



DATE: January 22, 2021
MEMO TO: Curricular Representatives
FROM: Curricular Services
SUBJECT: Initial Call for Curricular Updates – Fall 2021 (Term 1222)

The Term 1222 Initial Call PDF Schedule of Classes, related reports, and a link to a listing of 1222 modular session codes are now available on the [Curricular Toolkit](#) for your review in preparation for the Fall 2021 Initial Call for curricular updates.

Included in this memo are important reminders, the 1222 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 a later date.

Please read all information carefully before beginning your processing and reach out to your [Curricular Services contact](#) if you have any questions.

Important Notes and Reminders

Mode of Instruction: In preparation for the Fall 2021 schedule build, the Office of the Registrar ran scripts to make some bulk updates. As usual, classes taught in 1212 were rolled forward to 1222 to provide you with a starting point for building your schedule. Then, sections that rolled forward with an instruction mode of Remote (R) were updated via script to an instruction mode of Classroom Instruction (P) for 1222, and the ONLINE facility ID was removed. You may update the instruction mode for these classes as needed, but be aware that the only instruction modes available for use in 1222 are Classroom Instruction (P), Online Only (WO), and Online (with some classroom) (WC). The Remote (R) instruction mode will no longer be used after Summer 2021. Please also keep in mind that the definition of the hybrid instruction mode (WC) was revised for Fall 2020 and future terms; consult the [updated instruction mode definitions](#) and contact Curricular Services with any questions.

Please review [the Chancellor's recent message](#), work with the curricular leadership in your department, and contact your school/college Instructional Continuity associate dean with questions as you work to adjust 1222 instruction modes to meet your subject's fall term instructional plans.

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

General Assignment Classroom Requests and Assignments: Different from our traditional approach, Curricular Services will not be assigning general assignment (GA) classrooms ahead of Fall 2021 classes being published in Course Search & Enroll. Instead, GA classroom assignments will be made during the summer (*exact dates TBD*). However, to allow campus to accurately model the demand for GA instructional space, **it is important that departments enter all GA classroom requests in SIS during initial call**. In addition, the "0000 GA RM" facility code used to request a GA classroom displays as PENDING ROOM—when the fall schedule is released, this indicator will help communicate to students, faculty, advisors, and other staff that room assignments have not yet been completed. As usual, departments may assign class sections to locally controlled spaces as part of the regular curricular build, including during initial call.

WC Instruction Mode and Multiple Meeting Patterns in SIS: Please note that we are modifying previous guidance about entering multiple meeting patterns in SIS for class sections with the instruction mode WC, i.e., "Online (some classroom)". Specifically, when scheduling WC sections, you should add a day/time meeting pattern and facility ID for the in-person portion of instruction as usual. You may also add a second day/time meeting pattern as needed for *synchronous* online instruction. However, **you should not add a second meeting pattern for online instruction that is wholly asynchronous**. That is, do not add a second meeting pattern that has no day/time and only has the ONLINE facility ID assigned. The "extra" asynchronous online meeting patterns have ended up being a source of confusion for some students and other users of Course Search & Enroll and SIS. They have also posed technical challenges for processing room assignments because of nuances in how multiple meeting patterns are handled in 25Live, our classroom scheduling platform. *WC class sections that rolled forward from 1212 to 1222 with an asynchronous online meeting pattern were cleaned up by the Curricular Services team in advance of opening the 1222 initial call period.*

Important Notes and Reminders (continued)

Term Rolled Section-Level Requisites: We are including a report which shows section-level class requisites. These values term rolled from 1212. We hope this will help you to review section-level requisites and update/remove as needed.

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

Variable Credit Course Offerings Report: We have term rolled variable credit sections with the same values as the previous-like term. The courses that rolled forward in 1222 retained the same credit values as in 1212, instead of resetting to the minimum/maximum values specified in the Course Catalog. A Variable Credit Course Offering Report is included with other materials on the Curricular Toolkit to help you review these offerings.

