

## SCHEDULING REFRESHER

Course reminders  
Room scheduling  
START enrollments  
Student reminders  
Our websites  
Contact us!

January 2019  
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## COURSE REMINDERS

- Requesting new sections?
  - what semester (fall, spring, summer, winter)
  - online, in person (F2F) or hybrid (blended)
  - credit amount for variable credit courses
- Check notes (special course fees)
- Combined classes cannot have waitlists
- **SPREAD OUT CLASS SCHEDULE**

**COURSE REMINDERS CONT.**

- **Writing Emphasis Courses**
  - Must have a WE certified instructor
  - You need to let us know WE sections each term
- **Final Exams scheduled in WINGS**
  - Beginning Fall 2019
  - Fall class dates end Wed. Dec. 11
  - Final exam week Fri. Dec. 13 – Wed. Dec. 18

**COMBINED CLASSES**

Let us know the total combined cap

Combined enrollment cap equals the total of the enrollment caps of all sections in the combination.

Section will appear as open until section enrollment cap is reached.

Combined enrollment capacity is set to equal the section enrollment cap when the total enrollment is more important than the section enrollment. You must tell us to use this method.

Both sections appear open until the Combined Enrollment Cap is reached.

Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap
BIO	509	101	Open	15	15	0	0
PAS	509	101	Open	25	25	0	0
PTS	509	101	Open	45	45	0	0

  

Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait
BIO	466	01	Open	30	30	26	0
BIO	566	01	Open	30	30	3	0

## COMBINED CLASSES CONT.

Watch out for class permissions!

Term: 2197 2019 Spring  Skip Mtg Pattern & Instr Edit  
 Session: 1 Regular Academic Session Warning: Mtg Pattern & Instr  
 Combined Sections ID: 0120 BIO443-01/BIO543-01  
 \*Combination Type:

Room Capacity

Requested Room Capacity:  Available Capacity:  Total: 37  
 Requested Capacity:  Available Capacity:  Total: 0

Once the SECTION cap is reached, the section will be changed to closed.

Combined enrollment caps set to the total of each section cap.

Both sections will close when the COMBINED cap is reached. So if 3 people register for BIO 543-01, the section will close even though it appears as if 2 seats are available because of the overrides in the other section.

Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait C
1062	BIO	443	01	Closed	40	35	37	
1076	BIO	543	01	Open	40	5	0	

## ROOM SCHEDULING REMINDERS

- Submit computer lab requests through form (both academic and other)
  - Individual days
  - Semester long have rules (used each semester)
  - Scheduling as individual events- email of Event Summary with pdf attachment
- Update schedule with dept. lab rooms in WINGS

## GENERAL ACCESS ROOMS

- Remaining general access rooms scheduled with Ad Astra
  - Sections with enrollment cap of **0** will NOT be assigned a room
- Depts. will be notified to double check assigned rooms
- ADA's are **first contact** for instructor's room changes
- Depts. will be notified when enrollment caps can be adjusted to control enrollment and save seats for START

## START SCHEDULING

The screenshot displays the 'Enrollment Control' tab for a class section. Key fields include:

- Course ID: 001757
- Academic Institution: UW-La Crosse
- Term: Fall 2018
- Subject Area: CS
- Catalog Nbr: 340
- Course Offering Nbr: 1
- Undergrad
- Computer Science
- Soft Design III: Abstr Data Ty

Enrollment Control details:

- Session: 1
- Class Section: 01
- Component: Regular Academic Ses
- Lecture
- Associated Class: 1
- Units: 4.00
- \*Class Status: Active
- Class Type: Enrollment
- Enrollment Status: Open
- \*Add Consent: No Consent
- \*Drop Consent: No Consent
- 1st Auto Enroll Section:
- 2nd Auto Enroll Section:
- Resection to Section:
- Auto Enroll from Wait List

A red callout box points to the 'Requested Room Capacity' field, which is currently set to 40. The text in the callout reads: "This is NOT used to assign the 'right size' room." Another red callout box points to the 'Total' label next to the 'Requested Room Capacity' field, with the text: "It is used during START to represent the total number of students the instructor will allow in the class (the enrollment capacity + the number of overrides that can be given)."

