



DATE: September 27, 2017
MEMO TO: Curricular Representatives
FROM: Curricular Services, Office of the Registrar
SUBJECT: Final Call for Curricular Updates – Spring 2018 (Term 1184)

Term 1184 Final Call PDF Schedule of Classes pages, related reports, and the 1184 General Assignment Classroom list are available on the Curricular Toolkit at this time in preparation for the Spring 2018 Final Call for curricular updates.

Also included in this memo to assist you with your preparation are the remaining 1184 update timeline, preparation resources, and a list of helpful notes and reminders. ***Please read all information carefully before beginning to process your schedule of classes.***

IMPORTANT NOTES

- **Reminder:** This is the final opportunity you'll have to enter data before curricular information is published online on October 20. Please review all information carefully and use Timetable and Classroom Scheduling Review reports and PDF Schedule of Classes in SIS to check and re-check your departmental curricular data. Links to instructional materials are located under the Notes and Reminders section on page two of this memo.
- **Please** use the Sections with **Distance Education Instruction Modes List** report to review that all online courses are identified in SIS using the correct Instruction Mode value. This value is critical for users to find online courses using Class Search, Course Guide, and the UW-Madison Enroll App.

1184 UPDATE TIMELINE

Wednesday, September 27 – Friday, October 6: Final Call for Curricular Updates

- Review curricular pages and related reports; make any final adjustments to your curricular data using SIS.
- Fill out forms & fax to Curricular Services--(Sections Combined).

Friday, October 20: Spring 2018 schedule of classes published online via Course Guide, Class Search, and PDF Schedule of Classes

SCHEDULE OF CLASSES PREPARATION RESOURCES

The following items are all available on the Curricular Toolkit at this time for your use in making updates to your 1184 curricular data:

- **Final Call PDF Schedule of Classes pages:** Check your pages carefully to ensure all courses and enrollment packages appear correctly; use SIS to make updates and corrections.
- **Room Assignment List:** This report lists all sections in your department that have been assigned General Assignment (GA) space.
- **Not on Schedule of Classes List:** This report includes all sections that you have marked to not print in the schedule of classes. Please delete all Independent Study sections that will not be offered so they do not continue to roll forward for future terms.
- **Sections with Distance Education Instruction Modes List:** This report lists sections with an Instruction Mode not set to 'P' in SIS.
- **Meets With Sections Listing:** This listing includes all coded meets with sections for your department.
- **Optional Attendance List:** This report lists sections marked in SIS as optional.
- **Curricular Rep List:** This list is available online at http://registrar.wisc.edu/curricular_forms.htm under "Curricular Representative List"
- **1184 General Assignment Classroom List**

c: Academic Deans
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Notes and Reminders

Important note on textbooks: Once an instructor is placed on a section they will be able to enter textbooks through Faculty Center, even if the curricular information hasn't yet been published online. This is another good reason to get instructors on as early as possible—so they can begin to update textbook information for their courses.

Service-Learning and Community-Based Research Courses. Departments should have the service learning course attribute placed on service learning sections in SIS, which will allow users to search for these types of course offering in Course Guide. Please contact Chuck Dvorak at chuck.dvorak@wisc.edu or 265-3326 if you have courses that require the service learning attribute.

Timetable and Classroom Scheduling Review Reports: These reports are available as a process in SIS, which allows you to run reports of your real-time curricular data in SIS for auditing. The path in SIS is Curriculum Management > Schedule of Classes > TT & Clssrm Sched Review Rpts. Instructions on using these reports are located on the SIS Web site at http://www.sis.wisc.edu/training/uploads/Timetable_Reports.doc. There is also a Macromedia Captivate demo of the steps to run the process on the Curricular Toolkit at http://registrar.wisc.edu/curricular_demos.htm.

Curricular Enrollment Report: The Curricular Enrollment Report can be run by curricular reps in SIS, and it displays real-time course data for a specific term including enrollment, wait list, and combined capacity information in an easy to view, share, and print format. Instructions on running this report are available here: <http://sis.wisc.edu/training/uploads/CurrEnrReport.doc>

GA Classroom Assignments: Classroom assignments, although completed, are subject to change by Curricular Services following the Final Call. Requests for classroom adjustments should only be made if the assigned room is too small or lacks characteristics required for teaching.

Classroom availability is very limited at the prime hours. Please do not add sections at the prime hours that require a General Assignment classroom.

If You Need to Request a New or Different GA Classroom: First check 25Live or Class Facility Usage page in SIS to ensure the room you are requesting is open (Home > Curriculum Management > Facility and Event Information > Class Facility Usage). Then place the specific GA Classroom in the Facility ID field of the Meetings page in SIS. Placing a specific room in SIS at this time will help us direct your section to the available room requested. You may also enter '0000 GA RM' to simply request a new GA Classroom. **Be sure to update requested room capacities as appropriate using the Enrollment Control page. Also, be sure to indicate special facility needs using Room Characteristics on the Meetings page in Maintain Schedule of Classes. When changing requested room size or room characteristics, be sure to initiate a new room request by updating the Facility ID on the Meetings page in Maintain Schedule of Classes or the Schedule Class Meetings page.** When a classroom change has been requested during Final Call, Curricular Services cannot guarantee the original classroom back or a better assignment.

If You are Performing a Special Handling Room Request or a Swap Between Courses: Make sure to contact your Curricular Services representative to be sure they are aware of any special handling or swap situations.

Honors and Variable Credit Coding: Check all honors symbols and variable credit coding. You can make these updates in SIS at Curriculum Management > Schedule of Classes > Adjust Class Associations.

Final Exam Codes: Final exam time/day information appears on the PDF Schedule of Classes pages for your review. Please check all courses to ensure final exam information is present or not present, as appropriate. Curricular Services may need to adjust some exams to balance classroom demands in high-enrollment exam groups.

Please inform your faculty that a change in a class meeting time may result in a change of the final exam time. In most cases the dynamic exam code calculation in SIS will reassign an exam code if a begin time and/or day change occurs. Be aware that entering an invalid meeting time/day in SIS or saving before both the time and day information has been entered could generate a warning message of "No valid exam code found." You may also receive this warning message if you enter an uncommon day pattern.

Contact Angie Rieves at angie.rieves@wisc.edu or 265-5992 if you need an exam code and one does not appear or if a course received an exam code in error.