Honors Designations: Section-level honors designations also rolled forward from term 1212. Please be sure to review all your course offerings for section-level honors designation setups.

1222 Update Deadlines

Initial Call for Curricular Updates *Friday, January 22 – Wednesday, March 3*

Enter curricular updates in SIS

Fill out online forms for Curricular Services (Sections Combined, Special Facility Request, etc.)

Final Call for Curricular Updates *Thursday, March 18 – Wednesday, March 24*

Term 1222 Published in Course Search & Enroll *Monday, March 29*

Preparation Resources

The following items are available on the [Curricular Toolkit](#) in preparation for 1222 updates. Note that the posted reports are static, point-in-time snapshots. *You can run updated copies of these reports yourself on demand in SIS anytime that you'd like; please consult the [SIS documentation on Query Report Viewer](#) for guidance.*

- **Initial Call PDF Schedule of Classes:** Check your pages carefully to ensure all courses and enrollment packages appear correctly; use SIS 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 to not print on your schedule of classes.
- **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 'P' (Classroom Instruction) in SIS.
- **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:** Lists all variable credit courses currently scheduled for the term, and their current values which rolled forward from the previous like-term.
- **Section-Level Requisites:** Lists all section-level requisites assigned, which rolled forward from the previous like-term.
- **Classroom Utilization Report:** Process according to instructions; see "Room Assignment Information" for details.
- **Nonstandard Day/Time Sections Report:** Process according to instructions; see "Room Assignment Information" for details.
- **Session Codes List:** A [list of modular session codes](#) for 1222 is available online
- **Curricular Representative List:** A searchable list with [contact information for all curricular representatives](#) is available online.

CURRICULAR REPRESENTATIVES - SIS TRAINING AND MATERIALS New curricular representatives must complete SIS training and have authorization to use the software prior to beginning online updates in SIS. More details can be found on the [SIS website](#).

CURRICULAR TOOLKIT The [Curricular Toolkit](#) contains examples, documents, and links to assist you in developing your course offerings and much, much more.

PDF SCHEDULE OF CLASSES REPORT This report displays real-time curricular data in SIS for auditing. The path in SIS is *Curric & Enroll Rep WorkCenter > Resources tab > Query Report Viewer*. Instructions on [running the PDF Schedule of Classes report](#) are located on the SIS website.

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 *Curric & Enroll Rep WorkCenter > Resources tab > Query Report Viewer*. Instructions on [running the Curricular Enrollment Report](#) are located on the SIS website.

Policies, Guidelines, and Reminders

EVENING MIDTERM EXAMINATIONS All courses giving evening midterm examinations must include a Class Note so students are aware of potential conflicts with evening courses or other commitments. Whenever possible, the times and/or dates of the evening exams should also be included in the Class Note.

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 1222 include all sections (active and cancelled zero-enrollment sections) from 1212, including instructor names. If an instructor will no longer be teaching Independent Study courses (i.e., instructor has left the university), please delete their section for all Independent Study courses.

NONSTANDARD FEES COURSES (for courses that have charges different than standard tuition) Please note "Nonstandard fees course" in the Class Notes 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 that 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 Class Note denoting special course fees only after 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 section of this memo for more details.

75-MINUTE UNDERGRADUATE LECTURES Undergraduate classes (courses numbered 699 and below) scheduled for 75-minutes on M, W, F, MW, MF, WF, or MWF between the hours of 9:30am and 2:30pm are not permitted to be offered without dean's recommendation and vice provost's approval.

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.

Room Assignment Information

GENERAL ASSIGNMENT CLASSROOM REQUESTS AND ASSIGNMENTS

If you are requesting a General Assignment (GA) classroom for any section, be sure to follow these procedures when you update SIS:

- Indicate day/time in Meeting Pattern.
- Place "0000 GA RM" in the Facility ID field. If you do not place "0000 GA RM" in the Facility ID field, no GA classroom will be assigned.
- Update the Requested Room Capacity to reflect the size of room needed.
- Review the Enrollment Capacity to ensure it is not larger than the Requested Room Capacity; update as necessary.
- Indicate room characteristics and special facility requirements if needed (see below).

