



UMD COURSE SCHEDULING GUIDE

Office of the Registrar, Course and Classroom Scheduling Services

Phone: 301-314-8243 Email: schedule@umd.edu

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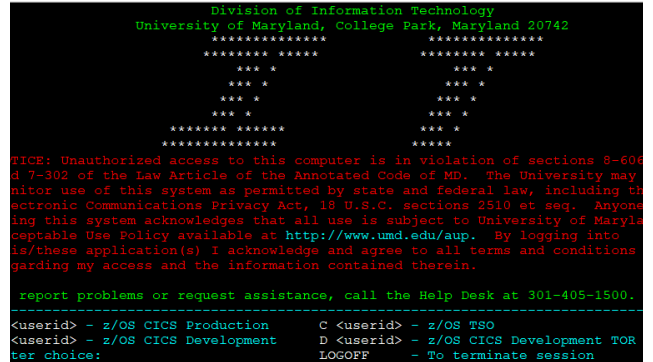
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PART ONE: Navigating in CICS (SIS)

Student Information System (SIS) Scheduling Office Menu

1. To log into CICS (SIS), choose "A" and press Enter
2. Fill in USERID and PASSWORD, press Enter
3. Choose the number for "CP-ONE Online Navigation..."
4. Choose the number for "MU-SC Scheduling Office Menu"

5. Choose the number for "MU-TC Term Course Menu"
The "Term Course Menu" screen is where the options for online course scheduling are.



```
Division of Information Technology
University of Maryland, College Park, Maryland 20742
*****
*** *
*** *
*** *
*****
CICS: Unauthorized access to this computer is in violation of sections 8-60
d 7-302 of the Law Article of the Annotated Code of MD. The University may
nitor use of this system as permitted by state and federal law, including th
ectronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Anyone
ing this system acknowledges that all use is subject to University of Maryla
ceptable Use Policy available at http://www.umd.edu/aup. By logging into
is/these application(s) I acknowledge and agree to all terms and conditions
garding my access and the information contained therein.
report problems or request assistance, call the Help Desk at 301-405-1500.
-----
<userid> - z/OS CICS Production C <userid> - z/OS TSO
<userid> - z/OS CICS Development D <userid> - z/OS CICS Development TOR
ter choice: LOGOFF - To terminate session
```

SIS Hours

Monday through Saturday 7:30am - 11:00 pm

Sunday 5:30pm - 11:00pm

An email notification will be sent out when the system will be unavailable (ex: for system maintenance)

Shortcuts for Update Screens

*Update screens are only active and accessible during the **open online course scheduling period**. This is a 4-6 week period when department schedulers can make changes directly in SIS to course offerings.*

Press "F9" key for the command line, and type in the following shortcuts to update SIS records:

co - "Course Update"

se - "Section Update"

xl - "Cross-List Update"

cn - "Course Notes Update" (Select 'NO' for non-print notes)

te - "Teacher Collect" (During standard Spring and Fall terms, the **te** screen is accessible until the last day of classes)

Function Keys

Function Keys can differ slightly depending on what screen the user is currently in

F1 = Help - displays information about the processor currently in use

F2 = Clear - clears information on the screen

F3 = Return - exits and returns to preceding menu

F4 = Delete - deletes course or section information from the database

F5 = Teachers - Instructor Update screen for multiple entries

F6 = Print - prints current screen shot

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F7 = Prev Sec - displays previous course in Course Update screen or previous section in Section Update screen

F8 = Next Sec - displays next course in Course Update screen or previous section in Section Update screen

F9 = Cmd Ln - place the cursor on the command line

Shortcuts for View Screens

Press "F9" key for the command line, and type in a shortcut below to view SIS records:

go crs - course details

go sec - section details

crsnotes - course notes

go rm - specific room details

restrl - course restrictions

rmbook - room schedules

rmstat - room conflicts under a specific prefix or department

seats - seats offered, issued seats, and waitlist counts

secnotes - section notes

tcs - teacher course summary

trackl - list of courses connected with a cluster

ts - teacher schedules

wl - waitlist by student ID number

wlsec - waitlist by course and section number

"Course Catalog" Screens

apcrs - view approved/pending course information

apnotes Item: **DE** - view "Approved Course Notes" Description

Item: **KR** - view "Approved Course Notes" Quali Prerequisites and/or Restrictions

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PART TWO: Course Scheduling

Important: Course prefix, number, and title must be university approved. For courses that do not have university approval, a pilot course must be initiated in the CourseLeaf Curriculum Management (CIM) by the department. Training in this system can be arranged by contacting Mike Colson (mcolson@umd.edu), Office of Academic Planning and Programs.

CourseLeaf Curriculum Management (CIM)

CourseLeaf Curriculum Management (a.k.a. CIM, *pronounced Kim*) is the University's system for submitting program proposals, course proposals, and General Education proposals. The system allows for better data integration between the approved course and General Education systems, as well as the program proposal process and CourseLeaf academic catalog system.

- Contact cmsupport@umd.edu for questions or training.
- CIM help page: <https://svp.umd.edu/academic-planning/cim>

To Add a Course

The following instructions are for hard coded course numbers (ending in 0-7), and **NOT** for repeatable numbers/soft coded numbers (ending in 8 or 9).

1. Press "F9" key for the command line, and type 'co' to access the "Course Update" screen.
2. Type in the course formation. (Most courses are rollover from the same term of the previous year. Please review all information and update as needed.)

Blank 'co' screen

```
SCH424P1          U MCP Student Information System          06/04/21
AC5-0566          Course Update                             CO
-----
COURSE :          TERM:          Inserted:          Modified:          By:
Transcript Title:
Title:

Credits Min:          Max:          Grading Method:

Permit          WList          Ind.Instr.          Rollover Ctrl
-              -              -              Lec:  _ Lab:  _ Dis:  _

Unpub Xlst RespOfc TypeCr CORE Diverse Attr New Gen Ed Requirements
-              -              -              -              -              -

==>
F1=Help      F2=Clear      F3=Return     F4 =Delete    F6 =Print
F7=Prev Crs  F8=Next Crs  F9=Cmd Ln    F11=Attrib   F12=Cancel
Enter a COURSE and TERM and press ENTER
```

