Updating Instructor Assignment, Class & Waitlist Capacity after the ‘Final Call’ Deadline

Once the ‘Final Call’ deadline for scheduling classes for a given term on PAWS has passed, Enrollment Services will lock you out of the ‘Schedule New Course’ and ‘Maintain Schedule of Classes’ pages. You will still, however, have the ability to make changes to instructor assignment and class capacities using the ‘Update Sections of a Class’ pages on PAWS.

Updating Instructor Assignment

1. To update instructor information after the ‘Final Call’ deadline, navigate to:
   Curriculum Management > Schedule of Classes > Update Sections of a Class

2. The ‘Find an Existing Value’ page displays:
   Update Sections of a Class
   Enter any information you have and click Search. Leave fields blank for a list of all values.

3. The ‘Class Control > Class Status’ page displays:
   Update Sections of a Class
   Click on the ‘Instructor Entry’ tab.
4. The **Instructor Entry** page displays:

![Class Control](Image)

**Class Control**

**Instructor Entry**

- **Course ID:** 003882
- **Academic Institution:** University of Wisconsin-Milwaukee
- **Term:** Fall 2008
- **Subject Area:** ENGLISH
- **Catalog No.:** 101
- **Course Offering #:** 1
- **Class No.:** 46556
- **Event ID:** 000101378

**Class Sections**

<table>
<thead>
<tr>
<th>Session</th>
<th>Active</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>True</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Meeting Pattern**

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Capacity</th>
<th>Pat</th>
<th>Mgr Start</th>
<th>Mgr End</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>F</th>
<th>S</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>MER 616</td>
<td>26</td>
<td>MWF</td>
<td>8:00AM</td>
<td>8:50AM</td>
<td></td>
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</tr>
</tbody>
</table>

**Instructors For Meeting Pattern**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Instructor Role</th>
<th>Print</th>
<th>Access</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Walczyk, Nancy M</td>
<td>Prim Inst</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

**ID Field**

- **ID:** 0223094
- **Name:** Walczyk, Nancy M

- If you know the instructor's 7-digit EmplID, type the appropriate value or click on the magnifying glass icon to perform a search.

**Look Up ID**

- **EmpID:**
- **Last Name:**
- **First Name:**

[Look Up] [Clear] [Cancel] [Basic Lookup]

[Click on Look Up].
The ‘Search Results’ page displays:

Search Results

If the instructor does not appear on the list, follow the instructions for establishing a new instructor on page 186 of the Schedule of Classes Manual.

A single-part class with one instructor:

When making instructor changes for a single-part class with only one instructor, select the ‘Instructor Role’ value of ‘Prim Instr’ (Primary Instructor), leave the [Schedule] checkbox checked, select the [Grading] Access value of ‘Approve’.

<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>EmplID of the instructor teaching the section. If you know the 7-digit EmplID for the instructor, type that number and press [TAB]. Otherwise, click on the magnifying glass next to the ID field. You will receive a search dialog box. Enter the instructor’s last name in the appropriate field. Enter the first initial of the instructor’s first name only in the appropriate field. Click on button. A list of names meeting the criteria you indicated will appear. Click on the instructor’s name. And press</td>
</tr>
</tbody>
</table>
### Field or Button | Description
---|---
[TAB]|  
**Instructor Role** | Select ‘**Prim Instr**’.
**Checkbox** | Leave field checked ✅.
**Access** | Select ‘**Approve**’.
**Contact** | Not used. Leave ‘**blank**’.

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**A single-part Class, team-taught by multiple instructors:**

When making instructor changes for a single-part class that is ‘team-taught’ by more than one instructor, select the **Instructor Role** value of ‘**Prim Instr**’ (Primary Instructor) for each instructor, leave the [**Schedule**] checkboxes for each instructor checked ✅, and select the [**Grading**] **Access** value of ‘**Approve**’ for each instructor.