Do NOT place specific GA classrooms in the Facility ID field unless you have been approved to do so by the Registrar's Office. During the summer, 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 Chuck Dvorak at chuck.dvorak@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 should conform to standard class time meeting patterns. In addition, discussion sections should be primarily scheduled during the non-prime hours. Departments should also make use of the [extended standard class hours](#) to facilitate more efficient use of classroom space in the evenings.

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.

Nonstandard Day/Time Sections Report – This report identifies course sections scheduled at nonstandard times and/or days. Remember that nonstandard day/time sections are given a lower priority in the room assignment process. Please review this report and adjust class times/days whenever possible. Because classroom space is limited, we cannot guarantee assignments for those departments who schedule sections at nonstandard times and/or days.

SPECIAL FACILITIES REQUIREMENTS

Room Characteristics – Use the Room Characteristics on the Meetings page in SIS to indicate special classroom needs. Please request only *one* seating type per section.* The room assignment system cannot handle requests for multiple seating types (i.e., if you have requested seminar seating and movable tables); requests for multiple seating types will not receive a room assignment. If multi-media equipment is needed for any class, you must identify this need in SIS. Information about classrooms can be found on the Facility Table in SIS (*Set Up SACR > Foundation Tables > Facilities > Facility Table*). Also refer to the Space Management website for more [information regarding technology classrooms](#).

**As in recent terms, we discourage specifying seating type as a requested Room Characteristic at this time, as classroom configurations have not yet been determined for Fall 2021.*

Request for Special Facilities Not on Room Characteristics – If you have classes with specific requirements that cannot be communicated through the use of room characteristics, notify Curricular Services by using the [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 accommodation, 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 Characteristics in SIS. 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 begin date, length, and number of weeks of instruction. A [list of session codes](#) for 1222 is available online. When adding a section in SIS, choose a valid session code. If you have a course whose session is not represented on the list, you can request a session code by submitting the [New Session Code Request 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 SIS. Instead, you will need to delete the existing section and re-add a section with the correct/new session code.

- **DO NOT CHANGE SECTION NUMBERS OR SESSION CODES** All section number and session code changes must be done by adding and deleting sections, rather than by key-changing. For example, do not change a Lec 004 to a Lec 003 on the Basic Data page. Instead, delete Lec 004 and add a new section for Lec 003. If a key-change is done it can corrupt your data, rendering the course/section inaccessible.
- **SECTION DELETES** Use the “Delete Row” button in SIS to remove a section from your listings. Do not use the “Cancelled Section” function during the curricular build process. Sections are cancelled only after the schedule of classes is published online.
- **ASSOCIATED CLASS NUMBERS** Review and update your Associated Class numbers as necessary. Do not repeat associated class numbers across offerings in different modular sessions. Each unique enrollment package must have its own association number. Remember to use Associated Class “9999” to designate wildcards. Remember that honors, variable credits, and optional information are coded based on Associated Class number.
- **CHECK TOPIC TITLE COURSES** Topics for 1222 have been carried forward from 1212 and appear on your course sections as they did last fall. Please check to determine if the same topic applies for 1222. If a change is necessary, use the Basic Data page on Maintain Schedule of Classes to select the correct Course Topic ID. If you need to add a new topic title you can do this yourself in SIS at *Curric & Enroll Rep WorkCenter > Add Course Topics*.

NEW! Given complications we have discovered with CS&E, changes to topics on scheduled sections must be finalized by the final call deadline. After the schedule of classes is published, changing topics on existing sections is not permitted. If a topic needs to be changed post-publish, you must cancel the old/incorrect class section and build a new class section with the new/correct topic title.

