PAWS Quick Guide to Scheduling Classes

University of Wisconsin-Milwaukee
Registrar’s Office

7/3/2012
# PAWS Quick Guide to Scheduling Classes

## Introduction

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<tr>
<td>Introduction</td>
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</table>

## Checklist

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<th>Section</th>
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<tr>
<td>Checklist</td>
<td>4</td>
</tr>
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</table>

## Print a Copy of Your Draft Schedule of Classes

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<th>Page</th>
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<tbody>
<tr>
<td>Print a Copy of Your Draft Schedule of Classes</td>
<td>5</td>
</tr>
</tbody>
</table>

## Review Your ‘Instructor’ Inventory

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Review Your ‘Instructor’ Inventory</td>
<td>7</td>
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</table>

## Review Your Course ‘Topics’ Inventory

<table>
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<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Review Your Course ‘Topics’ Inventory</td>
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## Review ‘Global Note’ Information

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<tr>
<td>Review ‘Global Note’ Information</td>
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## Delete Courses/Sections That Will Not Be Offered

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Delete Courses/Sections That Will Not Be Offered</td>
<td>16</td>
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</tbody>
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## Revise Existing Sections/Add New Sections Not Listed on Your Schedule

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<thead>
<tr>
<th>Section</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Revise Existing Sections/Add New Sections Not Listed on Your Schedule</td>
<td>19</td>
</tr>
</tbody>
</table>

## Working with the PAWS Schedule of Classes Pages

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</tr>
</thead>
<tbody>
<tr>
<td>Working with the PAWS Schedule of Classes Pages</td>
<td>21</td>
</tr>
</tbody>
</table>

### Basic Data Page

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<thead>
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<th>Section</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Basic Data Page</td>
<td>21</td>
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</tbody>
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### Meetings Page

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<th>Section</th>
<th>Page</th>
</tr>
</thead>
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<tr>
<td>Meetings Page</td>
<td>28</td>
</tr>
</tbody>
</table>

#### Scheduling a single-part Class with one instructor

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>Scheduling a single-part Class with one instructor</td>
<td>31</td>
</tr>
</tbody>
</table>

#### Scheduling a single-part Class, team-taught by multiple instructors

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>Scheduling a single-part Class, team-taught by multiple instructors</td>
<td>32</td>
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</table>

#### Scheduling a multi-part class with one instructor assigned per component

<table>
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<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Scheduling a multi-part class with one instructor assigned per component</td>
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</tbody>
</table>

#### Scheduling a multi-part class where TA’s are allowed to grade the lecture

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<thead>
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<th>Section</th>
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<tbody>
<tr>
<td>Scheduling a multi-part class where TA’s are allowed to grade the lecture</td>
<td>35</td>
</tr>
</tbody>
</table>

### Enrollment Control Page

<table>
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<th>Section</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Control Page</td>
<td>36</td>
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</table>

### [Class] Notes Page

<table>
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<th>Section</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>[Class] Notes Page</td>
<td>37</td>
</tr>
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</table>

## When a Course Has Additional Sections

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<thead>
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</thead>
<tbody>
<tr>
<td>When a Course Has Additional Sections</td>
<td>39</td>
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## Create and/or Revise Your ‘UWM Term Text Notes’

<table>
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<th>Section</th>
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<tbody>
<tr>
<td>Create and/or Revise Your ‘UWM Term Text Notes’</td>
<td>40</td>
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### UWM Term Text/Registration Instructions Page

<table>
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<th>Section</th>
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<tbody>
<tr>
<td>UWM Term Text/Registration Instructions Page</td>
<td>40</td>
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</table>

## Set Your Section Enrollment Limits (Capacities)

<table>
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</thead>
<tbody>
<tr>
<td>Set Your Section Enrollment Limits (Capacities)</td>
<td>44</td>
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</tbody>
</table>

## Make Changes to Existing Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Changes to Existing Sections</td>
<td>46</td>
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</table>

### When the Session Code Changes

<table>
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<th>Section</th>
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<td>When the Session Code Changes</td>
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## Special Scheduling Situations

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</thead>
<tbody>
<tr>
<td>Special Scheduling Situations</td>
<td>47</td>
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#### Courses with a variable credit range

<table>
<thead>
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<tbody>
<tr>
<td>Courses with a variable credit range</td>
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</table>

#### Taught-with courses

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<th>Section</th>
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<tbody>
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<td>Taught-with courses</td>
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#### Multi-Component Courses

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<td>Multi-Component Courses</td>
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#### ‘Hybrid’ Course Setup

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<tr>
<td>‘Hybrid’ Course Setup</td>
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#### ‘Online’ Course Setup

<table>
<thead>
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<th>Section</th>
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<td>‘Online’ Course Setup</td>
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#### ‘Off-Campus’ Course Setup

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<tr>
<td>‘Off-Campus’ Course Setup</td>
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Introduction

Use this document as your “starting point” for building your Schedule of Classes. The most basic scheduling concepts are covered in this document. More detailed documentation for the PAWS Schedule of Classes transactions can be found in the Schedule of Classes V9.0 Manual. The manual can be downloaded from the following website:


Additionally, your SOC Specialist is available to help you via phone or email: https://www4.uwm.edu/des/registration/upload/registration_specialists.pdf

You can find additional information on the SOC: http://www4.uwm.edu/des/registration/soc_production.cfm

Schedule Builders from departments within the College of Letters & Science may also obtain assistance from Connie Jo, conniejo@uwm.edu, x5878 or Kim Romenesko, kimr@uwm.edu, x2749, in the L&S Office of the Dean.

Pay special attention to these symbols as you read through this document:

![Critical Concept](image)

Highlights important information that will help you to avoid scheduling errors.

![Further Assistance](image)

Directs you to resources where you can receive additional information about a particular scheduling process.
Checklist

- Print a copy of your DRAFT Schedule of Classes.
  [link]

- Review your inventory of instructors: Compile a list of instructors (faculty, academic staff, TA’s, etc.) who will no longer teach in your department and send it to your SOC Specialist to inactivate them from the system. Compile a list of any new instructors (submit the required paperwork to Human Resources and complete an Online Change to Schedule of Classes Form):
  [link]

- Compile a list of topics courses you plan on offering this term, along with each section’s topic. Review the list of existing topics for each of those courses. If you have new topics that do not appear on the list, complete an Online Change to Schedule of Classes Form to add new topics. Your SOC Specialist will contact you when the new topics are available for you to schedule.

- Review your Department or School/College Header (Global Note); make changes if necessary.

- Delete sections that you will not be offering this Term.

- Revise existing sections and add new sections.

- Delete and re-create sections where the Session Code will change.

- Revise information on existing sections (days/times/instructor/capacity).

- Revise existing/add new “section” notes (Class Notes) that apply to specific sections on the Notes page of the Schedule New Course component.

- Revise existing/add new “term text” notes regarding enrollment or special instructions for multipart courses. ([link])

- Work on classes with complex scheduling conditions:
  - Classes with topics and/or a variable credit range.
  - Multi-component classes.
  - Classes that are taught together (“Combined Sections” with the same meeting day(s), time, location, and instructor).
  - Online and Hybrid classes.

