



DATE: October 15, 2018
MEMO TO: Curricular Representative
FROM: Curricular Services
SUBJECT: Initial Call for Curricular Updates - Summer 2019 (Term 1196)

We have posted the following materials to the Curricular Toolkit for you to prepare your Summer 2019 Initial Call for Curricular Updates:

- Preparation Resources
- Policies, Guidelines, and Reminders
- Room Assignment Information
- Checklist and Reminders
- Variable Credit Course Offerings Report
- PDF Schedule of Classes Pages
- Not On Schedule of Classes List
- Room Request List
- Optional Attendance List
- Distance Education Listing
- Meets With Sections Listing
- Independent Study Sections List
- Session Codes List

Please read all information carefully before beginning your processing.

Special Reminders

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 Class Section Builder, which will allow users to search for these offerings in Course Guide and the Course Search & Enroll app.

Mode of Instruction: 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 1196 term roll retained the same values as 1186, 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 1196. Please be sure to review all your course offerings for section-level honors designation setups.

1196 Update Deadlines

Initial Call for Curricular Updates *Monday, October 15 – Tuesday, November 27*
Enter curricular updates in Class Section Builder and SIS.
Fill out online forms for Curricular Services (Sections Combined, Special Facility Request).

Final Call for Curricular Updates *Monday, December 10 – Friday, December 14*

Term 1196 available online in Course Guide and Class Search *Friday, January 4*

If you have any questions, please contact this office at 262-6345.

c: Academic Chairs
Academic Deans
Michelle Young
Summer Term Dean
Summer Term Assistant Dean

Preparation Resources

The following items are available on the Curricular Toolkit at this time (unless noted) in preparation for 1196 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.
- **Link to a list of 1196 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 Class Search History in SIS (*Home > Curriculum Management > Schedule of Classes > Class Search History*) will be available to you as you prepare your 1196 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.

CURRICULAR TOOLKIT This website contains examples, documents, links to assist you in developing your course offerings and much, much more. http://www.registrar.wisc.edu/curricular_toolkit.htm

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 this report is 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

CURRICULAR ENROLLMENT REPORT This report also displays real-time curricular data in SIS for auditing. Although it is generally used to manage enrollment, it is a useful tool during the build for reviewing enrollment and wait list capacities. The path in SIS is Reporting Tools > XML Publisher > Query Report Viewer. Instructions on using this report is located on the SIS Web site at <http://sis.wisc.edu/training/uploads/CurrEnrReport.doc>.

Policies, Guidelines and Reminders

INDEPENDENT STUDY SECTIONS HAVE BEEN ROLLED FORWARD All Independent Study sections with their associated instructor name have been rolled forward. Your Independent Study sections in 1196 include all sections (active and cancelled zero-enrollment sections) from 1186, including instructor names. If an instructor will no longer be teaching Independent Study courses (i.e., instructor has left the university), please delete that section for all Independent Study courses.

COURSES AVAILABLE FOR AUDIT As a service to students, faculty and staff, the Office of Summer Term at the Division of Continuing Studies asks that you use a footnote to identify courses that may be audited. Please use the following text: *Course is available for audit.*

SUMMER TERM INFORMATION FROM CONTINUING STUDIES When planning summer curricula, faculty and staff are encouraged to reference the policies and procedures outline at <https://summer.wisc.edu/faculty-staff-resources/>

COURSES TO BE LISTED Curricular listings should include ONLY those courses that you are planning to teach. Departments are reminded to be very selective when listing independent study (e.g., 699, 990, 999) courses. We suggest listing independent study courses only in the eight-week session (DHH).

USE OF SPECIAL TOPICS COURSES It is important that you clearly identify special credit programs (e.g., advanced placement seminars) offered in the summer under general topics course numbers. You are able to add your own topics in SIS. Newly added topics can be placed in Class Section Builder after the overnight catalog table refresh from SIS.

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 footnote special course fees only after Dean's approval is granted.

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 Jennifer Donahoe at jddonahoe@wisc.edu if you have any questions regarding your department profile.

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 link in the menu bar.

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. A link to a list of 1196 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 1196 have been carried forward from 1186 and appear on your course sections as they did this summer. Please check to determine if the same topic applies for 1196. . 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; A class number is generated 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.

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.

- **INSTRUCTION MODE** Instruction Mode values (Inst. Mode) from 1186 have rolled forward and will appear for your 1196 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 online report (if applicable) and delete any sections in Class Section Builder that will not be offered for Term 1196. We do not want to continue to roll instructors and their sections that should not be created.

Checklist and Reminders (continued)

- **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.