requires you to act or make a decision
- Instructional; does not terminate processing

Example: Are you sure you want to exit? (Y/N)

Fatal error

Informs you of a serious problem occurring within the system.

- Can appear when the system is missing information (such as a required table or record) needed to continue processing, or when there is a program error
- Requires that you contact the Jenzabar coordinator immediately to resolve the problem
- Appears in a dialog box, or in your electronic mail, as well as in your Jenzabar coordinator's electronic mail
- Terminates processing

Example: "XXXX An unrecoverable error has occurred. Contact your Jenzabar coordinator."

Electronic Mail Messages

Occasionally, Jenzabar programs send status or error messages to your electronic mail, as well as to the comment or error line. Programs do not send messages about background processes to the comment or error line, but only to your electronic mail. Such messages tell you any of the following information:

A process was completed successfully

When you see this message, you can delete or save them according to your preferences or established policy.

Errors have occurred while trying to complete a process

When you see this message, tell your Jenzabar coordinator about the message to resolve the problem.

Information cannot be found

When you see this message, try the process again with new field values.

Warning and Error Messages

The following list contains examples of some of the field error, warning, and fatal error messages that can appear when you use Course/Class Schedule.

Warning messages do not affect program processing, while field error messages indicate problems you can correct by following the directions in the message. However, fatal error messages stop the processing of a program; if you receive a fatal error, contact your Jenzabar coordinator immediately.

A conflict exists within this section

The section you are adding meets at two different locations at the same time. Change the days or times for this meeting so that this meeting does not conflict with another meeting.

An invalid accrual method was encountered

The Accrual Method field is blank on either the Noninstruction or Instruction Assignments window. Enter a valid value in the Accrual Method field on either of those windows.

An unresolved facility conflict exists

You are adding a meeting schedule for a section and meeting, but an identical meeting schedule already exists for this facility. Cross-list the section with the section displayed or change the times of the meeting.

Can't locate academic calendar record to obtain default begin and end dates

The system cannot locate the subsession from the academic calendar record. Select another valid subsession from the Table Lookup window. If there is not a valid subsession in the Table Lookup window, contact your coordinator to set up a subsession for the current session.

Cannot remove mtg_rec while instruction record(s) exist

You are attempting to delete a meeting record that is linked to an instruction record; the system does not permit this action because an instruction record(s) will remain without any linked meeting records. To delete meeting records, access the Instruction Assignments window and delete instruction record(s), then delete the meeting record.

Course level instruction method records must exist before building section level records.

You must add an instruction method record to the Course Contact Hours window. Select **Options** from the Course Catalog screen, then select **Course Contact Hours** to access and complete the Contact Hours window. You must describe the standard contact hours requirements using the Course Contact Hours window before you can tailor the requirements for a particular section.

Course record(s) not found

Do the following:

- Select **Query** and check the course name in the Number field and/or other fields on the Course Catalog screen to ensure that the data was entered correctly.
- Contact your CX coordinator to change the parameters associated with Course/Class Schedule.

Current meeting is not cross-listed
The meeting for which you are trying to display a listing of cross-listed meetings is not cross-listed.

Duplicate crs_rec found
You are adding a course that has already been added; there is no need to add this course again.

Duplicate facil_table found
You are adding a facility that has already been added; there is no need to add this facility again.

Duplicate record found in noncateq_rec
You are adding a transfer course from another institution that has already been added to the system; there is no need to add this course again.

Duplicate schd_comment_rec_found
You are adding a comment that has already been added for this line; there is no need to add a comment again.

Entry of this field is required
Enter a valid code in the field the cursor is in; select **Table Lookup** (if available) to find valid field entries.

Facility record not found
The facility you are searching for either has not been added or has been deleted.

Faculty record not found
The instructor identification number you are searching for either has not been added or has been deleted.

Hours must be at least X.00 and no greater than X.00
You are trying to change the number of credit hours on the Section Record screen to a number that is greater than or less than the number specified in the Hours field on the Course Catalog screen.

Instruction record not found
There is no instruction assignment in the Instruction Assignments window for this course, section, and meeting.

Meeting record not found
You are cross-listing a meeting for a section that has no meetings added.

Meeting record with an Instructional Method type of 'XX' NOT found
Ensure that the value in the Course field on the Cross-listed Sections window is valid.

No appropriate data in table
The Table Lookup window does not contain valid options that meet your specifications for the field the cursor is in. Clear the field, then select **Table Lookup** again; all valid values will be listed in the Table Lookup window.

No schedule to report for the facility specified
The facility for which you selected Schedule in the Facility Maintenance screen has no meetings scheduled.