- Print another hard copy of your DRAFT Schedule of Classes and review what you have entered.
Print a Copy of Your DRAFT Schedule of Classes

To print a copy of your courses that ‘rolled’ (copied) from previous term to new term so that you can prepare to enter your Schedule of Classes onto PAWS:

1. Navigate to: http://www4.uwm.edu/schedule/draft

2. Select the ‘DRAFT’ link of the term. Then select the link for your department.

3. The list of courses for your department displays:

   - **Criminal Justice**
     - Chair: Steven G. Brandt, gsp7@uwm.edu Endress Hall Room 540 414-229-5643
     - Please note, FORENSIC SCIENCES
     - Interdisciplinary certificate programs in forensic sciences are offered by the College of Health Sciences in cooperation with the College of Letters & Sciences and the College of Social Welfare. For a listing of courses offered in the programs this semester, see the Forensic Sciences listing toward the end of this Schedule.

     - Click on the 'Expand Subject' link:

     - **CGRM JBT-110: Introduction to Criminal Justice** (3 credits; U; SS)
     - **CGRM JBT-150: Introduction to Research in Criminal Justice** (1 credits; U)
     - **CGRM JBT-271: Police Process** (3 credits; U)
     - **CGRM JBT-273: Correctional Process** (3 credits; U)
     - **CGRM JBT-291: Current Issues in Criminal Justice** (1 - 3 credits; U)
     - **CGRM JBT-295: Crime and Criminal Justice Policy** (3 credits; U)

     - Click on the 'Expand Subject' link:

4. An expanded view of each course displays:

   - **Criminal Justice**
     - Chair: Steven G. Brandt, gsp7@uwm.edu Endress Hall Room 540 414-229-5643
     - Please note, FORENSIC SCIENCES
     - Interdisciplinary certificate programs in forensic sciences are offered by the College of Health Sciences in cooperation with the College of Letters & Sciences and the College of Social Welfare. For a listing of courses offered in the programs this semester, see the Forensic Sciences listing toward the end of this Schedule.

     - Click on section number/link for any special information/requirements for that class.

     - **CGRM JBT-110: Introduction to Criminal Justice** (3 credits; U; SS)

       - Survey of the present structure, philosophy, procedures, future prospects of police, courts, corrections, and of the penal system in American society.

       - Notes:
         - Prereq: none.

       - **CRN**: 3
         - Section: 001
         - Location: 52330
         - Room: 11:00 AM-12:15 PM
         - Days: MNW
         - Dates: 01/26-05/07
         - Instructor: Durfee, Michael
         - Room: LUB N146

     - **CGRM JBT-150: Introduction to Research in Criminal Justice** (1 credits; U)

       - **CRN**: 3
         - Section: 002
         - Location: 52396
         - Room: 2:00 PM-3:15 PM
         - Days: TR
         - Dates: 01/26-05/07
         - Instructor: Durfee, Michael
         - Room: AUP 170

     - **CGRM JBT-271: Police Process** (3 credits; U)

       - **CRN**: 3
         - Section: 003
         - Location: 52420
         - Room: 2:00 PM-3:15 PM
         - Days: TR
         - Dates: 01/26-05/07
         - Instructor: Hammington, Michael
         - Room: SAB C30

     - **CGRM JBT-291: Current Issues in Criminal Justice** (1 - 3 credits; U)

       - **CRN**: 3
         - Section: 004
         - Location: 53966
         - Room: 9:30 Am-10:45 AM
         - Days: TR
         - Dates: 01/26-05/07
         - Instructor: Hammington, Michael
         - Room: CR 100

     - **CGRM JBT-295: Crime and Criminal Justice Policy** (3 credits; U)

       - **CRN**: 3
         - Section: 005
         - Location: 53967
         - Room: 8:00 AM-8:55 AM
         - Days: MNW
         - Dates: 01/26-05/07
         - Instructor: Lebel, Thomas
         - Room: LUB 5154

     - **CRN**: 3
       - Section: 006
       - Location: 53967
       - Room: 8:00 AM-8:55 AM
       - Days: MNW
       - Dates: 01/26-05/07
       - Instructor: Lebel, Thomas
       - Room: LUB 5154

     - OR, click on the 'Printer-Friendly Version' link:
A printable version of your *Schedule of Classes* displays:

<table>
<thead>
<tr>
<th>Sched Code</th>
<th>Term</th>
<th>Course Code</th>
<th>Term</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>S60001</td>
<td>1</td>
<td>221.202</td>
<td>2023</td>
<td>Tues</td>
<td>201</td>
<td>Turner, Michael</td>
<td>3.0</td>
</tr>
<tr>
<td>S60002</td>
<td>2</td>
<td>221.202</td>
<td>2023</td>
<td>Thurs</td>
<td>201</td>
<td>Turner, Michael</td>
<td>3.0</td>
</tr>
<tr>
<td>S60003</td>
<td>3</td>
<td>221.202</td>
<td>2023</td>
<td>Mon</td>
<td>201</td>
<td>Turner, Michael</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Use your browser’s PRINT function to print a copy of your *Schedule of Classes*. Use this as your ‘mark up’ copy. Cross out sections that you will not be offering, add new sections, and update information on courses you will be keeping (days, times, location, instructor, credits).
Review Your ‘Instructor’ Inventory

Print a current list of instructors in your department:

1. Navigate to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

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

   Enter the ‘Term’ and your ‘Subject Area’. Click on Search.

3. A list of your courses scheduled for that term will display:

   Click on any course in the list.
4. The ‘Basic Data’ page for that course displays:

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>005349</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University Wisconsin-Milwaukee</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>HIST</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>200</td>
</tr>
</tbody>
</table>

Click on the ‘Meetings’ tab.

5. The ‘Meetings’ page displays:

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>005349</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University Wisconsin-Milwaukee</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>HIST</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>200</td>
</tr>
</tbody>
</table>

6. Scroll to the bottom of the page to the ‘Instructors For Meeting Pattern’ section and click on the (magnifying glass icon) to the right of the ‘ID’ field.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0592792</td>
<td>Crain, Timothy J</td>
</tr>
</tbody>
</table>

7. The ‘Look Up ID’ page displays:

   **Look Up ID**

   - Empl ID: begins with
   - Last Name: begins with
   - First Name: begins with

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

   Leave the fields ‘blank’ and click on **Look Up**.

8. A current list of your instructors displays:
9. Make a list of the instructors who are no longer employed in your department. Send the list, including the First- and Last- names and Empl ID, via email to your SOC Specialist to request to have them inactivated (removed from the list). Reminder: Mark Eckman is listed on all departments for the Study Abroad Program. He should not be removed.

10. For new instructors who do not appear on the list, do the following:

   a. Complete and submit the required "new employee" paperwork to Human Resources (HR).

   b. Within a week after filing the paperwork to HR, navigate to the 'Campus Community' component on PAWS: Campus Community >Personal Information >Add/Update a Person

   c. On the 'Find an Existing Value' page, perform a search by the instructor's Last- and First- names.

   d. Once you have located the instructor, make sure the following indicator is present:

      - For a new Faculty or Academic Staff member, an 'E' (Employee) indicator must be present:
For a new Teaching Assistant, an ‘S’ (Student) indicator must be present:

<table>
<thead>
<tr>
<th>Biographical Details</th>
<th>Addresses</th>
<th>Regional</th>
<th>Person Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Parsons</td>
<td></td>
<td></td>
<td>Do not release Employee home address and phone</td>
</tr>
<tr>
<td>Todd Peterson</td>
<td></td>
<td></td>
<td>Do not release Employee home address and phone</td>
</tr>
</tbody>
</table>

If there is no ‘E’ or ‘S’ you must keep checking periodically until one appears (usually within a week after submitting the instructor’s paperwork to HR).