Populated 'co' screen

```
SCH424P1          U MCP Student Information System          06/04/21
AC5-0566          Course Update                             CO
-----
COURSE : ECON200  TERM: 2201    Inserted: 02/25/21 Modified: 02/25/21 By: 482
Transcript Title: MICROECONOMIC PRINCIPLES
Title: Principles of Microeconomics

Credits Min:  3.00 Max:  3.00 02/25/21 Grading Method: RFA 02/25/21
Permit 02/25/21 WList 02/25/21 Ind.Instr. 02/25/21 Rollover Ctrl
-              W              -              Lec:  _ Lab:  T Dis:  B

Unpub Xlst RespOfc TypeCr CORE Diverse ATTR> New Gen Ed Requirements
-              N              0              0              SB              -

==>
F1=Help      F2=Clear      F3=Return     F4 =Delete    F6 =Print
F7=Prev Crs  F8=Next Crs  F9=Cmd Ln    F11=Attrib   F12=Cancel
Make changes and press ENTER to update
```

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3. If everything is entered correctly, the message at the bottom of the screen should say: *“Make changes and press ENTER to update”*. When done, press “Enter”.

Tips:

- ⇒ There are two main grading options: “REG” for Regular, and “SF” for Satisfactory/Fail. Only one can be selected. Courses must be approved first for the “SF” grading option.
- ⇒ The default grading method for Undergraduates is “RPA” for Regular, Pass/Audit. The default grading method for Graduates is “RA” for Regular or Audit.

To Delete a Course

If the course is cross-listed, break the cross-list first. Only the department offering the primary course can request to break the cross-list. (Refer to “Breaking a Cross-list” of this guide for details.)

1. Press “F9” key for the command line, and type ‘co’ to access the “Course Update” screen.
2. Enter the course number and the term.
3. Press “F4” key to delete, then “F2” to confirm the deletion, or press “F12” to cancel the deletion.

To Add a Section

A course must be in the SIS database before a section can be added.

1. Press “F9” key for the command line, and type ‘se’ to access the “Section Update” screen.

Blank ‘se’ screen

```
SCH425P1          UMCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: _____
SEC:  _____ TRM:  _____ IDX:  _____ Cal:  _____ SubTrm:  _____ Seats Issued:
Offered:  _____ Limit:  _____ % Stat:  _____
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER          RM
-----
Group:  _____ Perm:  _____ Pub:  _____ Center:  _____ Resp:  _____ Attr:  _____ Clus Num:
Pub Teacher:  _____ Hon:  _____ DM:  _____ Clus:  _____
Dates:  _____ Default Dates:
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Enter a COURSE and TERM and press ENTER
```

Populated ‘se’ screen

```
SCH425P1          UMCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: ECON200  MICROECONOMIC PRINCIPLES (3)
SEC:  0101 TRM:  2201  IDX:  23600 Cal:  _____ SubTrm:  _____ Seats Issued:  0
Offered:  350  022521          Limit:  332  95 % 032621  Stat:  _____ 022521 #
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER          RM
-----
LEC  TH 11am-1215pm          022521  TYD  0130          032621  109658423  E. Moody
Group:  _____ Perm:  _____ Pub:  _____ Center:  _____ Resp:  _____ Attr:  _____ Clus Num:
Pub Teacher:  _____ E. Moody          Hon:  _____ DM:  _____ F Clus:  _____
Dates:  _____ Default Dates:  01/24/22 - 05/11/22 (Full Term)
Type=LEC,Seats=502,Pri=,BSOS,,Equip=MN,KC,LS,AR,XB,AU,BB,DR,DV,DC,LN,OP,LP,TF
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

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2. Enter the information in the following fields (these fields cannot be left blank):

COURSE - the course prefix, number, and suffix (if applicable)

SEC - section number

TRM - four-digit term code. The first two digits of the term code represent the year (except for Winter that represents the previous year), and the last two digits represent the term. The last two term digits are as follows: 01 = Spring; 05 = Summer; 08 = Fall; and 12 = Winter

Examples: Spring 2022 = 2201; Summer 2022 = 2205; Fall 2022 = 2208; and Winter 2022 = 2112

Offered - number of seats offered

DM - Delivery Method.

F = Face-to-Face: All instruction (lecture, discussion, lab) is in-person

O = Online: All instruction (lecture, discussion, lab) is delivered online

B = Blended: Part of the instruction (lecture, discussion, lab) is in-person **AND** part of it is online

N = N/A: No definitive modality e.g. individual instructions, independent study, internship, OJT, field trips, etc.

⇒ **Tip:** Type a question mark “?” in the ‘DM’ field and press “Enter” to see the values.

3. For courses taught during the first or second half of the semester only, enter 1 or 2 in the ‘Sub Trm’ field (summer courses will usually have one of these numbers entered). If the course has non-standard dates, enter those dates in the ‘Dates’ field *before* the section has been entered into the system. A note will appear in the Schedule. Leave this field blank if the course will be taught the entire semester. (For further information see “*Sub-terms and Non-standard Dates*” in this guide.)

4. Enter the limit as a percent in the ‘Limit’ field. The default is 100%; this value adjusts the number of students allowed to enroll in a course at a particular time (ex: if there are 10 seats offered and the limit is set at 90%, 9 students will be allowed to register for the course until the limit is reset).

5. Enter “H” in ‘Stat’ field if the section should be on hold; otherwise leave blank to indicate the section is Active. When a section is on Hold, the room is reserved, however registration will not be open to students and the section will not appear in the Schedule of Classes. Enter “CP” if the section should be Capped.

6. In the ‘Cls’ field enter “LEC” for lecture, “LAB” for laboratory, or “DIS” for discussion. If there are multiple lectures, labs, or discussions, SIS will automatically number the succeeding meetings (example: LEC, LEC1, LEC2).

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7. Enter the meeting times in the 'Days and Times' field. The codes for the days of the week are as follows:

M = Monday, **T** = Tuesday, **W** = Wednesday, **H** = Thursday, **F** = Friday, **S** = Saturday, **U** = Sunday

If a class period exceeds 50 minutes, an end time must be provided. For example, if a class meets from 9:00 to 9:50 am, enter "9" and the end time will automatically become populated if the class meets on the hour; if a class meets from 9:30-10:45am, enter "930-1045." If you do not have all the information required for the days and times, enter "TBA" in **both** the 'DAYS AND TIMES' field and the 'ROOM' field.

8. Enter an alphabetic building code in the 'BLDG' field and a room number in the 'ROOM' field if the department has priority for that room. Leave both 'BLDG' and 'ROOM' fields **blank** if the Scheduling Office needs to assign a General Purpose Classroom (GPC). Enter "TBA" in the room field only if you **do not** need the Scheduling Office to schedule a GPC. If entering a non-database room or department-owned room, ensure "N" is entered in the 'RM STAT' field.

⇒ **Tip:** If a "C" (conflict) appears in the RM STAT field:

- Use F10 key to display the course in conflict
- If the conflicting course is in your department, resolve the conflict. Otherwise, CCSS will resolve the conflict

9. Enter the instructor's UID the 'UID' field. If the instructor's UID appears in red after entering and "*No Name Found*" appears at the bottom of the screen, it means there is no active contract. The date of the contract will need to have already occurred before the UID can be entered into the system. To add additional instructors to a section, use the "F5" key for the 'Instructor Update Screen.'

10. Enter the lead section number (if applicable) in the 'Group' field. This will automatically copy the lead section information into any additional sections within the group (usually done with a large lecture that has several discussion times). Ensure all sections in the group have the same group code., i.e. the primary section number or first section number of the group. (For further information on Grouped lectures, see "*Grouped Sections*" in this guide.)

11. Enter "U" in the 'Pub' field if the section information should not be published in the Schedule of Classes.

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To Delete a Section

1. Enter the Course and Term.
2. Press “F4” to delete; then “F2” to confirm the deletion (or “F12” to cancel).
3. If there is only one section of a course offered, the delete should be processed at the course level.
⇒ **Tip:** If the lead section within a group is to be deleted and the secondary sections are to remain, the section immediately following the lead must serve as the new lead, and the secondary sections must be regrouped accordingly.

To Add or Break a Cross-List

SIS Screen: ‘xl’

(For a full explanation of cross-listing, see “Cross-listed vs. Shared” in this guide.)

