SIS Help
Scheduling Officer

FREQUENTLY ASKED QUESTIONS
Last update 2/10/09

Access to Sections after Full Access ends:

Q: Will I be able to make any changes after full access to scheduling ends for a term?

A: Yes, just like in legacy, campus schedulers will have access to some data fields after rooms are assigned. These fields include: enrollment capacity, instructor info and workload, status, consent, the reserve cap tab…(You'll know you have access to a field if it is still editable and not just text only.)

Classrooms Missing in SIS for Summer:

Q: I know I entered classrooms in SIS for Summer I and Summer II sections and now they are missing. What should I do?

A: We are aware of a bug with Astra and our programmers are looking at it. We do have a file that shows the class sections and the rooms/buildings they were assigned to for summer, so they are not lost forever! We'll get this corrected as soon as possible.

Combined Sections:

Q: How can I combine 2 sections in SIS if I keep getting an error message when I try to save it?

A: The best practice is to completely create one section. Then, create the shell of the second (or more) sections, leaving the meeting pattern, facility, and instructor fields *completely blank*. Once these are combined, SIS will fill in the missing fields on the second section. If this fails too, try going to the second section and using the blue minus button to totally delete the meeting pattern and instructor info (even if it looks blank). Remember to use the blue minus button on both the instructor info tab and the workload tab to delete the blank rows. It seems odd, but doing this works. Then try to combine the two sections again.

"DAR" or Setting Dept. Consent in SIS:

Q: How do I add the DAR scheduling restriction in SIS?

A: On the Enrollment Control tab, change the value in the "Consent" field using the drop down choices. "DAR" or Consent is not treated as a scheduling restriction or requirement group in SIS. It can be added or removed by departments via their scheduling officer.

<u>Error Messages while Scheduling in SIS</u>:

Q: What should I do if I get a message saying I've scheduled a <u>special topics section</u> with no topic ID?

A: You will see this message pop up for every special topics section that has been scheduled without a topic ID (if a topic ID exists for the course). You can click "OK" and ignore these. However, in almost every case, you probably do want to use a topic ID (title) so students can differentiate the sections. You can also include additional information about the section in a free format footnote.

<u>Honors Sections</u>:

Q: How do I set up an Honors section in SIS if we are not longer using the H suffix?

A: Instructions can be found on the scheduling officer website in the SIS Resources area. *www.ncsu.edu/registrar/scheduling* In a nutshell, these are handled as requirement designations and are 'flagged' on the requirement designation field on the class components tab under Adjust Class Associations. It is a good idea to include the "H" at the end of the section number for the section so students can readily identify honors sections when scrolling through the schedule. For example, you might have ENG 101 004H. **Keep honors sections in their own associated class group**.

<u>Instructor Names in the Schedule</u>:

Q: Could we keep the instructor names and ID numbers on the 400-level and above sections when the schedule rolls from term to term?

A: Yes! You asked and you received! The programmers have modified the job so that when the term rolls, we'll be keeping the instructor names and ID numbers on all sections at the 400 and above course level.

<u>Instructor Percent of Credit</u>:

Q: Could the percent of credit on the workload tab default to 100.00 so we don't have to type that every time?

A: As of 2/15/09, the programmers are looking into this. It is on the issue log. We'll keep you posted.

<u>"Q" Classes</u>:

Q: Where do I put the "Q" on these sections in SIS if we are not using suffixes?

A: Go to Basic Data tab for this section in Maint. Sched. Of Classes and choose the Class Attribute of 'TYPE,' then choose the First Year Inquiry option for the second Class Attribute Value field. Save. It is a good idea to include the "Q" at the end of the section number for the section so students can readily identify inquiry sections when scrolling through the schedule. For example, you might have ENG 101 004Q. **On either the reserve cap tab under Maintain Sched. Of Classes, or on the Requisites tab under Adjust Class Associations, enter the requirement group code of 006584 "New Freshmen."** This will restrict seats in these Q sections to new, incoming Freshmen.

<u>Seat Counts/Enrollment Totals</u>:

Q: Can I see the number of restricted seats and the number of these seats that have students enrolled?

A: SIS does not display restricted seat count or enrollment in restricted seats. It displays total seat capacity, total wait list capacity, and total enrolled in the class and on the wait list.

<u>Section Enrollment Totals</u>:

Q: What is the best way to see the enrollment totals on a section that does not fall within my own Acad Org?

A: We have created a query (NC_SR1053) that will show enrollment totals on combined sections so you can see the total enrollment even on the section "owned" by the other dept. Or, enrollment totals appear on the query NC_SR1041 (in the Scheduling folder in Monitoring Tools & Reports) and they also appear if you Print Class Schedule. Instructions for running the query and for printing the schedule can be found on the scheduling officer website: *www.ncsu.edu/registrar/scheduling*

<u>Suffixes in SIS</u>:

Q: I see <u>suffixes in the 2091 term</u> in SIS. I thought we were not going to use suffixes anymore.

A: As part of converting the schedule for Spring 09, which was created in legacy and used suffixes, sections in SIS have the 'suffix' added to the course catalog number just for this term. At the end of term 2091, suffixes will be made inactive and will not be used in SIS. The "L" and "P" suffixes were dropped during conversion, since the course components picked those up successfully. As you scroll through the spring schedule, you'll notice changes in section numbering (200-level and 400-level) and changes in component type (lab or prb) on the basic data tab and in the class search. This is how you'll identify labs/problem sessions.

Q: If I need to add a <u>special topics</u> section and we are not using suffixes…what do I do?

A: If the topic ID does not exist (look on Basic Data tab in Topic ID area near bottom of page), request it using the Special Topics Request Form. The form and instructions can be found on the scheduling officer website. *www.ncsu.edu/registrar/scheduling* in the SIS Resources area.

<u>Tentative Sections vs. Canceled Sections</u>:

Q: <u>Why mark sections tentative</u>? What is the advantage?

A: If you plan to use "Tentative" status as a way to hold sections while your department/college makes decisions about the offering, you can then later use the query (NC_SR 1041) to sort by status=tentative and look at your list of tentative sections. If you mark them "Canceled," then they are going to be lumped in with all the other canceled sections and will be harder to identify.

Q: Will tentative sections appear in the schedule? Can faculty see them in Faculty Center?

A: Tentative sections will not appear in the schedule of classes (neither will canceled sections), however, if a faculty member's ID is associated with a tentative sections (meetings tab—instructor info/workload), the section will appear when they log in to Faculty Center.

Unused Buttons or Fields in SIS:

Q: What is the Auto Create Component button used for?

A: We do not use this button.

Q: What do we enter in the Contact field in the instructor information area on the Meetings tab?

A: We do not use this field.

Q: What do I enter in the Requested Room Capacity field on the Enrollment Control tab?

A: Nothing. Or, leave it set at whatever the default is. This field does not control anything as far as we're concerned. You only need to be sure you have the correct number in the Enrollment Capacity field, which is right below the Requested Room Capacity field on this tab.