



DATE: April 23, 2018 (*updated Class Section Builder version posted online 6/11/2018*)
MEMO TO: Curricular Representative
FROM: Curricular Services, Office of the Registrar
SUBJECT: Initial Call for Curricular Updates – Spring 2019 (Term 1194)

Term 1194 Initial Call PDF Schedule of Classes, related reports, and a link to a list of 1194 modular session codes are now available on the Curricular Toolkit at this time in preparation for the Spring 2019 Initial Call for curricular updates.

Also included in this memo to assist you with your preparation is information on important reminders, 1194 update timeline, preparation resources, policies and guidelines, room assignment information, and a checklist and reminder sheet. The General Assignment Classroom list will be available at Final Call. **Please read all information carefully before beginning to process your schedule of classes.**

Important Notes and Reminders

Class Section Builder: This version of the cover memo has been updated to reflect Class Section Builder implementation. The Class Section Builder user's guide is available here: <https://kb.wisc.edu/images/group317/shared/UWMadisonCLSSUserGuide.pdf>

Community Based Learning Courses: Departments should have the community based learning course attribute (formerly named service learning attribute) placed on community based learning sections in SIS, which will allow users to search for these offerings in Course Guide and the Course Search & Enroll app.

Instruction Mode: Please use the *Sections with Distance Education Instruction Modes List* report to review that all online courses are identified in Class Section Builder using the correct Instruction Mode value. This value is critical for users to find online courses using Class Search, Course Guide, and the Course Search & Enroll app. It will also help with auditing and reporting of UW-Madison online course offerings.

Variable Credit Course Offerings Report: We are term rolling variable credit sections with the same values as the previous like-term. The courses that rolled forward in the 1194 term roll retained the same values as 1184, instead of resetting to the minimum/maximum values specified at the course catalog. A Variable Credit Course Offering Report (in Excel) is included with other materials on the Curricular Toolkit to help you review these offerings.

Honors Designations: Section-level honors designations also rolled forward for term 1194. Please be sure to review all your course offerings for section-level honors designation setups.

1194 Update Deadlines

1194 UPDATE TIMELINE (April 18, 2018 – October 19, 2018)

Initial Call for Curricular Updates *Wednesday, April 18 – Monday, August 13*
Enter curricular updates in Class Section Builder (CSB) and SIS.

1194 Curricular Review e-Mailout *Wednesday, July 25*
Curricular Services will post a variety of review materials on the Curricular Toolkit for departments at this time. Departments will be able to make updates in Class Section Builder and SIS. There will not be a shut-down period.

Final Call for Curricular Updates *Wednesday, September 26 – Friday, October 5*

Term 1194 available online in Class Search, Course Guide, and the Course Search & Enroll app *Friday, October 19*

c: Academic Deans, Academic Chairs, Michelle Young

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Preparation Resources

The following items are available on the Curricular Toolkit at this time (unless noted) in preparation for 1194 updates:

- **Initial Call PDF Schedule of Classes:** Check your pages carefully to ensure all courses and enrollment packages appear correctly; use Class Section Builder to make updates and corrections.
- **Room Request List:** This report lists all sections in your department that are requesting General Assignment (GA) space; please check requested room capacities carefully to ensure the proper size room is being requested.
- **Not On Schedule of Classes List:** This report includes all group instruction sections that you have marked “Show in Sched?” to “No”.
- **Independent Study Sections List:** This report lists all scheduled independent study sections for your department, including instructors.
- **Sections with Distance Education Instruction Modes List:** This report lists sections with an Instruction Mode not set to “Classroom Instruction” in Class Section Builder.
- **Meets-With Sections Listing:** This listing includes all coded meets-with sections for your department.
- **Optional Attendance Sections list:** This report lists sections coded in SIS (Adjust Class Associations) as optional.
- **Variable Credit Course Offering Report (Excel):** Lists all variable credit courses currently scheduled for the term, and their current values which rolled over from the previous term.
- **Classroom Utilization Report:** Process according to instructions; see “Room Assignment Information” for details.
- **Nonstandard Time/Day Sections Report:** Process according to instructions; see “Room Assignment Information” for details.
- **Link to a list of 1194 modular session codes**
- **Curricular Representative List:** This list is available online at <http://registrar.wisc.edu/documents/Phonelist.pdf> under “Curricular Representative List.”

CURRICULAR REPRESENTATIVES – CLASS SECTION BUILDER and SIS TRAINING and MATERIAL Curricular representatives must complete Class Section Builder training and SIS training and have authorization to use the software prior to beginning online updates.

