



DATE: December 12, 2016
MEMO TO: Curricular Representative
FROM: Curricular Services
SUBJECT: Final Call for Curricular Updates -- Summer 2017 (1176)

Term 1176 Final Call PDF Schedule of Classes, related reports, and the 1176 General Assignment Classroom list are available on the Curricular Toolkit at this time in preparation for the Summer 2017 Final Call for Curricular Updates.

Also included in this memo to assist you with your preparation is the remaining 1176 curricular build timeline, preparation resources, and a list of helpful notes and reminders. ***Please read all information carefully before beginning your final call processing.***

IMPORTANT NOTES

- **Reminder:** This is the final opportunity you'll have to enter data before curricular information is published online on January 6. Please review all information carefully and use the 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 and Course Guide.

1176 CURRICULAR BUILD TIMELINE

Monday, December 12 – Friday, December 16: Final Call for Curricular Updates

Review curricular pages and related reports; make any final adjustments to your schedule of classes using SIS. Fill out forms & fax to Curricular Services—(Optional, Sections Combined).

Friday, January 6: Summer 2017 published online via Class Search, Course Guide, and PDF Schedule of Classes

PREPARATION RESOURCES

The following items are all available on the Curricular Toolkit at this time in preparation for the summer 2017 schedule of classes:

- **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 group instruction sections that you have marked to not appear in the schedule of classes. This includes Independent Study sections. 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: http://registrar.wisc.edu/curricular_forms.htm under "Curricular Representative List"
- **1176 General Assignment Classroom List**

c: Academic Deans
Department Chairs
Michele Young
Summer Term Dean
Sarah Barber

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 schedule of classes 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 cwdvorak@wisc.edu or 5-3326 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 & Clsrm 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.

If You Need to Request a New or Different GA Classroom: First check the 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). Checks on facility usage can also be done using the R25 Webviewer. If a room is available, 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. Remember that you can make these updates in SIS without assistance from Curricular Services.