



DATE: March 18, 2021
MEMO TO: Curricular Representatives
FROM: Curricular Services
SUBJECT: Final Call for Curricular Updates – Fall 2021 (Term 1222)

The Term 1222 Final Call PDF Schedule of Classes and related reports are now available on the [Curricular Toolkit](#) for your review in preparation for the Fall 2021 Final Call for curricular updates.

Included in this memo are important notes, the remaining 1222 update timeline, preparation resources, room assignment information, and a list of other notes and reminders. 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

This is the final opportunity you will have to enter data before the Fall 2021 schedule of classes is published on Monday, March 29. Please utilize the various reports available to you in SIS to check and re-check all your departmental curricular data prior to the final call deadline. More information about these reports can be found in the Preparation Resources section of this document.

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 now**. 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 continue to assign class sections to locally controlled spaces as part of the regular curricular build.

WC Instruction Mode and Multiple Meeting Patterns in SIS: Please note that we have modified 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.

1222 Update Timeline

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

Review curricular pages and related reports
Make any final adjustments to your curricular data in SIS

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.*

- **Final 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.
- **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.
- **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.

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.

Notes and Reminders

- ❑ **CHECK VARIABLE CREDIT COURSES** Carefully review all courses to determine if variable credit updates are needed. 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.
- ❑ **CHECK HONORS** Carefully review all courses to determine if honors updates are needed. 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.

- ❑ **CHECK TOPIC TITLE COURSES** *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.
- ❑ **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.
- ❑ **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.