11. Once the ‘E’ or ‘S’ is present on ‘Campus Community’, complete an Online Schedule of Classes Change Form [https://www4.uwm.edu/DES/apps/socform/login.cfm](https://www4.uwm.edu/DES/apps/socform/login.cfm) to have your SOC Specialist add each new instructor to the list of instructors for your department. Your SOC Specialist will contact you once the instructors have been added to the Instructor Table so that you can schedule them to classes on PAWS.
Review Your Course ‘Topics’ Inventory

Determine which ‘topics’ courses you will be offering and verify that the topics you will be scheduling already exist on PAWS. **NOTE:** A course must be officially approved for topics by the APCC and/or GCC in order for it to be scheduled with a topic.

The easiest way to review the existing topics for your ‘topics’ courses is to access the Course Catalog on PAWS:

1. **Navigate to:** Curriculum Management > Course Catalog > Course Catalog

2. **The ‘Find an Existing Value’ page displays:**
   - Enter the ‘Subject’ and ‘Catalog Nbr’ of the course and click on Search.

3. **The ‘Catalog Data’ page for that course displays:**
   - Scroll to the bottom of the page to view the current list of topics for that course.
4. If you plan to schedule a topic that is not listed, complete an Online Schedule of Classes Change Form: [https://www4.uwm.edu/DES/apps/socform/login.cfm](https://www4.uwm.edu/DES/apps/socform/login.cfm). Your SOC Specialist will notify you when the topic is available for scheduling. **IMPORTANT NOTE:** In order for a course to be scheduled with a topic, it must be formally approved for topics by the APCC/GCC. If the course has been approved for topics, there will be an ‘Attribute’ of ‘AFT = AFT’ present on the Catalog. If the ‘AFT’ attribute is not present, you will need to submit a CAR form.

TBA should **NEVER** be used. Leave the box blank until a new topic can be entered.
Global Notes are text that appears at the heading of your School/College and Department course listing. Your Global Notes are copied from the previous term to the current schedule.

Review your ‘Subject’ Global Note for accuracy. A ‘Subject’ Global Note should contain at least the following information:

- Department chair’s name;
- Department office building and room number;
- Department phone number (where students’ questions can be answered).

e.g.: Chair: John Smith, BOL 160, 229-4444

If your department or school/college has unique administrative policies that apply to students who enroll in your courses, include them in your Global Note (e.g.: earlier than normal drop deadlines, enforced prerequisites or administrative drop policies for non-attendance, etc).

1. To view and or change your Global Note, navigate to: Curriculum Management >Schedule of Classes >Global Notes Table

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

Global Notes Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Academic Institution: UW MIL
Academic Group: L&S
Term: 
Subject Area: begins with ENGLISH
Description: begins with 

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Type the appropriate values or click on the (magnifying glass icon) to populate the following fields:

Academic Institution
- Will always be ‘UW MIL’.

Academic Group
- Type the appropriate value or click on the magnifying glass icon to select the 'Academic Group' (School/College) for your department (e.g.: L&S for Sociol, CEAS for CompSci, BUS for Bus Adm, etc).

**Term**

- Type the appropriate value or click on the magnifying glass icon to select a term.

**Subject Area**

- If you are creating a 'School/College' Global Note that applies to all courses within your School/College, leave the 'Subject Area' field blank;
- If you are creating a 'Subject' (Department) Global Note, type the appropriate 'Subject Area' or click on the magnifying glass icon to select your 'Subject Area'.

3. Click on the **Search** button.

The 'Global Notes Table' page displays:

<table>
<thead>
<tr>
<th>Global Notes Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Institution:</strong> UWMIL  University of Wisconsin-Milwaukee</td>
</tr>
<tr>
<td><strong>Academic Group:</strong> L&amp;S  College of Letters and Science</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
</tr>
<tr>
<td><strong>Subject Area:</strong> ENGLISH  English</td>
</tr>
<tr>
<td><strong>Print Location:</strong> Print Before</td>
</tr>
<tr>
<td><strong>Description:</strong> English header</td>
</tr>
<tr>
<td><strong>Long Description:</strong> Chair Andrew Martin  CRT 427  229-4511</td>
</tr>
</tbody>
</table>

4. Make any necessary changes and click on **Save**.

**NOTE:** If a 'Global Note' does not already exist, you will receive the following message after clicking the **Search** button on the 'Find An Existing Value' page: 'No matching values were found'. If this occurs, click on the **Add New Value** link. A blank 'Global Notes Table' page will display.
For a new ‘Global Note’, always select a ‘Print Location’ of: ‘Print Before.’ Enter a ‘Description’ that will allow you or someone else to easily locate the note from a list at a later time (e.g.: ‘Sociology Header – Spring 2013’; ‘College of L&S Header – Fall 2013’, etc).

For an existing ‘Global Note’, revise the text in the ‘Note Text’ field, if necessary. Never use “ ” (double quotes) in your text; doing so will prevent the text from appearing in the Schedule of Classes. You may, however, use ‘ ’ (single quotes) to offset a string of text.

Always remember to click on the button located on the bottom left of the page (otherwise, you will lose your work!)

Refer to page 43 of the Schedule of Classes V9.0 Manual for more information on ‘Global Notes’. Or, contact your SOC Specialist.
Delete Courses/Sections that will not be offered

Using the hard copy of your DRAFT Schedule of Classes, review your schedule information and delete any sections that ‘rolled’ (copied) but that you will not be offering for the term. You will delete sections using the ‘Basic Data’ page of the ‘Schedule New Course’ component.

1. To delete sections, navigate to: Curriculum Management > Schedule of Classes > Schedule New Course

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: = UW MIL
Term: = 
Subject Area: = ENGLISH
Catalog Nbr: begins with 101
Academic Career: 
Campus: 
Description: 
Course ID: 
Course Offering Nbr: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Type the appropriate value or click on the (magnifying glass icon) to populate the following fields:

| Academic Institution | Will always be ‘UW MIL’.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Type the appropriate value or click on the (magnifying glass icon) to select a term.</td>
</tr>
<tr>
<td>Subject Area</td>
<td>Type the appropriate value or click on the (magnifying glass icon) to select the ‘Subject Area’ (e.g.: ENGLISH, PSYCH, etc).</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td></td>
</tr>
</tbody>
</table>
Type the appropriate ‘Catalog Number’.

3. Click on the Search button.

The ‘Basic Data’ page for the first section of that course displays:

To delete a class section:

- Make sure that you are on the ‘Basic Data’ page;
- Click on the ► ‘Next in List Arrow’ on the right-hand side of the ‘Class Sections’ header bar to navigate to the section you wish to delete;
- When the class section you wish to delete appears, click on the ▼ ‘Delete Row’ button – you will receive the following message:

Click on OK and then on the Save button;
- Repeat this for each section you wish to delete for this course.

Always remember to click on the Save button located on the bottom left of the page after making changes (otherwise you will lose your work!)
Refer to page 58 of the *Schedule of Classes V9.0 Manual* for more information on deleting sections. Or, contact your SOC Specialist.
Revise existing sections/add new sections not listed on your Schedule

Review your hard copy *Schedule of Classes* and begin revising existing sections that ‘rolled’ (copied) from last year. Add new courses/sections that are not listed using the ‘Basic Data’ page of the ‘Schedule New Course’ component of PAWS.

1. To revise existing sections or add new class sections, navigate to: *Curriculum Management >Schedule of Classes >Schedule New Course*

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.