No section records exist for the course 'XXXXXX" and session 'XXXX'
You have not yet added a section for this course and this session.

Override conflict? Yes No

The meeting schedule you are adding conflicts with one that has already been added.

CAUTION

If you select **Yes**, the system overrides the conflict, scheduling the meeting at the same time as one with which it conflicts.

Permission to access denied

Do one of the following:

- Ensure that the value of your CARSSITE variable is set up properly. If it is not, contact your CX coordinator to correct its setup.
- Update your permissions in the Operator Department table or notify an individual who can (such as your CX coordinator).

Permission to cancel section denied. The academic calendar record indicates the registration has not yet begun

You cannot cancel a section before registration begins; however, you can delete a section before registration begins. (See *Deleting Catalog and Schedule Information* in *Adding or Updating Catalog Information* for further details on this procedure.)

Record must exist before assignments can be made

Add a meeting record for the section in the Meeting Schedule window before you assign an instruction in the Instruction Assignments window.

Table Lookup not available

Select Table Lookup only for fields that have the Table Lookup command associated with them. When the cursor is in a field, check the comment line to see whether the message, "Use CTRL-T for table lookup," appears.

The facility specified is not an active classroom

You are adding a room for a facility that does not contain available classrooms.

The meeting 'XX' 'XXX101' 'XXXX' 'XX" is TBA. Alternate calculation cannot be completed.

The meeting is missing either a beginning or ending date, a beginning or ending time, or has no days specified. Complete these fields on the Meeting Schedule window.

Undo changes? Y N

You have canceled a procedure, and the system requests verification from you. If you select **Y**, the changes you have made are not saved; select **N** to save changes.

Update permission for…denied.

- If the menu user is supposed to have add, update, and delete permission in Course Entry, you must make an entry in the Operator Department table (oprdept_table). You can access the Operator Department table by accessing the Table Maintenance: Registrar (M-Q) menu and then selecting the Operator Dept Perms menu option.
- Add or update the table as necessary, either for the menu user's ID or group ID, to permit the user to perform the required duties.
- Note that the Operator Department table has two Y/N entries for both facilities and instructor information. These multiple entries enable the institution to separate creating facility and faculty records (the "Assign" entries) from updating facility and faculty records (the "Update" entries).

Update permission for the department 'XXXX' denied

You do not have permission to update information for the XXXX department. Update your permissions in the Department field of the Operator Department table, or notify an individual who can.

Warning: All records associated with this course (see Options window) will be deleted! Do you wish to delete this course? Yes No

You are deleting a course from the course catalog, and the system requests verification that you indeed want to delete all records associated with this course.

CAUTION

If you select **Yes**, the system deletes a course record.

Warning: maximum occupancy for the assigned facility is only 'XX.' Cross-listing the current section will allow 'XXX' students to register for use of the facility. Do you want to override this conflict?

The section you are adding a meeting schedule for is cross-listed with another section scheduled to use the facility at the same time. Select **Yes** to override the conflict; select **No** to cancel the meeting you added.

Your facility changes will affect all the sections cross-listed with this meeting. Do you wish to continue?

You are changing a meeting schedule for a section that is cross-listed with one or more sections. The system wants to verify that you want to continue.

CAUTION

If you select **Yes**, the meeting times of all other cross-listed sections will change.

Index

A

Abbrev Schedule menu option, 109
accessing
  Add Cross-Listed Meeting window, 3
  Available Facilities window, 4
  Cancel Section window, 6
  Course Catalog Description window, 7
  Course Catalog screen, 9
  Course Concurrent Requisites window, 16
  Course Contact Hours window, 18
  Course Corequisites window, 20
  Course History window, 23
  Course Listing window, 25
  Course Objectives and Content window, 26
  Course Prerequisites window, 28
  Course Projections window, 30
  Course Requirements Description window, 32
  Course Syllabus Description window, 34
  Cross-Listed Sections window, 36
  Equivalencies Within Catalogs window, 38
  Facility Conflicts window, 40
  Facility Criteria window, 43
  Facility Listing window, 45
  Facility Maintenance screen, 47
  Facility Meeting Schedule window, 49
  Instruction Assignments window, 52
  Instruction Qualifications window, 54
  Instructor Activity Record window, 56
  Instructor Information screen, 58
  Instructor Load window, 63, 76, 77
  Instructor Qualifications window, 64
  Instructor Schedule window, 66
  Meeting Records for Cross-Listing window, 68
  Meeting Schedule window, 70
  Noninstruction Assignment window, 74
  Registration Requirements window, 81
  Section Bridge Record window, 83
  Section Calendar window, 84
  Section Contact Hours window, 86
  Section Listing Window, 88
  Section Record screen, 91
  Section Schedule Comments window, 99
  Section Textbooks window, 100
  Transfer Equivalencies window, 103
accrual, 52
Add Cross-Listed Meeting window, 3
  commands, 4
  fields, 4
adding
  a course section, 91
  course contact hours, 18
  information facility, 47
  instructor information, 58
  instructor load calculation data, 74
  instructor qualifications, 54
  method of course instruction, 18
  transferred course, 103
Available Facilities window, 4
  commands, 6
  fields, 5