CLASS SEARCH HISTORY The Class Search History in SIS (Curriculum Management > Schedule of Classes > Class Search History) is available for you to use in preparing your 1194 schedule of classes. You may find this useful as a summary, to print course information for instructors, or to view the updates you have entered.

PDF SCHEDULE OF CLASSES REPORT This report displays real-time curricular data in SIS for auditing. The path in SIS is Reporting Tools > XML Publisher > Query Report Viewer. Instructions on using these reports are located on the SIS Web site at http://sis.wisc.edu/training/uploads/PDF_Schedule_of_Classes.doc.

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.

DATA WAREHOUSE Curricular data is stored in the data warehouse and available through the use of the Query Library (<http://kb.wisc.edu/page.php?id=22483>). These queries may be helpful to you as you update your schedule of classes. Information is updated on a nightly basis.

Policy and Guideline Information

EVENING MIDTERM EXAMINATIONS All courses giving evening mid-term examinations must be footnoted so students are aware of potential conflicts with evening courses or other commitments. Whenever possible, the times and/or days of the evening exams should also be footnoted.

FINAL EXAM TIME/DAY Please note that 1194 Final Exam codes were not available at the beginning of Initial Call. They will become available early in the Initial Call period and will appear on your classes at that time.

After the term is published online, please refer to SIS or Class Search for the most current final exam information. Faculty are required to adhere to the final exam schedule. The time of a final exam may only be changed with dean's approval. Grad courses (course number 700 or higher) are exempt from these regulations.

Contact Angie Rieves (265-5592 or angela.rieves@wisc.edu) if you have any questions about Final Exam offerings.

NONSTANDARD FEES COURSES (for courses that have charges different than standard tuition) Please note "Nonstandard fees course" in the class footnotes for courses that charge a rate different than the standard fee structure, once approved.

SPECIAL COURSE FEES POLICY (for courses that have additional expenses) UW System policy on Special Course Fees (General Administrative Policy Paper [GAPP] #29) includes specific examples of the types of special course fees which are allowable and not allowable. Remember that **your dean must approve all special course fees**. Departments who make an initial determination that a special course fee may be appropriate must communicate the request for that fee to the dean. Departments may add a footnote in Class Section Builder only after the dean's approval is granted.

CLASSROOM SCHEDULING POLICIES Departments are expected to comply with the Campus Space and Remodeling Policies Committee (SRPC) policies regarding the use of classrooms for credit instruction. Please see the Room Assignment Information page of this memo for more information.

75 MINUTE UNDERGRADUATE LECTURES Classes scheduled on M, W, F, MW, MF, WF or MWF between the hours of 9:30 and 2:30 pm must receive dean's recommendation and provost's approval to be taught at these hours.

MULTIPLE SESSION CODES WITHIN A COURSE: DON'T USE THE SAME SECTION NUMBER We ask that every section within a course have its own unique section number, even in different sessions. Situations where a course has multiple session codes using the same section number may cause enrollment issues if auto-enrolls are being used.

ROOM ASSIGNMENT INFORMATION

GENERAL ASSIGNMENT CLASSROOM REQUESTS AND ASSIGNMENTS

General Assignment Room Requests – If you are requesting a General Assignment (GA) classroom for any section, be sure to follow these procedures when you update Class Section Builder:

- Indicate time/day in Schedule.
- Place “PENDING ROOM (1)” in the Room field. This may be the default when adding a new section. If you do not place “PENDING ROOM (1)” in the Room field, no GA classroom will be assigned.
- Update the Rm Cap Request to reflect the size of room needed.
- Review the Maximum value (enrollment capacity) to ensure it is not larger than the Rm Cap Request; update as necessary.
- Indicate Room Attributes if necessary (see below).

Do NOT place specific GA classrooms in the Room field (exceptions: 1800 Engineering Hall, 1106 Mechanical Engineering). Following the Initial Call deadline, Curricular Services will audit department information and assign general assignment classrooms using an automated batch room assignment program. The batch classroom assigner will use your department profile to place your courses in your home building and surrounding area. Contact Ed McGlinn at edward.mcglinn@wisc.edu if you have any questions regarding your department profile.

Classroom Scheduling Policies – Departments are expected to comply with the Campus Space and Remodeling Policies Committee (SRPC) policies regarding the use of classrooms for credit instruction. Your department’s classes should be spread throughout the day and week, and conform to standard class time meeting patterns. In addition, discussion sections should be primarily scheduled during the non-prime hours. Please carefully review the Campus SRPC Classroom Scheduling Policies to ensure compliance. This document can be found on the Curricular Toolkit at <http://registrar.wisc.edu/documents/ClassrmSchedPolicy.pdf>.