   ![Screenshot of the 'Find an Existing Value' page](image)

   - **Academic Institution**: Will always be ‘UWMIL’.
   - **Term**: Type the appropriate value or click on the (magnifying glass icon) to select a Term.
   - **Subject Area**: Type the appropriate value or click on the (magnifying glass icon) to select the ‘Subject Area’ (e.g.: ENGLISH, PSYCH, etc).
   - **Catalog Nbr**: Type the appropriate ‘Catalog Number’.
3. Click on the **Search** button.

The **Basic Data** page displays:

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>001727</th>
<th>Course Offering Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>UW-Milwaukee</td>
<td>Undergrad</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Fall</td>
<td>Subject Area:</td>
<td>ART/HIST Art History</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>359</td>
<td>Modern Art 1: European Fundings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Sections</th>
<th></th>
<th>Class Nbr:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Section</td>
<td></td>
<td>Start/End Date:</td>
<td>01/28/2009 - 05/07/2009</td>
</tr>
<tr>
<td>Component</td>
<td>LEC</td>
<td>Event ID:</td>
<td></td>
</tr>
<tr>
<td>Class Type</td>
<td>LEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated Class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>MAIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>KEN-YOOD</td>
<td>ON CAMPUS</td>
<td></td>
</tr>
<tr>
<td>Course Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Organization</td>
<td>ART/HIST</td>
<td>Art History</td>
<td></td>
</tr>
<tr>
<td>Academic Group</td>
<td>L&amp;S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Schedule</td>
<td>ACAD</td>
<td>DATES NOT USED AT ASTRABLE</td>
<td></td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>F</td>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td>Primary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Topic**

<table>
<thead>
<tr>
<th>Course Topic ID:</th>
<th></th>
<th>Print Topic in Schedule</th>
</tr>
</thead>
</table>

**Equivalent Course Group**

<table>
<thead>
<tr>
<th>Course Equivalent Course Group:</th>
<th>Override Equivalent Course</th>
</tr>
</thead>
</table>

**Class Attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1-2 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTV</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATC</td>
<td>2008/01/22 Spring 2008, Term 1072</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Images and diagrams related to the course data are present in the document but not transcribed here.]
Working with the PAWS Schedule of Classes Pages

Basic Data Page

If there are no sections scheduled for the requested course, you will be taken to a blank ‘Basic Data’ page where you may begin entering your course information. If there are sections that ‘rolled’ (copied) from last year, the first class section for that course will display. To add another section, click on the ‘Add a New Row’ button located under the ‘Class Sections’ header bar at the top of the page. You may then begin entering your course information for the first section.

Session Field

Example: ‘Session:

- For new sections, the ‘Session’ will always default to ‘1’ (Regular 15, 16 or 17-Week Session)
- If you need to schedule a section that meets in a different session, refer to the ‘Session Table’ chart that can be found on the Schedule of Classes Resources website: https://www4.uwm.edu/des/registration/soc_production.cfm
- If you are trying to schedule a class where there is no corresponding code on the “Session Table” chart, contact your SOC Specialist. Provide him/her with the ‘Start’ and ‘End’ weeks of the session needed. Your SOC Specialist will provide you with the code.
- The ‘Start/End’ date fields are automatically populated after tabbing out of the field, based on the ‘Session Code’ you select.

Never change (type-over) the ‘Session Code’ on an existing section. If you must change a ‘Session Code’, delete the row with the wrong ‘Session Code’ and add a new row with the new code. Changing the ‘Session Code’ on an existing section will cause a data conflict with the Ad Astra room scheduling software.

Class Section Field

Example: ‘Class Section:

- Enter the appropriate 3-digit ‘Class Section’ number for the class you are adding using the following numbering scheme.
<table>
<thead>
<tr>
<th>Class Section Number Range</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 – 099</td>
<td>On-campus LEC, SEM, IND, or FLD</td>
</tr>
<tr>
<td>101 – 199</td>
<td>Off-campus LEC, SEM, IND, or FLD</td>
</tr>
<tr>
<td>201 – 299</td>
<td>On-line LEC, SEM, IND, or FLD</td>
</tr>
<tr>
<td>301 – 399</td>
<td>On-campus/Off-campus funded LEC, SEM, IND, or FLD</td>
</tr>
<tr>
<td>401 – 499</td>
<td>On-campus LEC that is part of a multi-part class</td>
</tr>
<tr>
<td>501 – 599</td>
<td>Peck School of the Arts combined courses &amp; School of Business Waukesha sections</td>
</tr>
<tr>
<td>600 – 699</td>
<td>On-campus DIS</td>
</tr>
<tr>
<td>700 – 799</td>
<td>Off-campus/Off-campus funded LAB/Online Discussions</td>
</tr>
<tr>
<td>800 – 899</td>
<td>On-campus LAB</td>
</tr>
<tr>
<td>900 – 999</td>
<td>Off-campus LAB/Online Discussions or Special Circumstances (Contact your SOC Specialist for assistance).</td>
</tr>
</tbody>
</table>

**Never** change (type-over) the ‘Class Section’ number on an existing section. If you must change a ‘Class Section’ number, delete the row with the wrong number and add a new row with the new number. Changing the ‘Class Section’ number on an existing section will cause a data conflict with the Ad Astra room scheduling software.

**Component Field**

Example: ‘Component: LEC Lecture’

- Defaults to the ‘Enrollment’ component for single- and multi-part courses.
- To schedule the ‘Non-Enrollment’ component for multi-part courses type the appropriate value or click on the (magnifying glass icon) to select the appropriate ‘Component’ from the drop-down menu. If you are unsure which values are required for the course you are scheduling, click on the down arrow. Note: If the desired ‘Component’ does not appear in the drop-down menu, contact your SOC Specialist for assistance.

**Class Type Field**

Example: ‘Class Type: Enrollment’

- Defaults to ‘Enrollment’.
- For single-component classes, leave as ‘Enrollment’.
- For multi-component classes, *always* select ‘Enrollment’ for the ‘Lecture’ component and ‘Non-Enroll’ for the ‘Discussion’ and/or ‘Lab’ components.

**For multi-component classes, *always* select a ‘Class Type’ of ‘Enrollment’ for the ‘Lecture’ component and ‘Non-Enroll’ for the ‘Discussion’ and/or ‘Lab’ components.**
**Associated Class Field**

Example: ‘Associated Class: [1]
- Defaults to ‘1’;
- For single-component classes, you will change this number to be the same as the last digit or last two digits of the ‘Class Section’ number: (e.g.: LEC 001 = Associated Class 1; LEC 012 = Associated Class 12, etc.)

Refer to page 58 of the Schedule of Classes V9.0 Manual for detailed instructions on assigning Associated Class numbers to sections of multi-component classes.

**Campus Field**

Example: ‘Campus: [MAIN]
- Defaults to and will always be ‘MAIN’

**Location Field**

Example: ‘Location: [KENWOOD]
- Defaults to ‘KENWOOD’ – used for courses taught exclusively on-campus (use KENWOOD for hybrid courses which meet partially online and partially on-campus);
- If the section will not be taught on-campus, select appropriate value from the drop-down list:
  - OFFCAMPUS = A course taught exclusively off-campus
    (select Off Campus even if the course meets partially online and partially off-campus)
  - ONLINE = A course taught exclusively on the Web
**Course Administrator Field**

Example: Course Administrator: [Field]

Defaults as ‘blank’. Leave as is, *never* change this value.

---

**Academic Organization Field**

Example: ‘Academic Organization: [Field] English

Defaults from the Course Catalog, *never* change this value.