B

bridging the current section, 83

C

Cancel command, 2
Cancel Section window, 6
  commands, 7
  fields, 7
canceling
  a course section, 6
changing
  course contact hours, 18
  instructor activity information, 56
  instructor load calculation data, 74
  method of course instruction, 18
command
  Catalog Text, 7
  Options, 7
commands
  Activity, 56
  Add Cross-Listed Meeting window, 4
  Available Facilities window, 6
  Bridge Information, 83
  Cancel Section window, 7
  Catalog Maintenance Options, 58
  Course Catalog, 9, 16
  Course Catalog Description window, 9
  Course Catalog screen, 14
  Course Concurrent Requisites window, 18
  Course Contact Hours window, 20
  Course Corequisites window, 22
  Course Equivalencies, 38
  Course History window, 24
  Course Listing window, 26
  Course Objectives, 26
  Course Objectives and Content window, 28
  Course Prerequisites window, 30
  Course Projections, 30
  Course Projections window, 32
  Course Requirements Description window, 34
  Course Requisites, 16, 20, 28
  Course Syllabus Description window, 36
  Cross-List, 36
  Cross-Listed Sections window, 38
  Equivalencies Within Catalogs window, 39
  Facility Conflicts window, 42

Facility Criteria window, 44
Facility Listing window, 46
Facility Maintenance screen, 48
Facility Maintenance Screen, 58
Facility Meeting Schedule window, 51
Faculty, 58
general screen commands, 2
access, 2
Instruction Assignments window, 53, 54
Instruction Qualifications window, 55
Instructor Activity Record window, 58
Instructor Information screen, 61
Instructor Load window, 64
Instructor Qualifications window, 66
Instructor Schedule window, 68
Load, 63, 76, 77
Meeting, 36, 70
Meeting Records for Cross-Listing window, 70
Meeting Schedule window, 73
Noninstr, 74
Noninstruction Assignment window, 75
Options, 16, 18, 20, 26, 32, 38, 56, 63, 66, 74, 76, 77, 83, 86
Prerequisites, 28
Registration Requirements window, 82
Requirements, 32
Schedule, 66
Schedule Maintenance Screens, 9
Section, 88, 91
Section Bridge Record window, 84
Section Calendar window, 86
Section Comments, 99
Section Contact Hours, 86
Section Contact Hours window, 88
Section Listing window, 90
Section Record screen, 97
Section Schedule Comments window, 100
Section Textbooks window, 102
Transfer Equivalencies window, 103
cost and publication information
for textbooks, 100
Course Catalog Description window, 7
commands, 9
fields, 8
Course Catalog screen, 9
commands, 14
fields, 10
options, 15
Course Concurrent Requisites window, 16
commands, 18
fields, 17
Course Conflict Schedule report, 110
Course Contact Hours window, 18
commands, 20
fields, 19
Course Corequisites window, 20
commands, 22
fields, 21
Course History and Equivalency Relationships report, 112
Course History Report, 112
Course History Report menu option, 112
Course History window, 16, 22, 23, 24
commands, 24
fields, 24
Course Listing window, 25
commands, 26
fields, 25
Course Objectives and Content window, 16, 26, 27, 28
commands, 28
fields, 27
Course Overview menu option, 106
Course Overview Sheet report, 106
Course Prerequisites window, 28
commands, 30
fields, 29
Course Projections window, 30
commands, 32
fields, 31
Course Requirements Description window, 32
commands, 34
fields, 33
Course Requisite Report, 107
Course Requisites menu option, 107
Course Schedule by Department report, 110
Course Schedule by Division report, 111
Course Schedule by Faculty and Meeting Times report, 111
Course Schedule by Meeting Time and Days report, 111
Course Syllabus Description window, 34
commands, 36
fields, 35
Course/Class Reports menu, 105, 106
Course/Instructor menu option, 106
Course/Instructor Qualifications Report, 106
creating
course catalogs, 9
Cross Listed Course Report, 107
Cross Listed Sections menu option, 107
Cross-List
Add Cross-Listed Meeting window, 3
Cross-Listed Sections window, 36
commands, 38
fields, 37
cross-listing
a meeting schedule, 3