- **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 like-term. In SIS, go to *Curric and Enroll Rep WorkCenter > Adjust Class Associations* to make updates. Pay close attention to topics courses; correctly set the minimum and maximum credits for each offering, especially newly scheduled sections, and be sure you are not inadvertently using the course’s full credit range if that is not appropriate for the specific class.
- **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 notify Curricular Services. Submit a [Sections Combined form](#) to request any updates. Please submit a separate 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 bond must exist in SIS 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; SIS generates the class number when the section is added. Additionally, day/time/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. More [information about Combined Sections](#) can be found on the Curricular Toolkit.

- **OPTIONAL ATTENDANCE** Review the online Optional Attendance Sections list which has been included with this memo. Notify Curricular Services of any optional attendance adds, changes, or deletes. Add a Class Note to detail enrollment options for courses with optional sections, as students will be prompted by the enrollment system to make choices (note 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 SIS. Go to *Curric & Enroll Rep WorkCenter > Adjust Class Associations* and then the *Class Components* tab to make updates. 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 to code any honors information at the catalog level, please contact us.

Remember that each member of a meets-with group needs to update their own honors information in 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** Some Instruction Mode values for 1222 were updated via script. All 1212 sections with an instruction mode of Remote (R) have been rolled forward to 1222 and updated to an instruction mode of Classroom Instruction (P). Additionally, the ONLINE facility ID has been removed from these sections. The only modes of instruction available for use in 1222 are Classroom Instruction (P), Online Only (WO), and Online (with some classroom) (WC). Please review [the Chancellor's recent message](#), work with the curricular leadership in your department, and contact your school/college Instructional Continuity associate dean with questions as you work to adjust 1222 instruction modes to meet your subject's fall term instructional plans. When using Course Search & Enroll, students have the option of searching by Instruction Mode.
Distance Learning Courses and Instruction Modes: Review the online report to ensure that distance learning courses are correctly identified. Update directly in SIS by selecting the appropriate Instruction Mode. Keep in mind that the definition of the hybrid instruction mode (WC) was revised for Fall 2020 and future terms; please consult the [updated instruction mode definitions](#) and contact Curricular Services with any questions.
- **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.
- **MEETING PATTERN** When putting your meeting pattern information in SIS, be sure to enter both a start/end time as well as day(s) of the week, or use a standard meeting pattern with a begin time. Keep in mind that entering a begin time without an end time will default to a 50-minute section when a standard meeting pattern has not been selected.
- **INDEPENDENT STUDY SECTIONS LISTING** Review the online report (if applicable) and delete any sections in SIS that will not be offered for Term 1222. 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 page of this memo for more details.
- **NONSTANDARD DAY/TIME 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 page of this memo for more details.
- **REQUESTED ROOM CAPACITY** Requested Room Capacity is used by Curricular Services to determine classroom size when assigning GA classrooms. Review your Requested Room Capacities in SIS or on the Room Request List report included in this memo. Determine if the Requested Room Capacity for every section is correct. Update the Requested Room Capacity as necessary on the Enrollment Control tab of *Maintain Schedule of Classes*.
- **ENROLLMENT CAPACITY** Enrollment Capacity is used by the enrollment system to determine the number of students allowed to enroll in a section. Review your Enrollment Capacity in SIS on the Enrollment Control tab of *Maintain Schedule of Classes* or in *Update Sections of a Class*. Compare the Enrollment Capacity to the Requested Room Capacity. Enrollment Capacity should always be equal to or less than the Requested Room Capacity. Determine if the Enrollment Capacity for every section is correct. Update the Enrollment Capacity as necessary on the Enrollment Control tab in *Maintain Schedule of Classes*, or the Class Enrollment Limits tab in *Update Sections of a Class*. Update the Combined Enrollment Capacity on the Class Enrollment Limits tabs 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. Go to *Curric & Enroll Rep WorkCenter > Maintain Schedule of Classes > Meetings*. 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 information in SIS and submit forms, as necessary. In addition, it is the primary department's responsibility to communicate with the secondary department(s) to keep them informed of course offerings.

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