MEMORANDUM

To: Deans, Course Masters, Department Chairs and Academic Department Specialists

From: Enrollment Services Registration Specialists

Subject: Summer 2012 Schedule of Classes

Your course offerings for the 2012 Summer Sessions have been established on PAWS and you may now begin building your portion of the Schedule of Classes. To obtain an initial hardcopy of your summer 2012 offerings, please access the DRAFT Schedule of Classes on the web at: http://www4.uwm.edu/schedule/index.cfm?draft=true. The information on this site represents your course offerings as they appeared at the end of the 2011 Summer Sessions. Effective immediately, all changes you make to your summer 2012 schedule will be reflected the following day on the DRAFT web site.

Please note that we have also copied your “Global Notes” (text appearing before a school/college listing or a subject listing) from spring 2012 to summer 2012. Review this information and make changes as needed.

We ask that you pay particular attention to the two important Schedule of Classes deadlines: (1) ‘Initial Call’ deadline – the deadline by which 99% of your summer 2012 Schedule of Classes information is to be entered on PAWS; and, (2) ‘Final Call’ deadline – the deadline by which you may make changes for summer on PAWS (except for capacity, waitlist capacity, term text and instructor changes). Please note: your Course Master may set an earlier deadline for completing your entry. Please adhere to that School/College deadline if this is the case.

To assist you with your data entry, you will find the following semester specific resource materials on the Department of Enrollment Services website, under the heading, ‘Summer’: https://www4.uwm.edu/des/registration/soc_production.cfm. (1) Time Scheduling Guidelines; (2) Schedule of Classes Production Calendar; (3) Summer 2012 Session Codes; (4) Quick Guide to Scheduling Classes; (5) Differential Tuition & Standard Notes Guidelines.
The following non-semester specific materials can be found at the same website under the heading ‘Permanent Information’: (1) Using Class Permission Numbers; (2) Adding/Changing/Removing Instructors after the ‘Final Call’ deadline; (3) Guidelines for Creating Hybrid Course Sections; (4) Guidelines for Creating Online Course Sections; and (5) Section Number Policy.

Please note the following three important items:

1. Class Attributes do not “roll” from the prior semester. This is particularly important to know when revising “Hybrid”, “Online”, and “Off-Campus” sections that were offered last year. For “Hybrid” sections you will need to reapply the following “Hybrid” attributes: (WEB = HYBRID and AFFL = HYBRID). For “Online” sections you will need to reapply the following “Online” attributes: (WEB = ALL ONLINE, AFFL = DISTANCE, and OFFC = (School/College code from the drop down menu). For “Off-Campus” sections you will need to reapply the following “Off-Campus” attribute: (OFFC = (School/College code from the drop down menu).

2. While Global Notes (text that displays at the beginning of a School/College or Department listing) do “roll” from the previous term, please review them carefully as date specific information will need to be updated as well as other information.

3. UWM Term Text Notes (notes that display with a specific course, e.g., “Enroll in LEC 401 & any DIS 601-610”) do not “roll” from the previous year. You must reenter them using the UWM Term Text/Reg Instr page: UWM Curriculum Management >Course Term >Term Text/Reg Instructions.

Should you experience any problems accessing any of the Schedule of Classes pages on PAWS (e.g., once logged in, you are unable to access certain transactions), please contact Justin Mayer, x5101. If you have forgotten your password, please contact the UWM Help Desk (help@uwm.edu or x4040).

If you have any questions regarding your Summer Schedule of Classes, please contact your Registration Specialist:

Sheldon B. Lubar School of Business
Bev Bast, x4426, bbast@uwm.edu

College of Nursing
Carla Behnke, x4585, sam@uwm.edu

College of Letters & Science-Social Sciences

College of Letters & Science-Natural Sciences

Helen Bader School of Social Welfare
Tony Giaimo, x5060, ajg@uwm.edu

Milton and Lillian Peck School of the Arts

College of Health Sciences

College of Health Sciences Outreach

School of Education

College of Letters & Science-Humanities

College of Engineering and Applied Science
Nicole Aidich, x5434, aidich@uwm.edu

School of Architecture & Urban Planning

School of Information Studies

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School of Public Health