D

deleting
course contact hours, 18
information facility, 47
instructor information, 58
instructor qualifications, 54
method of course instruction, 18

E

electronic mail messages, 115
entering
a new course, 22
concurrent requisites, 16
corequisites, 20
course content, 26

course objectives, 26
course projections, 30
course requirements, 32
instructor activity information, 56
instructor information, 52
instructor qualifications, 64
prerequisites, 28
registration requirements, 81
section description, 99
section meeting information, 70
standard hours of contact, 86
textbook information, 100
Equivalencies Within Catalogs window, 38
commands, 39
fields, 39
example
Add Cross-Listed Meeting window, 3
Available Facilities window, 5
Cancel Section window, 7
Course Catalog Description window, 8
Course Catalog screen, 10
Course Concurrent Requisites window, 16
Course Contact Hours window, 19
Course Corequisites window, 21
Course History window, 23
Course Listing window, 25
Course Prerequisites window, 28
Course Requirements Description window, 33
Course Syllabus Description window, 35
Cross-Listed Sections window, 37
Equivalencies Within Catalogs window, 39
Facility Conflicts window, 41
Facility Criteria window, 43
Facility Listing Window, 45
Facility Maintenance screen, 47
Facility Meeting Schedule window, 50
Instruction Assignments window, 52
Instructor Activity Record window, 56
Instructor Information screen, 58
Instructor Load window, 63, 76, 78
Instructor Qualifications window, 55
Instructor Schedule window, 67
Meeting Records for Cross-Listing, 69
Meeting Schedule window, 71
Noninstruction Assignment window, 74
Registration Requirements window, 79, 81
Section Bridge Record window, 83
Section Calendar window, 85
Section Contact Hours window, 87
Section Listing window, 89
Section Schedule Comments window, 99
Section Textbooks window, 101
Transfer Equivalencies window, 103

F

Facility Conflicts window, 40
commands, 42
fields, 41
Facility Criteria window, 43
commands, 44
fields, 44
Facility Listing window, 45
commands, 46
fields, 45
Facility Maintenance screen, 46
commands, 48
fields, 47
Facility Meeting Schedule window, 49
commands, 51
fields, 50
faculty load, 52
fatal error messages, 115
field error messages, 114
fields
Add Cross-Listed Meeting window, 4
Available Facilities window, 5
Cancel Section window, 7
Course Catalog Description window, 8
Course Catalog screen, 10
Course Concurrent Requisites window, 17
Course Contact Hours window, 19
Course Corequisites window, 21
Course History window, 24
Course Listing window, 25
Course Objectives and Content window, 27
Course Prerequisites window, 29
Course Projections window, 31
Course Requirements Description window, 33
Course Syllabus Description window, 35
Cross-Listed Sections window, 37
Equivalencies Within Catalogs window, 39
Facility Conflicts window, 41
Facility Criteria window, 44
Facility Listing window, 45
Facility Maintenance screen, 47
Facility Meeting Schedule window, 50
Instruction Assignments window, 52
Instruction Qualifications window, 55
Instructor Activity Record window, 57
Instructor Information screen, 59
Instructor Load window, 63
Instructor Qualifications window, 65
Instructor Schedule window, 67
Meeting Records for Cross-Listing window, 69
Meeting Schedule window, 71
Noninstruction Assignment window, 75
Registration Requirements window, 82
Section Bridge Record window, 83
Section Calendar window, 85
Section Contact Hours window, 87
Section Listing window, 89
Section Record screen, 91
Section Schedule Comments window, 99
Section Textbooks window, 101
Transfer Equivalencies window, 103
Finish command, 2
fulltime equivalency, 52

G

generating
reports, 105
guidelines to use
Instructor Activity Record window, 56

H

Help command, 2
History/Equiv Report menu option, 112

I

Instruction Assignments window, 52
  commands, 53
  fields, 52
Instruction Qualifications window, 54
  commands, 55
  fields, 55
Instructor Activity Record window, 56
  commands, 58
  fields, 57
Instructor Information screen, 58
  commands, 61
  fields, 59
  options, 62
Instructor Load window, 62, 76, 77
  commands, 64
  fields, 63
Instructor Qualifications window, 64
  commands, 66
  fields, 65
Instructor Schedule window, 66
  commands, 68
  fields, 67

