Schedule of Classes

Training Guide

New York University
ALBERT SIS
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Printing a class schedule allows you to confirm what was rolled from the previous term and to confirm your data entry when you build the schedule of classes.

The Schedule New Course component is where you begin the course scheduling process.

These are the steps required to schedule a class:

1. Define sections, associations (linkage), and topics on the Basic Data page.
2. Enter class meeting times, days, instructors, and room characteristics on the Meetings page.
3. Define class capacity, auto enrollment, and waitlist on the Enrollment Controls.
4. Link notes to class sections on the Notes page.

After a course has been scheduled, changes or updates can also take place in the Maintain Schedule of Classes component (as well as other components).

The functionality of the pages in this component is identical to the Schedule New Course component, but the view of classes is limited to scheduled classes only.

Requisites are used to prevent students from gaining entrance into classes if they do not meet specific requirements. They can be attached at the course catalog level as well as on individual class sections. If students do not meet requirements they are not allowed into classes.

If there are questions related to any content in the guide send them to: registration@nyu.edu

After completing this course, attendees should be able to:

Print a Class Schedule

Create a new section in Schedule New Course

Update an existing section in Maintain Schedule of Classes

Understand Enrollment Requirements
Chapter 1: Print Class Schedule

Printing a class schedule allows you to confirm what was rolled from the previous term and to confirm your data entry when you build the schedule of classes. Users can run this report several times to use as a proof document.

Step 1: Navigate to Curriculum Management > Schedule of Classes > Print Class Schedule

Step 2: Select the Add a New Value tab

Print Class Schedule
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

Search Criteria

Run Control ID: [begins with ▼]

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value

Step 3: Enter a Run Control ID

- A Run Control ID is a naming convention that is unique to the user and stores parameters. The user can refer back to this specific process/report by selecting the Find an Existing Value tab
Step 4: Click Add and Populate the fields

**Print Class Schedule** | **Report Options**

Run Control ID: mh  

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Academic Institution:</th>
<th>NYUNV</th>
<th>New York University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term:</strong></td>
<td>1168</td>
<td>Fall 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Organization Node:</strong></td>
<td>UC</td>
<td>School of Professional Studies</td>
<td></td>
</tr>
<tr>
<td><strong>Session:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule Print:</strong></td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Print Instructor in Schedule:</strong></td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Print By Campus:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Print By Location:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location Code:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Status</th>
<th>Active</th>
<th>Cancelled</th>
<th>Stop Enr</th>
<th>Tentative</th>
</tr>
</thead>
</table>

**Academic Institution** (auto-populated and required): NYUNV

**Term** (required): The Naming convention is 1st character is the last number of the century, 2nd-3rd characters are last two numbers of the calendar year, 4th number is the term, 8 Fall, 2 Winter, 4 Spring, 6 Summer  
Example: Fall 2016 = 1168

**Academic Organization**: You can select the 2 character College code or a specific department code within the College which will be prefixed with the 2 character College code. For example: UAMATH

**Session**: the system prints the schedule for all sessions in the term unless you specify

**Schedule Print**: Select ‘All’ from the dropdown; All classes appear on the report, regardless of the Schedule Print check box setting on the Basic Data page.

**Print Instructor in Schedule**: Select ‘All’ from the dropdown; All instructors appear on the report, regardless of the Print check box setting on the Meetings page.
**Class Status:** indicates what status of classes to print on the schedule of classes. The defaults are active and Stop Enrl

**Step 5: The Report Options Tab**

![Report Options Tab](image)

- Report Options: Set the report options to print the information that you want to display on the schedule of classes report. All report options should be selected.
- Report Only: Select this check box to create a Schedule of Classes report. The report prints by Session in Subject Area, Catalog Nbr, Section Nbr order

**Step 6: Run Process by clicking on Run**

![Run Process](image)
Step 7: Your page should look like the screen shot below and Click OK

Step 8: Click on Process Monitor
Step 9: Click on the Refresh button until the Run Status changes to *Success* and Distribution Status changes to *Posted*.

Step 9: Click on the **Details** link.

Step 10: View Report by selecting View Log/Trace.

Process Detail

<table>
<thead>
<tr>
<th>Instance</th>
<th>Name</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9188890</td>
<td>SR201</td>
<td>SGR Report</td>
<td>Schedule of Classes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Run</th>
<th>Update Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Hold Request</td>
</tr>
<tr>
<td>Location</td>
<td>Queue Request</td>
</tr>
<tr>
<td>Server</td>
<td>Cancel Request</td>
</tr>
<tr>
<td>Recurrence</td>
<td>Delete Request</td>
</tr>
<tr>
<td></td>
<td>Restart Request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On</td>
<td>Parameters</td>
</tr>
<tr>
<td>05/26/2016 1:26:22PM EDT</td>
<td></td>
</tr>
<tr>
<td>Run Anytime After</td>
<td>Transfer</td>
</tr>
<tr>
<td>05/26/2016 1:26:18PM EDT</td>
<td></td>
</tr>
<tr>
<td>Began Process At</td>
<td>Message Log</td>
</tr>
<tr>
<td>05/26/2016 1:26:42PM EDT</td>
<td></td>
</tr>
<tr>
<td>Ended Process At</td>
<td>Batch Timings</td>
</tr>
<tr>
<td>05/26/2016 1:27:41PM EDT</td>
<td>View Log/Trace</td>
</tr>
</tbody>
</table>
Step 11: Click on the .pdf link to view the report

- If there is no .pdf link, nothing is scheduled that meets the parameters you selected or there is something wrong with your process.