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**Field or Button | Description
---|---
**ID** | Enter the EmplID for the first instructor as indicated above. To add a second instructor, click on the ➕ and follow the instructions above for selecting an instructor.
**Instructor Role** | Select ‘**Prim Instr**’ for all instructors.
**Checkbox** | Leave field checked ✅ for all instructors.
A multi-part class with one instructor assigned per component:

When making instructor changes to a component of a multi-part class that is taught by one instructor, select the **Instructor Role** value of ‘Prim Instr’ (Primary Instructor), leave the [Schedule] checkbox checked. If the component you are scheduling is the lecture, select the [Grading] Access value of ‘Approve’; if the component you are scheduling is the discussion or lab, select the [Grading] Access value of ‘Grade’.
Field or Button | Description
--- | ---
**ID** | Enter the EmplID for the first instructor as indicated above.
**Instructor Role** | Select ‘**Prim Instr**’ for the instructor on each component.
**Checkbox** | Leave field checked ✓.
**Access** | Select ‘**Approve**’ for the instructor teaching the Lecture component; select ‘**Grade**’ for the instructor teaching the Discussion and/or Lab component.
**Contact** | Not used. Leave ‘**blank**’.

**A multi-part class where lecture is graded component and TA’s from discussions are allowed to grade the lecture:**

When making instructor changes to a lecture that is part of a multi-part class, and the TA’s are allowed to grade the lecture, you must attach each TA to the lecture in addition to the faculty member.
Assign the following values depending on the instructor’s role:

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>[SOC] Print</th>
<th>[Grade] Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td>Prim Instr</td>
<td>Checked</td>
</tr>
<tr>
<td>Teaching Assistants</td>
<td>TA</td>
<td>Unchecked</td>
</tr>
</tbody>
</table>

When making instructor changes to a discussion that is part of a multi-part class, and the faculty member desires access to the Class Rosters for those discussions, you must attach the faculty member to each discussion.
Assign the following values depending on the instructor’s role:

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>[SOC] Print</th>
<th>[Grade] Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistants</td>
<td>Prim Instr</td>
<td>Checked</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty</td>
<td>Unchecked</td>
</tr>
</tbody>
</table>

**NOTE:** The LAST instructor entered on the Panel is the instructor that will appear on the Class Roster. This is a timing issue and not a position issue. If later someone else adds another instructor, that instructor will appear on the Class Roster. If the department has a preference as to which one appears first, you must: 1) delete the row for the instructor that should appear on the Class Roster and click on ; and 2) re-add the instructor then click on again.
Updating Class Capacity

1. To update the class capacity after the ‘Final Call’ deadline, navigate to: Curriculum Management >Schedule of Classes >Update Sections of a Class

2. The ‘Find an Existing Value’ page displays:

   Schedule New Course
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value

   Academic Institution: [Select]
   Term: [Select]
   Subject Area: [Select]
   Catalog Nbr: [Select]
   Academic Career: [Select]
   Campus: [Select]
   Description: [Select]
   Course Id: [Select]
   Course Offering Nbr: [Select]
   Case Sensitive: [Optional]

   [Search] [Clear] [Basic Search] [Save Search Criteria]

   Type the appropriate ‘Term’ or click on the ‘magnifying glass icon’ to select the value. Click on [Search].

3. The ‘Class Control > Class Status’ page displays:

   Update Sections of a Class

   Course Id: 003802
   Academic Institution: University of Wisconsin-Milwaukee
   Term: Fall 2006
   Subject Area: ENGLISH
   Catalog Nbr: 101

   Class Sections

<table>
<thead>
<tr>
<th>Class Status</th>
<th>Class Enrollment Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 001</td>
<td>45596 Lecture Closed F</td>
</tr>
<tr>
<td>Regular 002</td>
<td>40698 Lecture Closed F</td>
</tr>
<tr>
<td>Regular 003</td>
<td>48396 Lecture Closed F</td>
</tr>
<tr>
<td>Regular 004</td>
<td>45892 Lecture Closed F</td>
</tr>
</tbody>
</table>

   Click on the ‘Class Enrollment Limits’ tab.

4. The ‘Class Enrollment Limits’ page displays:
Update Sections of a Class

Enrl Cap [Enrollment Capacity] Field

Example:

- Change the 'Enrl Cap' value to the maximum number of students you will allow to enroll.

Wait Cap [Waitlist Capacity] Field

Example:

- Change the 'Wait Cap' value to the maximum number of students you want to allow on the wait list for a closed class. Leave blank if you do not intend to use wait lists.

Click on Save when you are done.

5. If there are more than 8 sections scheduled, click on the 'View All' link on the left side of the 'Class Sections' header bar to display all of the sections scheduled.

Contact your Registration Specialist if you have any questions regarding instructor or capacity changes.