December 10, 2012

Fall 2013 SOC Production Memo

Your course offerings for the Fall 2013 semester have been established on PAWS by rolling forward your Fall 2012 offerings, and you may now begin building your portion of the Schedule of Classes. To obtain an initial hardcopy of your Fall 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 now appear for the Fall 2013 sessions. Effective immediately, all changes you make to your Fall 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 Fall 2013. Review this information and make changes as needed.

To assist you with your data entry, you will find semester specific resource materials on the SOC Production Resources website, under the “Fall” heading:

https://www4.uwm.edu/des/registration/soc_production.cfm

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 SOC specialist in the Registrar’s Office. 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 2013 Schedule of Classes, please contact your SOC Specialist:

Sheldon B. Lubar School of Business  Justin Mayer, x5101, jcm2@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  Danielle Willis, x5997, dwillis@uwm.edu
School of Public Health