---

**Holiday Schedule Field**

Example: ‘Holiday Schedule: [Field] ACAD

- Defaults as ‘ACAD’, *never* change this value.

---

**Instruction Mode Field**

Example: ‘Instruction Mode: [Field] P

- Defaults to ‘P’ (In Person). *In most instances you will not change this value.*

---

**Note:**

Use one of the ‘Instruction Mode’ values below *ONLY* if the class you are scheduling is taught *exclusively* via that mode:

- Compressed Video
- Directed Research
- H1 = Hybrid 20-50% online
- H2 = Hybrid 51-80% online
- H3 = Hybrid 81-99% online
- Independent Studies
- Television/Cable
- Video Tape
- World Wide Web

**Note:** For all ‘Independent Study’ sections, you must change the ‘Instruction Mode’ from ‘P’ ‘In Person’ to ‘IS’ ‘Independent Studies’.

---

**Contact your SOC Specialist for assistance with assigning ‘Instruction Mode’ values for ‘non-In Person’ classes, (e.g.: Compressed Video, Hybrid, Independent Studies,**
Web, etc).

**Schedule Print Checkbox**

Example:  
- Defaults as ✓ checked. Leave as is unless you DO NOT want the section to appear in the *Schedule of Classes*.

> ! **Never** click on the following buttons or change the following fields:

- **Auto Create Component button:**

- **Add Fee button:**

- **Student Specific Permissions Checkbox:**
  Example:  
  - Defaults as □ unchecked – leave as is;

- **Generate Class Mtg Attendance Checkbox:**
  Example:  
  - Defaults as □ unchecked – leave as is;

- **G/L Interface Required Checkbox:**
  Example:  
  - Defaults as □ unchecked – leave as is.

**Course Topic ID Field**

Example:  
- **Course Topic ID:**

  - If the course you are scheduling is *not* approved for topics, ignore this field (no topics will display if you click on the | (magnifying glass icon));

  - If the course is approved for topics, click on the | (magnifying glass icon) to view the list of available topics;

  - If the topic you wish to schedule is not on the list, complete an *Online Schedule of Classes Change Form* at:  
Refer to page 26 of the Schedule of Classes V9.0 Manual for detailed information on the ‘Topic’ field.

**Course Attributes**

Course Attributes allow footnotes to appear next to the section in the Schedule of Classes. They are also used to allow courses to be sorted by “Course Affiliation.” Course Attributes are assigned on the Course Catalog pages of PAWS and will not appear on any section that ‘rolled’ (were copied from the previous ‘like’ term). Any new sections you add will default with at least the following three attributes: ACTV, CDRL, and LEVL. **NOTE:** There is no need to add these attributes to sections that ‘rolled’ (have no attributes listed); they are ok as is. The Registrar’s Office will add them later.

**Class Attributes Fields**

**Course Attribute:**

Example: 

| ACTV | Activity Status |

**Course Attribute Value:**

Example: 

| A | Active at all approved careers |

‘Rolled’ (copied) sections will have at least the following three attributes:

- **ACTV** (Activity): A = Active at all approved levels (Undergraduate and Graduate).
- **CDRL**: 1 = Remedial, 2 = Undergraduate-Basic, 3 = Undergraduate-Advanced, 4 = Graduate-Basic, or 5 = Graduate-Advanced;
- **LEVL** (Level): U = Undergraduate credit; G = Graduate only credit; U/G = Undergraduate and Graduate credit;

A section may also have any of the following additional attributes. Listed below are the most commonly used values you will find when clicking on the magnifying glass icon:

- ABRD (Study Abroad)
- AFFL (Affiliated course codes, e.g.: Honors, Off-Campus, Global)
- AFT (Approved for topics)
- AUD (Audit prohibited or permission required)
- FEE (Additional fee charged above and beyond tuition)
- FRC (Freshman eligible course)
- GER (GER course)
- HON (Honors course)
- JOFF (Jointly-offered course)
- OFFC (Off-campus section)
- UNSP (No University Special Students allowed)
- WEB (Web-based section)
- WKND (Weekend section)
* IMPORTANT: ALWAYS assign an Attribute of OFFC = (School/College) when a section is held at an off-campus location.

To add a ‘Class Attribute’ to a section:

1. Click on any ‘Add a New Row’ icon to insert a row to the existing list;

2. Enter the appropriate ‘Course Attribute’ or click on the (magnifying glass icon). Hit the [TAB] key and enter the appropriate ‘Course Attribute Value’ or click on the (magnifying glass icon). Repeat these steps to insert additional attributes.

To delete a ‘Class Attribute’ from a section:

1. Click on the ‘Delete a Row’ icon to delete an existing attribute;

You will receive the following message:

Microsoft Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

[OK] [Cancel]
2.  Click on [OK].
    Repeat these steps to delete additional attributes.

3.  Click on the [Save] button located on the bottom left of the page (otherwise you will lose your work!).

**Never** delete the ACTV, CDRL, or LEVL attributes. If you are unsure, contact your SOC Specialist before deleting any other attribute.

Refer to page 27 of the *Schedule of Classes V9.0 Manual* for more information on the Class Attributes field; or, contact your SOC Specialist for assistance.

**Meetings Page**

To navigate to the ‘Meetings’ page from the ‘Basic Data’ page, click on the ‘Meetings’ tab at the top of the page.
Facility ID Field

**Facility ID**

Example:

- The ‘Facility ID’ field is disabled. You will use the ‘Ad Astra’ room scheduling program to schedule sections into rooms. For more information or if you have any questions, please email gen-classroom@uwm.edu.

Pat (Meeting Day Pattern) Field

**Pat**

Example:

- The ‘Pat’ field will accommodate up to 4 characters.
- Type the appropriate ‘Pattern’ value or click on the magnifying glass icon to obtain a list.
- If the desired ‘Pattern’ is not shown on the drop-down menu, contact your SOC Specialist.
- For classes meeting M, T, W, R, & F, enter ‘M-F’.
- For classes meeting M, T, W, R, F, & SAT, enter ‘M-SA’.

Note: Never ‘uncheck’ the checkmarks from the ‘Pattern’ checkboxes. Checkmarks default based on what is entered in the ‘Pat’ field.

Note: If you are scheduling a section that meets only on weekends (e.g.: any combination of F, Sa, Su) you must revise the ‘Start/End’ dates by changing the ‘Start/End Date’ field on the ‘Basic Data’ page to the ‘Friday Start’ and ‘Sunday End’ dates. Contact your SOC Specialist for assistance.

Mtg Start/Mtg End Fields

**Mtg Start**

Example:

- Both fields will accept either ‘standard’ or ‘military’ time formats. It is highly recommended that you use ‘standard’ rather than ‘military’ time. If you use ‘standard’ times, you must enter the time in the following format: ‘hh:mm’ and ‘am’ or ‘pm’), e.g., ‘10:00am’ ‘11:15am’. As a data entry shortcut you may use ‘military’ time, e.g.: ‘1000’ ‘1115’.
Once you enter a ‘Mtg Start’ time and TAB out of the field, the ‘Mtg End’ time will automatically default to 50 minutes after the ‘Mtg Start’ (if the class meets 3 days per week).

- **Note:** If a class meets longer than 50 minutes and you later decide to change the ‘Mtg Start’, you will also need to readjust the ‘Mtg End’ (it will automatically revert to 50 minutes after the ‘Mtg Start’).
- Similarly, if a class is longer than 50 minutes and you later decide to change the ‘Pat’, you will also need to readjust the ‘Mtg End’ because it will default back to 50 minutes after the ‘Mtg Start’.