Classroom Utilization Report: Campus policies require departments to spread their course offerings throughout the day and week. Each department should have no more than 14% of their sections at each of the prime hours (8:50, 9:55, 11:00, 12:05, 1:20 and 2:25). Review your course sections requesting classroom space to ensure that they comply with this policy. An updated report will be placed on the Curricular Toolkit in July with the Curricular Review e-Mailout for term 1194.

Nonstandard Time/Day Sections Report: This report identifies course sections scheduled at nonstandard times and/or days. Remember that nonstandard time/day sections are given a lower priority in the room assignment process. Please review this report and adjust class times/days when possible. Because classroom space is limited, we cannot guarantee classroom space for those departments who schedule sections at nonstandard times and/or days. An updated report will be placed on the Curricular Toolkit in July with the Curricular Review e-Mailout for term 1194.

SPECIAL FACILITIES REQUIREMENTS

Room Attributes - Use the Room Attributes field in Class Section Builder to indicate special classroom needs. If multi-media equipment is needed for any class, you must identify this need in Class Section Builder. Information about classrooms can be found on the Facility Table in SIS (*Curriculum Management > Facility and Event Information > Facility Table > Facility Characteristic*). Also refer to the Space Management web site for more specific information regarding technology classrooms (<http://av.fpm.wisc.edu/>); click on the Classroom Attributes drop down menu.

Request for Special Facilities not on Room Characteristics Page form - If you have classes with specific requirements that **cannot** be communicated through the use of Room Attributes, notify Curricular Services by using the “Special Facility Request” Google form. A copy can be found online at [Special Facility Request form](#). Examples of the types of information which are appropriate to include on this form would be: a request to be in the home building for access to greenhouse/lab/demo materials during lecture, a request to stay in the home building due to a disability, a need to teach in a building that is not your department’s home building or area, etc.

Do not use this form to communicate room preference or back-to-back section information. Also, do not include information that is already conveyed for the section via the Room Attributes in Class Section Builder. The form is intended for communication of specific requirements for teaching, not preferences. Curricular Services cannot honor memos or forms with invalid requests. Please note that the assigner will schedule your classes in your home building and preferred adjacent areas when possible. It is not necessary to send Curricular Services a form requesting your home building/area.

Checklist and Reminders

- **SESSION CODES** A session is an identifier that denotes the length, begin date and number of weeks of instruction. A1 is the default session for all courses that meet the whole semester. A link to a list of 1194 session codes list has been included in this e-Mailout. When adding a section in Class Section Builder, choose a valid session code. If you have a course whose session is not represented on the list, you can request a session code be created by clicking on [this link](#) and filling out the online Google form.

Check all sections to ensure that their session code corresponds with the dates the course will be offered. It is essential that courses be represented in the correct session for the purposes of add and drop deadlines, fee assessments, etc. You cannot change the session code once a section has been saved in Class Section Builder. Instead, you will need to delete the existing section and re-add a section with the correct/new session code.

- **SECTION DELETES AND SECTION NUMBER CHANGES** Click on the "X" next to the section in Class Section Builder to remove a section from your listings. Do not use the "Cancelled Section" status at this time. Sections are cancelled only after curricular listings are published. All section number changes must be done by adding and deleting sections. Class Section Builder will not allow you to change the section number of an existing section.
- **CHECK TOPIC TITLE COURSES** Topics for 1194 have been carried forward from 1184 and appear on your course sections as they did this spring. Please check to determine if the same topic applies for 1194. If a change is necessary, you can update the Title/Topic field in Class Section Builder. A new topic title can be created in SIS at *Curriculum Management > Schedule of Classes > Add Course Topics*.
- **CHECK VARIABLE CREDIT COURSES** Carefully review all courses to determine if variable credit updates are needed. Variable credit values have rolled forward from the previous semester. You can do variable credit updates in Class Section Builder.
- **MEETS-WITH SECTIONS** We have included the Meets-With Sections Listing report to help you with this processing. If your department has a course/section which will meet with another course/section, either within your department or in a different department, it is imperative that the primary department notifies Curricular Services. Submit a Sections Combined form (link to the "Add or Remove a meets-with section" online form is available here: http://registrar.wisc.edu/curricular_forms.htm). Please always submit a form for each meets-with bond that needs to be coded. Curricular Services cannot guarantee accuracy of section data unless we receive this information. Room assignments and enrollment information are dependent upon communication to Curricular Services of accurate meets-with information.