```
SCH423P1          UMCP Student Information System          06/04/21
ACS-0566          Cross-List Update                      XL
=====
TERM: _____ Primary Course: _____
Secondary Courses
_____
_____
_____
_____
_____
_____
_____
=====
==>
F1=Help          F2=Clear          F3=Return          F6 =Print
                  F9=Cmd Ln          F12=Cancel
Enter a Primary Course and Term and press ENTER
```

To Add a cross-list

All information for the primary course must be entered in the ‘co’ and ‘se’ screens. Before establishing the cross-list, all information for the secondary course must be entered in the ‘co’ screen. Secondary courses must have the same information as the primary course (course tile, credits, content, etc.)

1. Press “F9” for the command line and type “xl.” Enter the semester in the ‘Term’ field and the primary course number in the ‘Primary Course’ field.
2. Enter secondary course numbers.
3. Press ‘Enter’
4. After cross-listing the courses, the secondary course sections will automatically be created with the same information from the primary course.

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To Break a cross-list

1. Only the department offering the primary course, or Course and Classroom Scheduling Services (CCSS) can break a cross-list.
2. Press “F9” for the command line and type “xl.” Enter the Term and Primary Course.
3. Using the space bar, blank out any or all courses to be removed.
4. Press “Enter” to break the cross-list between the courses.

Cross-Listed vs. Shared

Cross-listing refers to having one course offered under two different course *rubrics*, such as ENGL444 and WGSS444. Cross-listing means that all the students in the course are doing exactly the same work. Accordingly, the course numbers for both courses should be at the same level (e.g., both 400-level classes), although it is not necessary that the numbers be identical. The seats offered is controlled by the primary course and enrollment is being pulled from that one pool of seats between the two courses. The department offering the primary course must email approval for a course to be cross-listed to schedule@umd.edu, along with information on the secondary course(s).

Sharing refers to the practice of allowing courses from two different course levels to meet together at the same time, such as ANTH454 and ANTH654. In this case, the 400-level undergraduates and the 600-level graduate students will meet together in the same classroom for lectures and discussion, but the two groups will work from different syllabi, with the graduate students required to complete additional, more challenging work. The seats offered/enrollment is also separate for each course.

Please remember that in some cases, graduate students can take courses at either the 400- or 600-level. Co-listed 400- and 600-level courses should have distinctly different titles and descriptions so that it is evident in the Graduate Catalog that these are substantively different courses with different expectations.

Grouped Sections

Grouped Sections refers to sections that have one common lecture (LEC) with multiple discussions (DIS) scheduled. The first section of the group is considered the "primary" section and the rest are the "secondary" sections. The lead section number (e.g. 0101) is used as the group code for all sections in the group, including the lead section. The group code is what binds the LEC together only and will not bind the DIS or LAB.

- Primary section must be the lowest section number in the grouped sections
- Primary section must be an active section (not Held or Canceled) for the entire group to be active.
Do not Cancel or put lead sections on Hold.

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Class Meeting Times

"Contact hours" or "face time": The University of Maryland follows the Maryland Higher Education Commission's (MHEC) policies on "contact hours," a shorthand term referring to the amount of time required in various forms of education to earn credit. Contact hour requirements apply to both undergraduate and graduate courses.

Quick rule of thumb: An easy-to-remember approximation of the policy for the regular academic semester is that standard 3-credit lecture/discussion courses must meet three hours per week; laboratories require twice as many hours, and internships require three times as many hours. Online courses must be comparable. Courses offered in non-standard formats must still meet MHEC requirements, specifically that one semester hour of credit will be awarded for:

- A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;
- A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days and holidays;
- A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented."

This policy applies to all levels, including graduate, and is mandatory for academic accreditation.

For more information on this topic go to: www.vpac.umd.edu/policies.html

Standard Class Times

Spring and Fall standard class meeting times:

- Monday/Wednesday/Friday, 50 minutes, beginning on the hour: MWF 8-8:50AM, 9-9:50AM, 10-10:50AM, 11-11:50AM, ... , 3-3:50PM, 4-4:50PM.
- Tuesday/Thursday, 75 minutes, beginning at the following times: 8-9:15AM, 9:30-10:45AM, 11-12:15PM, 12:30-1:45PM, 2-3:15PM, 3:30-4:45PM

Non-standard Class Times

Class meeting times other than those listed above (including classes that meet once a week) are considered non-standard and require college/department approval for an exception. Justifications or approvals for non-standard times from either the College (for undergraduate courses) or the Department Chair/Program Director (for graduate courses) should be directed to schedule@umd.edu. The Student Information System (SIS) will not accept non-standard times without prior approval.

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Provost's Guidelines

The Provosts' goals for the distribution of class times are as follows:

- No more than 70% scheduled on MWF
- No more than 45% scheduled on TH
- At least 10% must be scheduled MWF 8-8:50AM and TH 8-9:25AM
- At least 20% must be scheduled after 3PM MTWHF)

For more information on the Provost's Guidelines, please go to:

<https://www.registrar.umd.edu/faculty-staff/ProvostGuidelinesForClass%20Scheduling.pdf>

Course/Section Restrictions

Restrictions on courses must be consistent with University catalogs. Restrictions for standard terms (Spring and Fall) are automatically set. Restrictions for Winter and Summer must be requested by the department before CCSS sets them. Restrictions can be at the prefix, course, or section level. Any changes in restrictions must be approved by VPAC.

By Permission Only (BPO)

SIS allows users to choose from a course-level BPO or a section-level BPO. The permission of department/instructor option blocks students from registering for the course without an Electronic Record Stamp (ERS) from the department. The permission of department/instructor option should not be used as a primary means of restricting entry into the class, but should instead be used in conjunction with prerequisites.

The BPO restriction may be set under the following conditions:

For both Undergraduate and Graduate courses:

- Permission of department as stated in the catalog course description.
- Pre-requisite and/or co-requisite in catalog course description.
- Other restriction in catalog course description: such as admission to program, or completion of a test.
- Course numbers ending in 8 or 9.

For Undergraduate course only:

- 386 (Experiential Learning) courses
- "X" suffixed English courses where English is a second language.

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For Majors Only

The For Majors Only restriction may be set under the following conditions:

- Major course in selective admission/limited enrollment programs. Any department that is approved as a participant in the Limited Enrollment Program is eligible to request a 'For Majors Only' restriction. Once notified, Course and Classroom Scheduling Services can add a course note and set the restriction on a semester basis. (*Note: For this restriction to appear in the Undergraduate catalog, a course proposal must be submitted to the Vice President's Advisory Committee (VPAC)*).
- Graduate courses

Class Level: 300-level courses may require junior standing; 400-level courses may require senior standing.

Minimum Grade/GPA: Courses requiring a minimum grade, or grade point average, must have prior approval from VPAC.

Course Suffixes

Adding a suffix to a course is a technique for offering two or more versions of a single approved course and may be used to distinguish the following:

Content

Specify a topic (when permitted by course approval). *Courses that allow suffixes for content distinction must usually be approved for subtitle use. Subtitles supersede formal titles for student transcript records.* These courses usually end in 8 or 9 or are specific HONR, KNES or MUSC courses.

- Ex: MATH 498F Selected Topics in Mathematics: Combination and Graphs (*Formal Title*)
Combination & Graphs (*Subtitle*)

Credit

Specify versions distinguished by variable credits (when permitted by course approval).

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Create a Special Topics Course

1. Press "F9" for the command line and type 'co.' The screen should look like this:

```
SCH424P1          UMCP Student Information System          06/04/21
AC5-0566          Course Update                          CO
=====
COURSE :          TERM:          Inserted:          Modified:          By:
Transcript Title:
Title:

Credits Min:      Max:          Grading Method:

Permit           WList           Ind.Instr.           Rollover Ctrl
-               -               -               Lec:  _ Lab:  _ Dis:  _

Unpub Xlst RespOfc TypeCr CORE Diverse Attr New Gen Ed Requirements
-               -               -               -               -

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F6 =Print
F7=Prev Crs  F8=Next Crs  F9=Cmd Ln      F11=Attrib      F12=Cancel
Enter a COURSE and TERM and press ENTER
```

2. Enter the course prefix, number, and suffix. Please do not use the following suffixes: **H = University Honors** or **S = College Park Scholars** unless specifically related to these undergraduate programs. Please access the SAS Scheduling Reports to see what suffixes are available. If you are still unsure what suffix is available to use, please contact CCSS.

3. Enter the term and press the enter key. Notice the message "This is a NEW record, update fields and press ENTER" at the bottom of the screen. It should look like this:

```
SCH424P1          UMCP Student Information System          06/04/21
AC5-0566          Course Update                          CO
=====
COURSE : TEST498A  TERM: 2201  Inserted: 06/04/21 Modified: 06/04/21 By: AC5
Transcript Title: SELECTED TOPICS          SELECTED TOPICS          06/04/21
Title: Selected Topics
.
-----
Credits Min:  1.00 Max:  3.00 06/04/21  Grading Method: RPA          06/04/21
Permit 06/04/21 WList 06/04/21 Ind.Instr. 06/04/21 Rollover Ctrl
-               -               -               Lec:  _ Lab:  _ Dis:  _

Unpub Xlst RespOfc TypeCr CORE Diverse Attr New Gen Ed Requirements
-               N           0           0           -               -

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F6 =Print
F7=Prev Crs  F8=Next Crs  F9=Cmd Ln      F11=Attrib      F12=Cancel
This is a NEW record, update fields and press ENTER
```

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4. Populate the remaining fields and press the enter key. If you have done this correctly, the message at the bottom of the screen should say: “*Make changes and press ENTER to update*” It should look like this:

```
SCH424P1          UMCP Student Information System          06/04/21
AC5-0566          Course Update                          CO
=====
COURSE : TEST498A  TERM: 2201  Inserted: 06/04/21 Modified: 06/04/21 By: AC5
Transcript Title: SELECTED TOPICS          SELECTED TOPICS          06/04/21
Title: Selected Topics
.
-----
Credits Min: 1.00 Max: 3.00 06/04/21  Grading Method: RPA          06/04/21
Permit 06/04/21 WList 06/04/21 Ind.Instr. 06/04/21          Rollover Ctrl
Lec: _ Lab: _ Dis: _
Unpub Xlst RespOfc TypeCr CORE Diverse Attr: New Gen Ed Requirements
_ N 0 0 _
==>
F1=Help F2=Clear F3=Return F4=Delete F6=Print
F7=Prev Crs F8=Next Crs F9=Cmd Ln F11=Attrib F12=Cancel
Make changes and press ENTER to update
```

Regular, Audit (RA) is the default grading method for graduate courses. Graduate research (e.g., 799, 898 and 899) can be graded through a regular grade or satisfactory/fail, or both. Satisfactory-Fail can be offered on its own. It is usually offered on the graduate level (e.g., for thesis and dissertation research), but can also be offered at the undergraduate level.

⇒ **Tip:** Remember that the default grading method for undergraduates is RPA; for graduates, RA. There are two alternate grading options: Regular (REG) and Satisfactory/Fail (S/F).; however, in order to offer the grading option of (S/F) the course must have been approved for this specific grading option.

5. Enter the subtitle in two separate fields.

⇒ **Tip:** When entering subtitles, remember that there is a transcript title and a formal title. The transcript title will only allow 24 character spaces, while the formal title allows two lines.

First, enter an abbreviated version of the subtitle (limited to 24 character spaces) on the line that says ‘transcript title’ (the portion that appears in green, not white). The transcript title will automatically appear in upper case once you press the enter key.

Then tab to the field for the formal title (this field starts with a period and continues with the next line in green) and enter the subtitle with no abbreviations (this is the version that appears on Testudo). For the formal title you must identify upper and lower case manually. The period in this field should either be deleted or typed over, since the system will read the period as a message to ignore this line.

6. Review the credit level. Special topics courses can be offered at a specific credit level, or as variable credit (ex: 1-3). Make any necessary adjustments and press the enter key.

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7. Course descriptions can be requested through schedule@umd.edu. Descriptions should be brief and concise, and should be no longer than 3-5 sentences. If more detailed information is requested, we recommend updating a department-managed website. Please send a complete URL link to schedule@umd.edu and a the hyper-link will be created between the Schedule of Classes and the website. During online scheduling, this information can be entered as a non-print note.

8. Navigate to the Section Update screen (SE) and proceed as described in “Create a New Course.”

Error Messages and their Translations

This Course is not in the Term database

This message appears when the course has not been added in the Course Update (co) screen. Please update this screen before creating/entering the section information.

This is not an approved course

This message appears when the course number being entered has not been approved by the Vice President’s Advisory Committee (VPAC). A course proposal should be initiated as soon as possible.

TBA designation entered in the wrong field signals an incomplete (I) scheduling process

The “TBA” designation should be entered in the ‘Room’ field. If the TBA designation is mistakenly entered in the ‘Bldg’ field, the letter “I” will appear in the RM STAT column (right).

“TBA” in ROOM field

```
SCH425P1          U MCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: TEST498A  SELECTED TOPICS (1-3)
SEC: 0101 TRM: 2201  IDX: 84537 Cal:  __ SubTrm:  __ Seats Issued: 0
Offered: 15 060421          Limit: 15 100 % 060421 Stat:  __ 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
LEC  MWF 9am-950am          060421 TBA          060421          _____
```

“TBA” in BLDG field with “I”

```
SCH425P1          U MCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: TEST498A  SELECTED TOPICS (1-3)
SEC: 0101 TRM: 2201  IDX: 84537 Cal:  __ SubTrm:  __ Seats Issued: 0
Offered: 15 060421          Limit: 15 100 % 060421 Stat:  __ 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
LEC  MWF 9am-950am          060421 TBA          060421          _____
```

This room does not exist for this term

This message appears when a room that is not part of our room inventory (sometimes referred to as a non-database room) is entered into the ‘se’ screen. Arrangements must be finalized with the room owner in order to schedule a course in a non-database or department-owned room. In order to enter a non-database room, the RM STAT field must be populated with the letter “N.” See the screen below:

```
SCH425P1          U MCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: TEST498A  SELECTED TOPICS (1-3)
SEC: 0101 TRM: 2201  IDX: 84537 Cal:  __ SubTrm:  __ Seats Issued: 0
Offered: 15 060421          Limit: 15 100 % 060421 Stat:  __ 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
LEC  MWF 9am-950am          060421 MIT1 1130  060421          _____
```

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Grading Method

Regular, Pass-Fail, Audit (RPA) is the default grading method for undergraduate courses. Academic Affairs and the Office of the Registrar strongly recommend the use of this grading method in all undergraduate course proposals to maintain the greatest flexibility for the department, as it allows the Dean to permit a late change in grading method (e.g., to Audit) in the case of a student emergency such as grave illness or injury. Pass-Fail and Audit options may be offered or restricted at the discretion of the department on a semester-by-semester basis, so approval of these options does not automatically require the department to offer them.

Pass-Fail is a limited undergraduate grading method option for students. Graduates are not eligible to receive this grading option. Pass-Fail cannot be offered by itself but is offered with Regular or Regular, Audit. *See the Undergraduate Catalog section on Registration, Academic Requirements and Regulations for additional restrictions on Pass-Fail.*

Regular, Audit (RA) is the default grading method for graduate courses. This grading method allows an instructor to assign a regular grade (A, B, C, D, or F) or a satisfactory/fail grade. However, grades must be assigned consistently within a course/grade sheet and not a mixture of both.

Non-print Notes

SIS Screen: 'cn'

```
SCH424P2          UMCP Student Information System          06/04/21
AC5-0566          Course Notes Update                    CN
-----
COURSE : _____ ITEM: DE TERM: 2201
Modified Note Type

==>
F1=Help      F2=Clear      F3=Return      F6 =Print
F7=Prev Crs  F8=Next Crs  F9=Cmd Ln      F11=Search
Enter a COURSE and TERM and press ENTER
```

Prior to entering new notes, please review the current information that was rolled over from the previous semester by using the 'crsnotes', 'secnotes', and 'apnotes' screens. If the note is correct, it is not necessary to re-enter the same information as a non-print note.

The following instructions are for entering a non-print note. This option is located within the course note screen 'cn' screen. Listed below are examples of when you might use a non-print note:

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- Any message or special instruction for CCSS
- Documenting a shared or cross-listed course under the primary course. The note does not need to be duplicated under the secondary course.
- Updating or adding new course and/or section notes.
- Request a specific room and/or equipment. Examples:
 - ◇ *"Tech equipped room is required"*
 - ◇ *"A room with moveable seating vs. fixed seating for activity groups"*
 - ◇ *"White board will be required."*
 - ◇ *"Special equipment, demonstrations with chemical or fragile materials that are not transportable to other locations."*
- Document any web-technology (ELMS) to be used for classes.
- Requests to add a web link for course specific websites or syllabi.
- Please use the following codes preceding the note when applicable:
 - ◇ DSS = Instructor with disability (low mobility)
 - ◇ B2B = Back to Back Classes
 - ◇ TERP = (Type) classroom request and include justification
 - ◇ RM = Specific Room and include justification)
 - ◇ No BD = requires a mini or full system

How to Enter a Non-print Note:

1. The course notes update screen will appear blank and no menu will appear until the course and term information have been entered.
2. Enter the course prefix and number, press the tab key once, enter the term, and press the enter key. The screen should now look like this:

```
SCH424P2          UMCP Student Information System          06/04/21
AC5-0566          Course Notes Update                      CN
-----
COURSE : TEST498A  ITEM: DE  TERM: 2201

Modified  Note Type
ME Message (Note Before)
DE Description
WW WWW Note
TE Teacher Bio.
NA Note After All Sections
SU Summer School Text
NO Non-Print Note
SN Scheduling Note

==>
F1=Help      F2=Clear    F3=Return   F6 =Print
F7=Prev Crs  F8=Next Crs F9=Cmd Ln   F11=Search
Place cursor under Note Type and press ENTER to edit
```


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The next step demonstrates how to adjust formatting:

5. Entering the WW command as illustrated below allows word-wrap and fixes split words.

How to enter ww command

After ww command has been entered

```
AC5-0566 Course Note Non-Print Note 2201 TEST498A 06/04/21
Line 1 of 2 ===== RMargin 72
ww== Please put this course back in the large lecture hall in BPS (room numbe
===w r is now different, used to be BPS 1240).
```

```
AC5-0566 Course Note Non-Print Note 2201 TEST498A 06/04/21
Line 1 of 2 ===== RMargin 72
===== Please put this course back in the large lecture hall in BPS (room
===== number is now different, used to be BPS 1240).
```

In addition to the WW command, frequently used prefix commands for non-print notes and their instructions, are as follows:

- FF -- marks a block for formatting. After the block has been marked, extra spaces are removed, word spacing is maximized, and words are hyphenated appropriately. The length of the resulting lines is as close as possible to the right margin defined by the 'RMARGIN' command (see below). The left margin cannot be altered.
- R -- replicates the line n times after the marked line
- RR -- replicates the text within the block after the last line of the block
- S -- splits the line at the first occurrence of the character '/' in the line
- / -- makes the marked line the current line
- D -- deletes a specified line starting at the marked line
- DD -- deletes the block of text in between the 'DD' pair
- I -- inserts additional lines after the marked line; example: i3 = three additional lines
- IB -- inserts additional lines above first line of text

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6. Once you have completed the non-print note press the "F3" key to exit the screen. If the note has been entered and saved correctly, the current date will appear to the left of 'NO Non-Print Note' within the list of note types.

```
SCH424P2          UMCP Student Information System          06/04/21
AC5-0566          Course Notes Update                  CN
-----
COURSE : TEST498A  ITEM: DE  TERM: 2201

Modified  Note Type
ME Message (Note Before)
DE Description
WW WWW Note
TE Teacher Bio.
NA Note After All Sections
SU Summer School Text
06/04/21  NO Non-Print Note
          SN Scheduling Note

==>
F1=Help      F2=Clear    F3=Return   F6 =Print
F7=Prev Crs  F8=Next Crs F9=Cmd Ln   F11=Search
Place cursor under Note Type and press ENTER to edit
```

Repeatable Courses

Repeatable courses are those in which a student may enroll for credit multiple times when course content differs. Repeatable courses are either (1) standard academic elements such as colloquia or thesis research, or (2) umbrella special topics courses through which new courses are piloted or discrete iterations of a broad theme are offered.

On the University of Maryland College Park campus, all repeatable courses must use a number ending in "8" or "9," such as ENSP399: Special Topics in Environmental Science and Policy. Individual topics are then differentiated from each other by adding a letter suffix to the course number (e.g., ENSP399A: Special Topics in Environmental Science and Policy: Introduction to Environmental Law).

Certain letter suffixes should be avoided because they are used to designate special sections dedicated to particular academic programs, such as University Honors (H), College Park Scholars (S), or sections of English courses designed for students for whom English is a second language (X).

Sub-terms and Non-standard Semester Dates

Sub-term fields should be populated when the class will not meet for the full semester or when the start and/or end dates are non-standard. Incorrect semester dates can impact classroom availability. Additionally, the related semester dates should be adjusted when necessary. To view dates for sub-terms, type in "dates!" on the command line for Term Dates Lookup and scroll for:

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- Class Start/End Date for Sub Term1 or
- Class Start/End Date for Sub Term 2

1. Enter the course information in the 'co' screen first (if necessary), then go directly to the 'se' screen. Notice that seats offered is zero (0) and the message at the bottom of the screen says "This is a NEW record, update fields and press ENTER." It should look like this.

```
SCH425P1          UMCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228 Cal:  SubTrm:  Seats Issued: 0

Offered:  0 060421          Limit:  0 100 % 060421  Stat:  060421
                                           RM
CLS  DAYS AND TIMES          BLDG ROOM          UID  TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM:  Clus:
Dates:          Default Dates: 01/24/22 - 05/11/22 (Full Term)

==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
This is a NEW record, update fields and press ENTER
```

2. Enter the number of seats offered and the delivery method and press enter to create this section. This is the minimum amount of data entry needed to establish a section. If you are not sure of the number of seats being offered, enter "1". Notice that the default dates near the bottom of the screen reflect the full semester. See example below:

```
SCH425P1          UMCP Student Information System          06/04/21
AC5-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228 Cal:  SubTrm:  Seats Issued: 0

Offered:  20 060421          Limit:  20 100 % 060421  Stat:  060421
                                           RM
CLS  DAYS AND TIMES          BLDG ROOM          UID  TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM:  F Clus:
Dates:          Default Dates: 01/24/22 - 05/11/22 (Full Term)

==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

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3. When the class is not meeting for the full semester:

- If the class is being offered in either the first or second half of the semester, enter 1 or 2 in 'SubTrm' The default dates will change once a sub-term is entered. You must re-type these dates in the 'Dates' field to the left of the 'Default Dates' field (Ex 1 and Ex 2).
- If the class meets at non-standard semester dates within a sub-term, enter the sub-term along with the specified dates in the 'Dates' field to the left of the 'Default Dates' (Ex 3).
- If the semester dates crossover between both sub-terms, the sub-term field should be left blank and a set of alternate dates should be entered in the 'Dates' field to the left of the 'Default Dates'. Alternative dates should be entered as the week the class begins/ends, and not a specific date. For example if the class only meets on Wednesday then the dates enter should reflect the dates for Monday through Friday (Ex 4).