**Instructor** ID Field

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0223094</td>
<td>Walczyk,Nancy M</td>
</tr>
</tbody>
</table>

- If you know the instructor’s 7-digit Empl ID, type the appropriate value; otherwise, click on the (magnifying glass icon) to perform a search.

**Look Up ID**

- If you are unable to locate the instructor, refer to page 7, items 9-10, of this document or contact your SOC Specialist;
- After selecting the instructor, hit the [TAB] key and the name will display in the space to the right under the ‘Name’ heading.

**Instructor Role Field**

- **Instructor**
- **Role**

- Defaults as ‘Prim Instr’. For single-component classes, leave as is. For multi-component classes, follow the instructions below.
[Schedule of Classes] Print Checkbox

Print
Example: ☑
➢ Defaults with checkbox ☑ checked. In most cases you will leave as is.

[Grading] Access Field

Access
Example: Approve
➢ Defaults to ‘Approved.’ For single-component classes, leave as is. For multi-component classes, follow the instructions below.

Contact Field

Contact
Example: 
➢ Defaults as ‘blank’. In all cases, leave as is – UWM does not use this field.

☞ Scheduling a single-part Class with one instructor

When scheduling a single-part class with only one instructor, select the Instructor Role value of “Prim Instr” (Primary Instructor), leave the [Schedule] Print checkbox ☑ checked, select the [Grading] Access value of “Approve.”

Note: If the Access is left blank you will not be able to add the name later without contacting your SOC Specialist, as the row on update sections of a class, instructor entry will be blank.
Field or Button | Description
---|---
**ID** | Empl ID of the instructor teaching the section. If you know the 7-digit Empl ID for the instructor, type that number and press [TAB]. Otherwise, click on the (magnifying glass icon) 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 [TAB].

**Instructor Role** | Select ‘Prim Instr.’

**Print** | Leave checkbox checked.

**Access** | Select ‘Approve.’

**Contact** | Not used. Leave ‘blank’.

**Scheduling a single-part Class, team-taught by multiple instructors**

When scheduling 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] Print checkboxes for each instructor checked and select the [Grading] Access value of ‘Approve’ for each instructor.
### Field or Button | Description
--- | ---
**ID** | Enter the Empl ID 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 listed.

**Print** | Leave checkbox checked for all instructors listed.

**Access** | Select ‘Approve’ for all instructors listed.

**Contact** | Not used. Leave ‘blank’.

---

**Scheduling a multi-part class with one instructor assigned per component**

When scheduling 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] Print 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’.
<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID</strong></td>
<td>Enter the Empl ID for the first instructor as indicated above.</td>
</tr>
<tr>
<td><strong>Instructor Role</strong></td>
<td>Select ‘Prim Instr’ for the instructor on each component.</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>Leave checkbox checked.</td>
</tr>
</tbody>
</table>
### Field or Button | Description
--- | ---
**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.

---

**Scheduling a multi-part class where TA’s are allowed to grade the lecture**

When scheduling 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.

---

<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access</strong></td>
<td>Select ‘Approve’ for the instructor teaching the Lecture component; select ‘Grade’ for the instructor teaching the Discussion and/or Lab component.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Not used. Leave blank.</td>
</tr>
</tbody>
</table>

---

### Assign the following values depending on the instructor’s role:

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

---

---

---

---
When scheduling discussions or labs that are 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>Teaching Assistants</th>
<th>Instructor Role</th>
<th>[SOC] Print</th>
<th>[Grade] Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty</td>
<td>Unchecked</td>
<td>Approve</td>
</tr>
</tbody>
</table>

---

**Contact your SOC Specialist for assistance.**

---

### Enrollment Control Page

As a Schedule Builder, you do not have the ability to update the information on ‘Enrollment Control’ page; the information is, however, available for you to review. Update your section capacities using the ‘Update Sections of a Class’ component on
PAWS. Navigate to: Curriculum Management > Schedule of Classes > Update Sections of a Class.

Refer to pages 43 – 44 of this document and pages 65 - 67 of the Schedule of Classes V9.0 Manual for more information on entering capacities using the ‘Update Sections of a Class’ component; or, contact your SOC Specialist for assistance.

[Class] Notes Page

Use the ‘Notes’ page to enter section specific information you wish to have print with the section in the Schedule of Classes. Examples of section specific text are:

- Off-campus locations (address/room number);
- Additional sections prerequisites (that are in addition to or in place of the stated course prerequisites).
- Additional Special Course Fees or Differential Tuition Assessments.

If you forget to enter notes for Additional Special Course Fees or Differential Tuition Assessments, students WILL NOT be billed.

**Sequence Nbr Field**

Example: ‘Sequence Number: 1

- Defaults to ‘1’; leave as is (if you need to add both a ‘Free Format’ note and a note derived from a ‘Note Number’ code, contact your SOC Specialist for assistance. Note: If multiple notes are entered any note stating a fee should be entered in last – this is so the fee is listed first online.

**Print Location Field**

Example: ‘Print Location: After

- Defaults to ‘After’; leave as is.

**Even if class not in schedule Checkbox**

Example: □ Even if Class Not in Schedule

- Defaults as □ unchecked; leave as is.
**Note Nbr Field**

Note Nbr:

Example:

- Defaults to ‘blank’. This field is used to indicate Special Course Fees and Differential Tuition assessments. Contact your SOC Specialist for the correct value.

**Free Format Text Field**

Example:

- Information entered in this field will display with this section in the Schedule of Classes. Examples include:
  
  Off-Campus location addresses (e.g.: ‘Lake Park East, 2761 N Lincoln Memorial Dr., on west side of road’);
  
  Additional course prerequisites (e.g.: ‘Prereq: Handball I or handball experience’).

! Use both upper and lower case text. **Do not** use “ ” (double quotes) in any of your text; the text will not appear in the Schedule of Classes if you do. You may, however, use ‘ ’ (single quotes) to offset a string of text. **To delete text that ‘rolled’ (copied) from the previous term**, click on the Delete Row button; click on OK and then on Save.
When a Course has Additional Sections

Continue entering the remaining sections until you are finished with that course. Remember to click on after completing the required pages for each section.

To insert a new row for your next section:

- Make sure that you are on the ‘Basic Data’ page.
- Click your cursor on the ‘Add a New Row’ button.

This will create a blank row on which you may enter the data for the new section.
- Enter the required information on the ‘Basic Data’, ‘Meetings’, and ‘Notes’ pages.

Click on the button on any of the pages.
Create and/or Revise Your ‘UWM Term Text Notes’

UWM Term Text/Registration Instructions Page

Use the UWM Term Text/Reg Instr page to enter text that applies to all sections of a course. Examples of text you will enter on this page are:

- Enrollment instructions for multi-component classes (e.g.: “Enroll in LEC 401 & any DIS 601-608 & any LAB 801-808”)
- Group examination dates (e.g.: “Midterm exams for LEC 401 & 402 scheduled on F 10/4 & F 11/8 from 2:00pm to 4:00pm”);
- Group meetings (e.g.: “Mandatory first meeting for all clinical sections, 9/4, 5:00pm-6:00pm”).

**IMPORTANT NOTE:** ‘Term Text Notes’ do not ‘roll’ (copy) from the previous year. You must reenter them even if the sections ‘rolled’ (copied) from last year.

