



Date: January 5, 2018

Memo To: Curricular Representatives

From: L. Sherrán Pak
Office of the Registrar, Curricular Services

Subject: Post-Publication Adjustments for Summer 2018 (Term 1186)

SIS is now open for further adjustments to Summer 2018 class sections. Since the curricular information has been published, some new procedures now take effect. **Please read this memo and carefully review the “Enrollment Procedures Post-Publication” and “GA Classroom Assignment Procedures Post-Publication” documents before making any updates to your classes in SIS. Failure to do so could result in room conflicts and/or student enrollment problems.**

Departments will use the same pages to make updates as were used during the curricular build process: *Maintain Schedule of Classes*, *Schedule New Course*, *Schedule Class Meetings*, *Update Sections of a Class*, *Adjust Class Associations*, and *Global Notes Table*. You may also use these pages to view, but not change, other departments' classes. The *Class Facility Usage* page will assist departments in determining general assignment classroom availability. Department reps can also use [25Live](#) to view classroom availability. **All requests for course classroom changes for Summer 2018 should be made in SIS.**

It is important that crosslisted and meets-with courses remain in sync. Changes to enrollment capacities or footnotes will require updates by all combined members. Remember that the combined enrollment capacity must also be updated on the *Combined Sections Detail* page, which can be accessed at the *Update Sections of a Class* page by selecting the Class Enrollment Limits tab and then clicking the [Combined Section](#) link. Please review crosslist/meets-with information in the accompanying documents so you can preserve the integrity of your combined sections.

REMINDER: When making updates to enrollment capacities, please keep in mind that packaged courses (ex: a lecture with one or more associated discussions) should be set up so the sum of the enrollment capacities for the associated sections equals the enrollment capacity for the main section.

Important information on credits and honors: In order to avoid enrollment problems due to inappropriate and late changes to variable credits and/or honors requirement designations, please review your courses to ensure that all credits and honors are listed correctly. Changes to credits or honors may be made on the Adjust Class Associations page, at *Curriculum Management > Schedule of Classes > Adjust Class Associations*. You will not be able to make variable credit or honors updates once student enrollment has occurred in a course section.

The following reports have been provided to assist you in your enrollment preparations:

Zero Enrollment Capacity Listing: These sections are currently closed to student enrollment. Please review this report to confirm that sections indicated should be closed at this time.

Optional Attendance Sections: Sections which have student enrollment options appear on this list. The enrollment system will ask students if they wish to enroll for the optional component.

Meets-With Sections: This report includes all coded meets-with sections. Any meets-with section not appearing on this report will need to be added using a [Sections Combined](#) form.

Contact Curricular Services at 262-6345 if you have any questions about these materials.