Ex 1: Sub-term 1

```
SCH425P1          U MCP Student Information System          06/04/21
ACS-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228  Cal:  SubTrm: 1  Seats Issued: 0
Offered: 20 060421          Limit: 20 100 % 060421  Stat: 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM: F Clus:
Dates: 01/24/22  03/18/22  Default Dates:
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

Ex 2: Sub-term 2

```
SCH425P1          U MCP Student Information System          06/04/21
ACS-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228  Cal:  SubTrm: 2  Seats Issued: 0
Offered: 20 060421          Limit: 20 100 % 060421  Stat: 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM: F Clus:
Dates: 03/21/22  05/11/22  Default Dates:
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

Ex 3: Non-standard Dates within a Sub-term

```
SCH425P1          U MCP Student Information System          06/04/21
ACS-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228  Cal:  SubTrm: 1  Seats Issued: 0
Offered: 20 060421          Limit: 20 100 % 060421  Stat: 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM: F Clus:
Dates: 01/31/22  03/11/22  Default Dates:
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

Ex 4: Crossover between Sub-term 1 and 2

```
SCH425P1          U MCP Student Information System          06/04/21
ACS-0566          Section Update                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101 TRM: 2201  IDX: 75228  Cal:  SubTrm:  Seats Issued: 0
Offered: 20 060421          Limit: 20 100 % 060421  Stat: 060421
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group:  Perm:  Pub:  Center:  Resp:          Attr:  Clus Num:
Pub Teacher:          Hon:  DM: F Clus:
Dates: 01/24/22  03/28/22  Default Dates:
==>
F1=Help  F2=Clear  F3=Return  F4 =Delete  F5=Teachers  F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln  F10=Conflict  F11=Attrib  F12=Cancel
Make changes and press ENTER to update
```

4. If changes are being made for a section that has already been created, it must be unscheduled before either the sub-term or the semester dates can be changed. Blank out LEC, DIS, and/or LAB and press enter. Once these changes are entered the meeting times/location/instructor can be re-entered.

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At this point, dates and/or sub-term can be entered and the meeting time and location re-entered. However, when we process this type of change additional meeting times may be required. A report can be generated to check for missing contact minutes by our office. A request for this type of assistance can be sent to schedule@umd.edu, along with any other questions or concerns.

Summer and Winter Terms

For information on scheduling classes for summer and winter terms, please contact the Office of Extended Studies at the respective email address:

- For Summer Term: summer-sched@umd.edu
- For Winter Term: winter-sched@umd.edu
- For Freshman Connection: fc-sched@umd.edu

The Teacher Collect Process

