MEMORANDUM

To: SOC Coordinators, SOC Builders, and Department Chairs
From: Registrar’s Office, SOC Specialists
Subject: Summer 2013 Schedule of Classes

Your course offerings for the 2013 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 2013 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 2012 Summer Sessions. Effective immediately, all changes you make to your summer 2013 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 2013 to summer 2013. 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 2013 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 school/college SOC Coordinator 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 2013 Session Codes; (4) 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; (5) Section Number Policy; and (4) Quick Guide to Scheduling Classes.

Please note the following four 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. Section-based pre-requisites do not “roll” from the prior semester. These are pre-requisites that are added via the Class Associations page in PAWS to specified sections of a class. These are distinct from Course Catalog pre-requisites that are approved for a course as part of the formal Course Approval process. Course Catalog pre-requisites do roll from the prior semester.

3. 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.

4. 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 SOC Specialist:

https://www4.uwm.edu/des/registration/upload/registration_specialists.pdf