1. Navigate to: **UWM Curriculum Management >Course Term >Term Text/Reg Instr**

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

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

   - **Find an Existing Value**
   - **Add a New Value**

   **Term Text/Reg Instr**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Academic Institution:** UW Milw.
   **Term:**
   **Subject Area:** begins with PSYCH
   **Catalog No.:** begins with 230
   **Description:**
   **Case Sensitive**

   Search  Clear  Basic Search  Save Search Criteria

Enter a ‘**Term**’ and your ‘**Subject Area**’. Click on **Search**.

If a ‘**UWM Term Text/Reg Instr**’ note already exists, the following page will display:
3. Review the note and make any changes that are necessary. Click on the button to save your changes.

Pay particular attention to ‘Term Text/Reg Instr Notes’ for multi-component classes. As you add or delete Discussion and/or Lab sections from your schedule you must make sure that the enrollment instructions reflect the sections that have been scheduled.

1. If a ‘Term Text/Reg Instr Note’ does not already exist for a course you will receive the following message after clicking the button: ‘No Matching Value Found’.

2. To create a new note, click on the ‘Add a New Value’ link. The ‘Add a New Value’ page displays:
Enter a ‘Term’, the ‘Subject Area’, and ‘Catalog Number’. Click on Add.

3. A blank ‘UWM Term Text/Reg Instr’ page displays for that course:

Complete the fields as follows:

**Description**
- Enter a ‘Description’ that will allow you or someone else to easily locate the note from a list at a later time (e.g.: Psych 354 – Spring 2013).

**Term Text**
- Enter the appropriate ‘Term Text’.

Click on the Save button to save your note.

Never use “” (double quotes) in your text; if you do, the text will not appear in the Schedule of Classes. You may, however, use ‘ ’ (single quotes) to offset a string of text.
Refer to page 46 of the Schedule of Classes V9.0 Manual for more information on working with ‘UWM Term Text/Reg Instr’ notes; or, contact your SOC Specialist for assistance.
Set Your Section Enrollment Limits (Capacities)

While you are only able to view your capacities on the ‘Enrollment Control’ page of the ‘Schedule New Course’ component of PAWS, you will enter and change your capacities using the ‘Update Sections of a Class’:

1. **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.

   - **Find an Existing Value**

   - **Academic Institution:** UNMIL
   - **Term:**
   - **Subject Area:** english
   - **Catalog Nbr:** begins with 101
   - **Academic Career:**
   - **Campus:**
   - **Description:**
   - **Course Id:**
   - **Course Offering Nbr:**

   - **Case Sensitive**

   - **Search**

   Enter a ‘Term’ and your ‘Subject Area’. Click on **Search**.

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

   - **Course Id:** 003002
   - **Academic Institution:** University of Wisconsin-Milwaukee
   - **Term:** Undergrad
   - **Subject Area:** English
   - **Catalog Nbr:** 101
   - **Course Offering Nbr:** 1

<table>
<thead>
<tr>
<th>Class Sections</th>
<th>Class Status</th>
<th>Close Enrollment Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 001</td>
<td>Lecture</td>
<td>Closed</td>
</tr>
<tr>
<td>Regular 002</td>
<td>Lecture</td>
<td>Closed</td>
</tr>
<tr>
<td>Regular 003</td>
<td>Lecture</td>
<td>Closed</td>
</tr>
<tr>
<td>Regular 004</td>
<td>Lecture</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Click on the ‘Class Enrollment Limits’ tab.

4. The ‘Class Enrollment Limits’ page displays:

The example of the ‘Class Enrollment Limits’ page displays the first 8 sections. If more than 8 sections have been scheduled, click on the ‘View All’ link to view the rest of the list.

Sections that ‘rolled’ (copied) from the previous year will show the capacity from that term. Any new sections that you schedule will show a default capacity of ‘25’. To change a capacity, highlight and then type over the existing value. Enter the desired capacity in the ‘Wait Cap’ field if you will permit students to place themselves on a waiting list.

Sections that ‘rolled’ (copied) from the previous year will show the ‘Wait Cap’ from that term. When you schedule new sections the ‘Wait Cap’ will default as ‘blank’.

For all ‘Independent Study’ sections, leave the default capacity at ‘25’ and waitlist set to zero. When you have finished inputting your capacities, always remember to click on ‘Save’.

Never enter anything in the field labeled ‘Min Enrl’. UWM does not use this field.

Refer to pages 65 - 67 of the Schedule of Classes V9.0 Manual for more information on entering capacities using the ‘Update Sections of a Class’ component; or, contact your SOC Specialist for assistance.
Make Changes to Existing Sections

To change information on existing sections, refer to the instructions outlined above under ‘Add/Create new sections not listed on your roll-over copy’. You will follow the same basic guidelines when changing data as when you add new sections.

When the Session Code Changes

For example, if the Session Code for a course that ‘rolled’ (copied) from a previous term changes (e.g.: section was offered during the first 8-week mini term in 2012, but will be offered in the second 8-week mini term in 2013, you must delete the section and then re-add the section with the new ‘Class Section’ number and ‘Session Code’. You must re-add the section under ‘Schedule New Course’ component, not the ‘Maintain Schedule of Classes’ component. If you do not follow this procedure, the ‘Session Begin’ and ‘Session End’ dates will not be correct. In addition, you will cause room conflicts if you have assigned a facility to the section.
Special Scheduling Situations

Courses with a variable credit range

Courses that are approved for a range of credits (e.g.: 1 to 3 cr, 3 to 6 cr) sometimes need to have the credit range changed to a “fixed” credit amount for individual sections. To limit the credit value for a particular section, you must change the value on the Adjust Class Associations component of PAWS. Navigate to: Curriculum Management >Schedule of Classes >Adjust Class Associations. Locate the section on which you need to change the credit value by finding its corresponding Associated Class Number row. If you are changing the credits from a range to a fixed amount, make sure the ‘Minimum Units’ and ‘Maximum Units’ fields have the same value. If you are changing the range to a different range, make the appropriate changes to the ‘Minimum’ and ‘Maximum Units’ fields. Refer page 81 of the Schedule of Classes V9.0 Manual for more information on specifying credits for variable credit courses; or, contact your SOC Specialist for assistance.

Taught-with courses

In PAWS, sections that are taught together are referred to as “Combined Sections.” If you offer a combination of two or more classes that meet in the same room, at the same time, with the same instructor, you will want to get assistance from your SOC Specialist.

Multi-Component Courses

Courses with more than one required registration component (e.g.: LEC with required DIS and/or LAB) can be complicated to set up. Proper setup requires a good working knowledge of Class Associations. Refer to pages 176 – 183 of the Schedule of Classes V9.0 Manual for a detailed explanation of assigning Class Associations. You will want to receive assistance from your SOC Specialist the first time you schedule a multi-component course. IMPORTANT NOTE: UWM Term Text Notes do not ‘roll’ (copy) from the previous year. You must recreate them for your multi-component classes (e.g., Enroll in LEC 401 & any DIS 601-610.”). The UWM Term Text/Reg Instructions page can be located at: UWM Curriculum Management >Course Term >Term Text/Reg Instructions.

