MEMO TO: Curricular Representatives
FROM: Curricular Services
SUBJECT: Final Call for Curricular Updates – Spring 2022 (Term 1224)

The 1224 Final Call PDF Schedule of Classes, related reports, and 1224 General Assignment Classroom list are now available on the Curricular Toolkit for your review in preparation for the Spring 2022 Final Call for curricular updates.

Included in this memo are important notes, the remaining 1224 update timeline, preparation resources, room assignment information, and a list of other notes and reminders.

Please carefully review this memo in full 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 Spring 2022 schedule of classes is published on Monday, October 25. 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.

The 1224 Final Call window is much shorter than normal—only 2.5 days. The delayed start of the 1224 build due to COVID uncertainties required adjustments in the timeline. We recommend utilizing this brief Final Call window for minor, last-minute updates that need to be made prior to publish. After the schedule of classes is published on Monday, October 25, you will once again have full update access in SIS for Term 1224. Students will not begin enrolling in Spring 2022 classes until Monday, November 15, so you should have ample time post-publish to thoroughly review GA classroom assignments and make additional updates as needed. We are keenly aware of the ways that this differs from past practice, so we greatly appreciate you working with us to make the best of another unique term build!

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

WC Instruction Mode and Multiple Meeting Patterns in SIS: As a reminder, when scheduling WC [Online (some classroom)] 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 are 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.

1224 Update Timeline

Final Call for Curricular Updates Monday, October 18 – Wednesday, October 20 at noon
Review curricular pages and related reports
Make any final adjustments to your curricular data in SIS

Term 1224 Published in Course Search & Enroll Monday, October 25
The following items are available on the Curricular Toolkit in preparation for 1224 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 have been assigned General Assignment (GA) space.
- **Not On Schedule of Classes List**: This report includes all group instruction sections that you have marked to not print on the 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.
- **Session Codes List**: A list of modular session codes for 1224 is available online.
- **General Assignment Classroom List**: The list of GA classrooms for 1224 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
GA classroom assignments, although completed, are subject to change by Curricular Services following Final Call. Requests for classroom changes should only be made if the assigned room is too small or lacks characteristics required for teaching.

Classroom availability is very limited at prime hours. Please do not add new sections at prime hours that require a GA classroom.

During Final Call, requests for a new GA classroom assignment must be initiated in SIS. In addition to updating the Facility ID (see details below), be sure to update Requested Room Capacity as appropriate using the Enrollment Control tab on Maintain Schedule of Classes. Please also indicate special classroom needs by updating Room Characteristics on the Meetings tab on Maintain Schedule of Classes or the Schedule Class Meetings page.

Requesting Any GA Classroom
- Enter "0000 GA RM" in the Facility ID field in SIS.
- Curricular Services will then assign a room based on the requested room characteristics, room capacity, and organization profile.

Requesting a Specific GA Classroom
- Curricular Reps should use 25Live Pro to view classroom availability. The Class Facility Usage page in SIS may also be used, but it will not reflect any special events or room blocks entered in 25Live Pro.
- Once a specific room is determined to be available, enter the Facility ID in SIS. LYNX will capture this update and will make the assignment in 25Live Pro if the room is available. If the specific room is not available, Curricular Services will assign the best available room.

Swapping Rooms
- All parties involved in a room swap should update the Facility IDs in SIS.
- Send an email to your Curricular Services contact with these updates. LYNX may or may not process the entire swap successfully on its own, so it needs to be monitored carefully.

IMPORTANT: Because LYNX is attempting to sync 25Live Pro with SIS, when a room change is made, it will drop the old room and try to assign the new room. LYNX will remove the old room even if the new room is not available. This also happens when entering "0000 GA RM" since the old room is no longer displaying in SIS. When a classroom change has been requested during Final Call, Curricular Services cannot guarantee the old classroom back or a better assignment.

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 entered 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.