Note: All sections that are a part of the meets-with must exist in Class Section Builder before Curricular Services can build the Sections Combined Record. Part of the build requires that we provide the class number of each section to be combined; CSB generates the class number when the section is added. Additionally, time/day/room/building/instructor information must be the same for all sections involved in a meets-with before Curricular Services can establish the Sections Combined Record. The primary department needs to communicate meets-with information to all secondary departments so they, in turn, can build the meets-with offering before Curricular Services combines the records.

- **OPTIONAL ATTENDANCE** Review the online Optional Attendance Sections list which has been included with this e-Mailout. Notify Curricular Services of any optional attendance adds, changes, or deletes. Footnote enrollment options for courses with optional sections, as the students will be prompted by the enrollment system to make choices (footnote example: "Grad students: 3 cr, lec only, no discussion. Undergrads: 4 cr, lec and discussion required.").
- **CHECK HONORS** Carefully review all courses to determine if honors updates are needed. You can do honors updates in Class Section Builder using the Honors field. If you have courses that are always offered for honors (fall, spring, and summer), Curricular Services can code the honors information at the course catalog level. This will save you from having to do honors coding in the future. If you would like us to code any honors information at the catalog level, please contact Curricular Services.

Remember that each member of a meets-with group needs to update their own honors information in Class Section Builder and SIS as necessary. It is the primary department's responsibility to contact secondary departments and inform them of any honors updates.

Checklist and Reminders (continued)

- **INSTRUCTION MODE** Instruction Mode values (Inst. Mode) from 1184 have rolled forward and will appear for your 1194 sections. Check to ensure these are correct and update all your sections to reflect the appropriate Instruction Mode. Students have the option of searching by Instruction Mode. Accurate coding will assist students in finding online classes.
Distance Learning Courses and Instruction Modes: Review the online report to ensure that distance learning courses are correctly identified. Update in Class Section Builder by 1) selecting the appropriate "Instruction Mode" and 2) footnoting the section and indicating the delivery method (recorded media, internet course, etc.) in the Notes field.
- **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.
- **INDEPENDENT STUDY SECTIONS LISTING** Review the Independent Study Sections List and delete any sections in Class Section Builder that will not be offered for Term 1194. We do not want to continue to roll instructors and their sections that should not be created.
- **CLASSROOM UTILIZATION REPORT** Ensure that your classes are spread out during the week and throughout the day. See the Room Assignment Information on page 4 for more information.
- **NONSTANDARD TIME/DAY SECTIONS REPORT** Ensure that all your classes meet at standard class hours to maximize your classroom assignments and to ensure accessibility for students. See the Room Assignment Information on page 4 for more information.
- **RM CAP REQUEST** Rm Cap Request is used by Curricular Services to determine classroom size when assigning GA classrooms. Review your Rm Cap Request values in Class Section Builder, on the Room Request List report included in this e-Mailout, or by running a Classroom Scheduling Review Report in SIS. Determine if the Rm Cap Request for every section is correct. Update the Rm Cap Request in Class Section Builder in the Enrollment box.
- **ENROLLMENT MAXIMUM** The enrollment capacity of a section is entered in the Maximum field of the Enrollment box in Class Section Builder. This value is used by the enrollment system to determine the number of students allowed to enroll in a section. Review your Maximum values in Class Section Builder or by using the Classroom Scheduling Review Report. Compare the Maximum value to the Rm Cap Request value. The Maximum value should always be equal to or less than the Rm Cap Request. Determine if the Maximum enrollment capacity for every section is correct. Update the Maximum value as necessary in Class Section Builder or on the Class Enrollment Limits page in *Update Sections of a Class* in SIS. Update the Combined Enrollment Capacity on the Class Enrollment Limits page in *Update Sections of a Class* using the [Combined Section](#) link.
- **CROSSLISTED COURSES** A crosslisted course is one that is approved by Divisional Committee and offered in two or more departments. Each crosslisted course has one primary department and one or more secondary departments. For your crosslisted courses, determine which department is the primary department.
To determine who is primary:
 - In Class Section Builder: On a primary section, the text to the far right of the section will display "Also XXXX" if you are primary, or "See XXXX" if you are secondary.
 - In SIS: Go to *Home > Curriculum Management > Schedule of Classes > Update Sections of a Class > Class Enrollment Limits*. Click on the "Combined Section" link. The description will indicate the primary department (i.e., XL HISTORY 244 A1 001). This information also appears on the Classroom Scheduling Review Report.

The primary department should update curricular information in Class Section Builder and submit forms, as necessary. In addition, communicate with the secondary department(s) to keep them informed of course offerings.

The secondary department(s) should enter any appropriate enrollment capacities, variable credit coding, and honors coding as directed by the primary department.