‘Hybrid’ Course Setup

Hybrid courses combine instruction via in-person instructor/student contact along with a “technology” delivery mode. Courses which employ any amount of a “web-based” delivery mode along with in-person instruction must be set up as “hybrid.”
1. To designate course as a 'Hybrid', navigate to: **Curriculum Management > Schedule of Classes > Schedule New Course**

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: [ ] UAWK
     - Term: [ ]
     - Subject Area: [ ] COUN
     - Catalog Nbr: begins with [ ] 312
     - Academic Career: [ ]
     - Campus: begins with [ ] MAIN
     - Description: [ ]
     - Course ID: begins with [ ]
     - Course Offering Nbr: [ ]
     - Case Sensitive

   Type the appropriate **Term** and **Subject** or click on the (magnifying glass icon) to select the value. Type the **Catalog Number** and click on **Search**.

3. The 'Basic Data' page displays:
Class Section Field

Example: ‘Class Section: 001’

- The ‘Class Section’ number should be assigned using the following numbering scheme:

  0XX = On-campus lecture
  1XX = Off-campus lecture
  3XX = On-campus lecture with off-campus ‘189’ funding
**Location Field**

Example:  `Location: KENWOOD`  
- Assign a ‘Location’ using the following criteria:
  - KENWOOD = In-person instruction component is held on-campus (section numbers 001-099 and 301-399)
  - OFFCAMPUS = In-person instruction is held at an off-campus location (section numbers 101-199)

**Instruction Mode Field**

Example:  `Instruction Mode: Hybrid 20-50% online`  
- Assign an ‘Instruction Mode’ value based on the percentage the course is taught via the Web:
  - H1 = Hybrid 20 – 50%
  - H2 = Hybrid 51 – 80%
  - H3 = Hybrid 81 – 99%

**Course Attribute Field**

Example:  `Affiliation Codes`  

**Course Attribute Value Field**

Example:  `Hybrid, Tght Partially On-line`  
- The following two ‘Attributes’ are required on ‘Hybrid’ courses:
  - WEB = HYBRID
  - AFFL = HYBRID

4. Click on [Save] when you are finished completing the fields.

A ‘Class Note’ should be created that explains that the course is taught via a ‘Hybrid’ mode, plus other information (meeting dates, special tuition rates, etc.) if necessary.

1. Click on the ‘Notes’ tab.

2. The ‘Notes’ page displays:
3. In the 'Free Format Text' field, enter a note to indicate that the course is taught partially via a ‘technology’ mode:

   Examples: ‘Course taught partially on-line. Internet access req’d. Regular UWM tuition assessed.’

   ‘Add’l special course fee of $xxx.xx will be charged for this LEC in addition to regular UWM tuition. Taught partially on-line: internet access req’d.’

‘Online’ Course Setup

Online courses are courses that are taught completely on the Web. Courses that combine in-person instruction along with an ‘online’ (Web) delivery mode should be set up as ‘hybrid’ courses rather than ‘online’.

1. To designate course as ‘Online’, navigate to: Curriculum Management > Schedule of Classes > Schedule New Course

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

<table>
<thead>
<tr>
<th>Basic Data</th>
<th>Meetings</th>
<th>Enrollmt Cap</th>
<th>Reserve Cap</th>
<th>Notes</th>
<th>Exam</th>
<th>LMS Data</th>
<th>GL Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID:</td>
<td>D05980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>University of Wisconsin-Milwaukee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Area:</td>
<td>L&amp;SCI Information Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Sections:</td>
<td>202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>02/05/2006 - 12/31/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>ONLINE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction Mode:</td>
<td>Worldwide Web</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Class Section Field

Example: ‘Class Section: 202’

The ‘Class Section’ number should be within the ‘200-299’ range.

Location Field

Example: ‘Location: ONLINE’ Online course taught via WEB

➢ Assign a ‘Location’ of ‘ONLINE’.

Instruction Mode Field

Example: ‘Instruction Mode: WW’ World Wide Web

➢ Assign an ‘Instruction Mode’ value of ‘WW’.

Course Attribute Field

Example: [AFFL] Affiliation Codes

Course Attribute Value Field

Example: [DISTANCE] Distance Learning

➢ The following three ‘Attributes’ are required on ‘Online’ courses:

WEB = ALL ONLINE
AFFL = DISTANCE
OFFC = (School/College code from drop down menu)

4. Click on [Save] when you are finished completing the fields.
A ‘Class Note’ should be created that explains that the course is taught via an ‘Online’ mode, plus other information (meeting dates, special tuition rates, etc.) if necessary.

1. Click on the ‘Notes’ tab.

2. The ‘Notes’ page displays:

3. In the ‘Free Format Text’ field, enter a note to indicate that the course is taught partially via a ‘technology’ mode:

   Examples:

   **Course with Distance Ed Fee:**

   ‘Distance Ed Delivery Fee of $xxx.xx will be the ONLY charge assessed for this LEC. This applies to all students enrolled in addition to tuition/fees for any other classes in which they are enrolled. Course conducted completely online.’

   **Course with per credit Distance Ed Fee:**

   ‘Distance Ed Delivery Fee of $xxx.xx/cr will be assessed for this section. This applies to all students enrolled in addition to tuition/fees for any other classes in which they are enrolled. Course conducted completely online. Internet/computer access req’d.’

   **Course with regular tuition and Distance Ed Fee:**

   ‘Add’l special course fee of $xxx.xx will be charged for this LEC in addition to regular UWM tuition. Conducted completely online. Internet/computer access req’d.’
‘Off-Campus’ Course Setup

Off-Campus courses are courses that are taught exclusively at a non-Kenwood facility. Courses that combine Off- and On-Campus instruction should be treated as an On-Campus course.

1. To designate course as a ‘Off-Campus’, navigate to: Curriculum Management > Schedule of Classes > Schedule New Course

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] = [LMHIL] = [Select]
   Term: [Select] = [Select]
   Subject Area: [Select] = [ASI SCI] = [Select]
   Catalog Nbr: [Select] = [110] = [Select]
   Academic Career: [Select] = [Select]
   Campus: [Select] = [Select]
   Description: [Select] = [Select]
   Course ID: [Select] = [Select]
   Course Offering Nbr: [Select] = [Select]
   Case Sensitive

   Type the appropriate ‘Term’ and ‘Subject’ or click on the (magnifying glass icon) to select the value. Type the ‘Catalog Number’ and click on .

3. The ‘Basic Data’ page displays:
Class Section Field

Example: ‘Class Section: 101’

The ‘Class Section’ number should be within the ‘100-199’ range.
**Location Field**

Example: ‘Location: OFFCAMPUS’

> Assign a ‘Location’ of ‘OFFCAMPUS’.

**Instruction Mode Field**

Example: ‘Instruction Mode: P’

> Assign an ‘Instruction Mode’ value of ‘P’.

**Course Attribute Field**

Example: AFFL Affiliation Codes

**Course Attribute Value Field**

Example: OFFC Off-Campus Section

EDUC Off-Campus Course-Education

> The following ‘Attribute’ is required for all ‘Off-Campus’ courses:

OFFC = (School/College code from drop down menu)

4. Click on when you are finished completing the fields.

A ‘Class Note’ should be created that explains that the course is taught via ‘Off-Campus’ mode, plus other information (meeting dates, special tuition rates, etc.) if necessary.

1. Click on the ‘Notes’ tab.

2. The ‘Notes’ page displays:
3. In the ‘Free Format Text’ field, enter a note to indicate the complete address of the off-campus location.

Example:

Meets: Hefter Center, 2nd floor conference room, 3271 N Lake Drive, Service Learning Center.

Finally…

The two most important tips we can offer are:

1. **Start early** - do not wait until the last few days before the “Initial Call” deadline to begin.

2. **Contact your SOC Specialist** if you have any questions (see page 3 of this document for your contact person).