November 21, 2011

MEMORANDUM

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

From: Enrollment Services Registration Specialists

Subject: Fall 2012 Schedule of Classes

Your course offerings for the 2012 fall semester have been established on PAWS by rolling forward your fall 2011 offerings and you may now begin building your portion of the Schedule of Classes. Beginning November 21, to obtain an initial hardcopy of your fall 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 now appear for the 2012 fall sessions. Effective immediately, all changes you make to your Fall 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 fall 2012. Review this information and make changes as needed.

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, ‘Fall:’ https://www4.uwm.edu/des/registration/soc_production.cfm. (1) Time Scheduling Guidelines; (2) Schedule of Classes Production Calendar; (3) Fall 2012 Session Codes; (4) Quick Guide to Scheduling Classes; (5) Standard and Differential Tuition Notes.

The following non-semester specific materials can be found at the same website under the heading ‘Permanent Information’: (1) Registration Specialists; (2) Using Class Permission Numbers; (3) Adding/Changing/Removing Instructors after the ‘Final Call’ deadline; (4) Guidelines for Creating Hybrid Course Sections; (5) Guidelines for Creating Online Course Sections; (6) Schedule of Classes Update Manual, (7) Section Number Policy; and (8) Paired Class Template.

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 (e.g., change of Department Chair).

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 your registration specialist. If you have forgotten your password, please contact the UWM Help Desk (help@uwm.edu or x4040).

If you have any questions regarding your Fall 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
- Nicole Aidich, x5434, aidich@uwm.edu
- College of Letters & Science-Humanities
- College of Engineering and Applied Science
- School of Architecture & Urban Planning
- School of Information Studies
- School of Freshwater Sciences
  - Justin Mayer, x5101, jcm2@uwm.edu
- School of Public Health