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes

Course ID: 001757 Course Offering Nbr: 1  
 Academic Institution: UW-La Crosse  
 Term: Fall 2018 Undergrad  
 Subject Area: CS  
 Catalog Nbr: 340

**Enrollment Control**

Session: 1  
 Class Section: 01 Component  
 Associated Class: 1 Units:  
 \*Class Status: Active

Class Type: Enrollment Enrollment Status: Open  
 \*Add Consent: No Consent Requested Room Capacity: 40 Total  
 \*Drop Consent: No Consent **Enrollment Capacity: 30 0**  
 1st Auto Enroll Section: Wait List Capacity: 0  
 2nd Auto Enroll Section: Minimum Enrollment Nbr:  
 Resection to Section:

Auto Enroll from Wait List  Cancel if Student Enrolled

**Before rooms assigned** - have max capacity in requested room cap & enrollment cap

**After rooms assigned** - adjust enrollment capacity so you can control enrollment

Remember not to adjust the enrollment caps so that saved seats for START are used!

## REGISTRATION, CLASS PERMISSIONS AND START

- Fall registration appointments begin April 15
- Class permissions should expire on or before May 27
- All undergrad registration for fall is locked beginning May 28
- Remember: Do not give class permission if it will use a seat saved for START!

## STUDENT REMINDERS

- Electronic permissions- still need to register
  - classes will still appear closed
  - Records can check if they tried or who registered them, not who gave permission
- Receive one email about permissions
- Receive emails about wait list
  - Successful enrollment or error
- Encourage students to SWAP

Records and Registration Reminder  
117 Graff | records@uwla.edu | 608.785.8951

## The class has a wait list?

# SWAP

First enroll in **alternate** class, then SWAP class you want.

SWAP helps avoid these issues:  
class time conflicts  
going over 18 credits  
enrolling in 2 sections of same course

## RECORDS WEBSITE

The screenshot shows the 'Spring 2019' section of the website with a table of dates and a list of quicklinks.

Category	Date
Classes Begin:	January 28, 2019
Mid-Semester:	March 15, 2019
Special Class Days:	N/A
Holidays:	N/A
Semester Break:	March 16-24, 2019
Last Day of Class:	May 10, 2019
Study Day:	N/A
Finals:	May 13-17, 2019
Commencement:	May 12, 2019
Grades Due:	8:00 am Friday, May 24, 2019
Final Spring bill paid in full to avoid cancellation of Fall classes:	June 29, 2019

Below the table, there are links for: REGISTRATION (Spring), DROP/ADD CALENDAR (Spring), FINANCIAL AID DISBURSEMENT/TUITION REFUNDS (Spring), and WITHDRAWAL FROM UWL (Spring).

The 'Quicklinks' section includes: Events Calendar (contains administrative calendar), Billing/Refund Information, Commencement, Duplicate Diploma Form PDF, Family Educational Rights & Privacy Act (FERPA), Final Exam Schedule, Name Change Form PDF, Preferred Name Form, Verify Enrollment/Degree, Veteran Educational Benefits, WINGS Help, and Withdrawing fully from UWL.

[uwla.edu/records](http://uwla.edu/records)

- Dates and Deadlines
  - registration dates
  - drop/add calendar
  - much more!
- Final exam schedules
- FERPA link
- WINGS help

## ACADEMIC SCHEDULING WEBSITE

[www.uwlax.edu/records/faculty-staff-resources/academic-scheduling/](http://www.uwlax.edu/records/faculty-staff-resources/academic-scheduling/)

With Links to:

- [ITS Classroom Directory](#) to see the layout, technology, and capacity of a room
- New- check room availability by viewing the [calendar](#)
  - Sign in using your UWL username and password
  - Select "building" link in the left column, under Calendar Scheduling Grids
  - Change the date at the top left and view by day or by week

## CIM

### [Course Inventory Management](#)

- CIM drives course scheduling:
  - credits, typically offered, combined/slash, lecture/lab/clinical, etc
- Schedule how it is set up
- Final exam scheduling
- Please update if changes are constantly made
  - examples: missing components, removing prerequisites

## UPCOMING

## Summer

- Dept. deadline Jan 11<sup>th</sup>
- Timetables live Jan 18<sup>th</sup>
- Registration April 1<sup>st</sup>

## Fall

- Available to edit Jan 22<sup>nd</sup>
- Dept. deadline Feb 15<sup>th</sup>
- Timetables live March 1<sup>st</sup>
- Registration April 8<sup>th</sup>

THANK YOU FOR ALL YOUR WORK!



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discussion/questions