```
SCH427P1          UMCP/SCH Scheduling System          06/04/21
AC5-0566          Teacher Collect          TE
=====
Crs ZZZZZ      Term 2201 Sub-Term B Missing N Seats Iss N Ind Instr N FID N
=====
Course Sec Cls Iss UID      Name          Eval Oth
ZZZ2001 SA12 Lec          _____
ZZZ2001 SA13 Lec          _____
ZZZ2001 SA15 Lec          _____
ZZZ2002 0101 Lec          _____
ZZZ2002A 0101 Lec          _____
ZZZ2003 0101 Lec          _____
ZZZ2004 0101 Lec          _____
ZZZ2005 SA10 Lec          _____
ZZZ2005 SA11 Lec          _____
ZZZ2007 SA14 Lec          _____
ZZZ2010 SA18 Lec          _____
ZZZ2011 SA23 Lec          _____
==>
F1=Help      F2=Clear      F3=Menu      F5=>>>More Teachers      F6=Print
F7=Prev Pg   F8=Next Pg    F9=Cmd Line  F10=Top       F12=Cancel
Make changes and press ENTER or use a function key.
```

Press “F9” for the command line and type “te” for Teacher Collect. The Teacher Collect process allows the entry of personnel who are either directly or indirectly involved in the delivery of instructional services (including faculty, teaching assistants, adjuncts, course managers, teaching administrators, etc.).

Benefits from completing this process are:

- Allows the instructor of record to obtain access to class rosters and grade sheets, and the ability to delegate data entry to a teaching assistant; allows access to class rosters for all others.
- Accurate workload credit in the faculty workload reports as identified by the workload percentages

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- Electronic key card entry to the University's technology classrooms (when entered three weeks prior to the beginning of the semester).
- Designate individual(s) who should be included in the online evaluation process.

Teacher Collect must be updated using the student information system (SIS) 3270 client via VPN. **Do not update instructor information using the web version of SIS.** To access the Teacher Collect (TE) screen, fill in the selection criteria across the top of the screen as follows:

Prefix - The course prefix you are processing, ex: BIOL

Term - The term you are processing, ex: Fall 2021 = 2108, Spring 2022 = 2201

Sub-term - Set to 'B' For both Fall and Spring; Set to '1' or '2' for Summer sessions

Missing - Enter 'Y' if you want to see only those courses/sections which have no Instructor entered. Enter 'N' if you want *all* sections of all courses being offered by your department this term. For this procedure, we suggest using 'N' to see *all* sections of your courses. (*Held and Canceled* sections will *not* show.)

Seats Issue - Enter 'Y' if you want the screen to show *only* those sections with enrollments;. Enter 'N' if you want to see *all* open sections, regardless of whether or not students are registered in them. We suggest using 'N' most of the time.

Ind Instr - Enter 'Y' to see all of the faculty 'section numbers' associated with Individual Instruction courses. Enter 'N' to suppress those sections. We suggest using 'N' most of the time.

⇒ **Tip:** When evaluating your faculty involvement in Individual Instruction, use Y for both individual instruction (Ind Instr) and Seats Issued ; then you will only see those Individual Instruction sections in which students are enrolled for the given term. This must be done before the official Freeze date.

FID - Enter 'Y' to have the screen reflect the FID (Faculty Identification Number/Social Security Number). Enter 'N' to have the screen reflect the UID (University Identification Number). We suggest using 'N' most of the time.

Once you are finished entering your selection criteria, hit Enter and the processor will list all of the courses your department is offering in the given term. Move your cursor from section to section, course to course, correcting the UID's/FID's as necessary.

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Instructor Update

To enter more than one teacher per class, put your cursor on the class and use the “F5” function key to move to the Instructor Update screen. When you are finished, use “F3” to return to the Teacher Collect (TE) screen.

Function indicates the type of relationship between the given employee (UID/FID) and the associated class. Every lead class (Lecture or stand-alone Lab) must have at least one Instructor of Record assigned to it. If only one UID/FID is entered for a given class, this person will automatically default to *Instructor of Record*. You may enter as many different UIDs/FIDs per class as you need in order to properly cover all of those associated with that class.

Instructional Functions

Instructor of Record - Published instructor, usually the lecturer. Administrates the curricular aspects of the given section; is responsible for the grades of the section. To be used only with Lecture classes and stand-alone Labs. (TA status and can be given access to enter grades.)

Other Instructor - Not published, but still receives a portion of instructional credit for workload calculations according to the amount recorded in Teaching Percent

Lab/Discussion Leader - Lab or Discussion leaders on secondary Lab or Discussion classes; not to be used for the leader of stand-alone Labs

Non-Instructional Functions (No electronic grade access—UMEG)

DSS Aid - Non-instructional, supports DSS student(s), e.g.; a translator for hearing impaired.

Non-teaching Course Manager - Administrates non-instructional aspects of the course, such as staffing and equipping labs, etc.; usually only associated with large, lecture/lab format courses.

Grader - Non-instructional assistant assigned duties such as test-scoring, reading papers, etc.

Technical Support - Non-instructional student, assists with instructional technology

Course Advisor - Non-instructional faculty, mentors individual students enrolled in certain courses.

Percent of Instruction

Percent of Instruction (Pct Inst) indicates the percentage of workload consideration assigned to the given Instructor (UID/FID). Where there is only one instructor, percent of instruction defaults to 100%. Where there are multiple instructors, percent of instruction is evenly distributed among Instructors of Record and Other Instructors. If the percentage needs to be changed after the initial setting, please send your requests to schedule@umd.edu.

UMD COURSE SCHEDULING GUIDE

Office of the Registrar, Course and Classroom Scheduling Services

Phone: 301-314-8243 Email: schedule@umd.edu

Profile Codes

Nearly all Profile indicators are derived automatically from official UM personnel records. You do not need to enter any profile codes, they are for informational purposes only. Place a “?” in the ‘Profile’ field to see values. A balances program runs against the University’s PHR data and sets the appropriate profile codes as follows:

Faculty - Has a current active appointment in the Academic Resource System; includes both tenure/tenure track and non-tenure track instructional personnel

Special Instructor - Visiting faculty; Consortium; non-paid, etc.

Administrator - UM staff administrator also serving as a course instructor

Confirmed TA - UM graduate student with an official assistantship

Email Requests

- Please send all scheduling requests and inquiries to schedule@umd.edu
- Emails should be sent from approved Scheduling Officers/Department Schedulers only and include a complete email signature with contact information
- Use the standard email subject line format when sending an email:
Term | Course Number-Section | Brief Description
Example: 2201 JOUR150-0201 Increase Seats
Example: 2208 JOUR281 Cancel Sections
- Include all pertinent and complete course and section information in the email
- Only prefix/mark emails as Urgent when appropriate (i.e. the request impacts student registration)
- Additional approval must be included for requests that impact students such as reducing seats, canceling a section, and placing a section on hold. Undergraduate courses will require College Approval and Graduate courses will require Department Chair/Program Director approval.
- Allow 3-5 business days for email processing. Email processing may take longer during peak scheduling times.
- Please **do not** include multiple term requests in one email, re-use old email requests, or send another email to follow up.
- Please call our office with any follow up questions (301-314-8243). Do not send an additional follow-up email as this will create a separate ticket.

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PART THREE: U of Md Electronic Grades - UMEG

www.umeq.umd.edu

Services Available from UMEG:

- View rosters for your courses
- Submit and review your grades, both early warning (midterm) and final grades
- Make grading corrections
- Download class rosters to your email account
- Notify the registrar electronically of non-attending students
- Download student e-mail addresses
- Download class waitlists to your e-mail account
- Change your PIN
- Update your e-mail address

Using UMEG

1. Log into UMEG (if you have trouble logging in, contact the UMEG Helpline at x48267)

2. Choose from the following services listed:

- Electronic Rosters

Enter Course and Section Number

Choose option: view roster, view waitlist, download either to e-mail

Report non-attending students: choose Verify Roster. (Students attending class who are not on the roster should contact the Office of the Registrar immediately: 301-314-8240.)

- Electronic Grades

Choose option: enter grades for a course, review grades for a course, correct a submitted grade.

3. TA Grading Access

- After grade sheets are created (beginning of December or May depending on the semester), instructors can designate a TA for entering grades in UMEG.
- TA must be entered into SIS
- Instructor will assign access in UMEG
- TA can then enter grades and submit. This will send notification to the instructor for final review and submission. After instructor's final submission, TA access is no longer active (Note: During the time between TA's submission and Instructor's submission, TA can still make corrections.)

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SIS/UMEG > ELMS/Canvas Role Mapping

Once entered to the scheduling system, the following UMEG roles are automatically given a role (“mapped”) in ELMS (<http://elms.umd.edu>).

Important: Please enter UMEG roles as soon as possible because it can take up to two days for the system to enter the roles in ELMS. Until that occurs, the individuals will not be able to request or access their ELMS courses.

UMEG Role Code	UMEG Role	ELMS Role*
1	Instructor of Record	Teacher
2	Other Instructor	Co-Instructor
3	Lab/Discussion Leader (aka TA)	TA
4	DSS Aid	Observer
5	Non-teaching Crs Mgr	Course Manager
7	Grader	Grader
8	Technical Support	Designer
9	Course Advisor	Instructional Colleague

* Elms Roles: explanation of access to ELMS

Instructor - Access to all ELMS features.

TA - Access to all ELMS course building and grading features.

Grader - Only has access to grading features.

Course Builder - Only has access to course building features; **no** access to gradebook or grading features.

Designer - Faculty may also email elms@umd.edu to request that we *manually* add someone to their ELMS course as a Course Builder, if the person does not have an scheduled role in UMEG.

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Online Scheduling Resources

Along with this guide, there are various online scheduling resources in the “Dept. Schedulers Resources” Google Folder: <https://ter.ps/dschedulers>

Some information that can be found in the Google Folder along with other helpful documentation includes:

- The most recent Scheduling Workshop PowerPoint Presentation
- Training Videos
- How to Access SAS Reports
- Online Course Scheduling Tips