M

maintaining
  course catalogs, 9
meeting
  Add Cross-Listed Meeting window, 3
Meeting Records for Cross-Listing window, 68
  commands, 70
  fields, 69
Meeting Schedule window, 70
  commands, 73
  fields, 71
menu options
  reports
    Abbrev Schedule, 109
    Course History Report, 112
    Course Overview, 106
    Course Requisites, 107
    Course/Instructor, 106
    Cross Listed Sections, 107
    History/Equiv Report, 112
    Print Conflict Schedule, 110
    Print Department Schedule, 110
    Print Division Schedule, 111
    Print Faculty Schedule, 111
    Print Time Schedule, 111
    Room Allocation, 107
    Room Usage, 108
    Room Usage - Weekend, 109
    Textbook, 110

N

Noninstruction Assignment window, 74
  commands, 75
  fields, 75

O

options
  Course Catalog screen, 15
  Instructor Information screen, 62
  Section Record screen, 98
Options, 86

P

Print Conflict Schedule menu option, 110
Print Course/Class Schedules menu reports, 105, 110
Print Department Schedule menu option, 110
Print Division Schedule menu option, 111
Print Faculty Schedule menu option, 111
Print Time Schedule menu option, 111
printing
  reports, 105
procedures
  generating reports, 105

R

Registration Categories window, 79
Registration Category, 79
Registration Requirements window, 81
  commands, 82
  fields, 82
reports
  Course Conflict Schedule, 110
  Course History and Equivalency Relationships, 112
  Course History Report, 112
  Course Overview Sheet, 106
  Course Requisite Report, 107
  Course Schedule by Department, 110
  Course Schedule by Division, 111
  Course Schedule by Faculty and Meeting Times, 111
  Course Schedule by Meeting Time and Days, 111
  Course/Class Reports menu, 105, 106
  Course/Instructor Qualifications Report, 106
  Cross Listed Course Report, 107
  miscellaneous
    Course/Class Schedule menu, 112
  Print Course/Class Schedules menu, 105, 110
  Room Allocation Verification Report, 107
  Room Usage Chart, 108
  Room Usage Chart for Weekend Days, 109
  Short Course Schedule By Division, 109
  Textbook Table Report, 110
Room Allocation menu option, 107
Room Allocation Verification Report, 107
Room Usage – Weekend menu option, 109
Room Usage Chart for Weekend Days report, 109
Room Usage Chart report, 108
Room Usage menu option, 108

S

screens
  Course Catalog, 9
  Facility Maintenance, 46

Instructor Information, 58
Section Record, 91
Section, 91
Section Bridge Record window, 83
commands, 84
fields, 83
Section Calendar window, 84
commands, 86
fields, 85
Section Contact Hours, 86
Section Contact Hours window, 86
commands, 88
fields, 87
Section Listing window, 88
commands, 90
fields, 89
Section Record screen, 91
commands, 97
fields, 91
options, 98
Section Schedule Comments window, 99
commands, 100
fields, 99
Section Textbooks window, 100
Section Textbooks window
commands, 102
fields, 101
selecting
a facility, 4
meeting cross-list, 68
Short Course Schedule By Division report, 109
status message, 114

T

Textbook menu option, 110
Textbook Table Report, 110
Transfer Equivalencies window, 102
commands, 103
fields, 103
types of messages, 114

U

updating
information facility, 47
instructor information, 58
instructor qualifications, 54

V

viewing
a list of meetings, 66
building and room usage information, 49
course contact hours, 18
course section, 88
cross-listed sections, 36
instructor information, 66
instructor load calculation data, 74
instructor's load statistics, 62, 76, 77
method of course instruction, 18
refund dates, 84
registration dates, 84

W

Warning and Error Messages, 116
warning messages, 115
windows
Add Cross-Listed Meeting, 3
Available Facilities, 4
Cancel Section, 6
Course Catalog Description, 7
Course Concurrent Requisites, 16
Course Contact Hours, 18
Course Corequisites, 20
Course History, 22
Course Listing, 25
Course Objectives and Content, 26
Course Prerequisites, 28
Course Projections, 30
Course Requirements Description, 32
Course Syllabus Description, 34
Cross-Listed Sections, 36
Equivalencies Within Catalogs, 38
Facility Conflicts, 40
Facility Criteria, 43
Facility Listing Window, 45
Facility Meeting Schedule, 49
Instruction Assignments, 52
Instruction Qualifications, 54
Instructor Activity Record, 56
Instructor Load, 62
Instructor Qualifications, 64
Instructor Schedule, 66
Meeting Records for Cross-Listing, 68
Meeting Schedule, 70
Noninstruction Assignment, 74
Registration Requirements, 81
Section Bridge Record, 83
Section Calendar, 84
Section Contact Hours, 86
Section Listing, 88
Section Schedule Comments, 99
Section Textbooks, 100
Transfer Equivalencies, 102