View Log/Trace

Report
Report ID: 5798737  Process Instance: 9188890  Message Log
Name: SR201  Process Type: SCR Report
Run Status: Success

Schedule of Classes

Distribution Details
Distribution Node: ps-https  Expiration Date: 06/25/2016

File List

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCR_SR201_9188890.log</td>
<td>1,558</td>
<td>05/26/2016 1:27:41.487088PM EDT</td>
</tr>
<tr>
<td>sr201_9188890.PDF</td>
<td>530,250</td>
<td>05/26/2016 1:27:41.487088PM EDT</td>
</tr>
<tr>
<td>sr201_9188890.out</td>
<td>1,614</td>
<td>05/26/2016 1:27:41.487088PM EDT</td>
</tr>
</tbody>
</table>

Distribute To

Step 12: The file will open in a new window
NYU Course Section Report

The NYU Course Section Report is an alternative to Print Class Schedule. It provides the same information except for Class Notes and Requisites.

**Step 1:** Navigate to Curriculum Management> Schedule of Classes> NYU Course Section Report

**Step 2:** Populate the fields, at least Term and Academic Group

**Step 3:** Click Search
### Step 4 OPTIONAL: To export the table to Excel, click on the grid button on the far right
Chapter 2: Schedule New Course

The Schedule New Course component enables you to view all courses from the course catalog that can be scheduled.

Only a course that is in an active status, with the Course Approved drop down set to “Approved” and the Allow Course to be Schedule check box checked on the Course Catalog pages is eligible to have a class section created.

Step 1: Navigate to Curriculum Management> Schedule of Classes> Schedule New Course

Step 2: Populate the values on the Search page and click Search

*Schedule New Course*

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

Find an Existing Value

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution: = ▼</td>
</tr>
<tr>
<td>Term: = ▼</td>
</tr>
<tr>
<td>Subject Area: = ▼</td>
</tr>
<tr>
<td>Catalog Nbr: begins with ▼</td>
</tr>
<tr>
<td>Academic Career: = ▼</td>
</tr>
<tr>
<td>Campus: begins with ▼</td>
</tr>
<tr>
<td>Description: begins with ▼</td>
</tr>
<tr>
<td>Course ID: begins with ▼</td>
</tr>
<tr>
<td>Course Offering Nbr: = ▼</td>
</tr>
<tr>
<td>Case Sensitive</td>
</tr>
</tbody>
</table>

[Search][Clear] [Basic Search][Save Search Criteria]

**Academic Institution** (auto-populated and required): NYUNV

**Term** (required): The Naming convention is 1st character is the last number of the century, 2nd -3rd characters are last two numbers of the calendar year, 4th number is the term, 8 Fall, 2 Winter, 4 Spring, 6 Summer

Example: Fall 2016 = 1168

**Subject Area**: enter a specific subject area code or a partial code. Use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search
**Catalog Nbr:** enter a specific catalog number or partial. Use the Operators ("begins with", "contains" etc.) to control the information that will be returned in the search

**Step 3:** Select a course from the list/results

**Step 4:** Basic Data tab
**Session**: Look up and enter the associated with the class section; If you select Special session you must adjust the start and end dates on the basic data and meeting tabs.

**Class Section**: If it is the first section for this offering the number should be "001". If there are other course sections that exist, it should be the next sequential number following the highest section number that exists.

**Component**: Look up and enter the value associated with this section. For example, laboratory, seminar, lecture, etc.

**Class Type**: Options are Enrollment or Non-Enroll. For example, if a class has a lecture and a recitation, in most cases the lecture is the enrollment component and the recitation is the non-enroll.

**Associated Class**: You will need to update this field because it always defaults to 1. It should be the same number as the primary CLASS SECTION. Remember that sections that should be linked should have the same Associated Class Number.

**Campus**: Will always be Washington Square unless in Abu Dhabi or Shanghai.

**Location**: Locations must be linked to the campus indicated in the field above in order for the system to allow you to enter and save the value.

**Instruction Mode**: Options are, OH/On-Line Hybrid, OL/On-Line, P/In Person. A hybrid class could have multiple meeting patterns.

**Schedule Print**: Checking the box to allow the class to display in self-service. If the course is a topics course, you must select the TOPIC ID associated with this section.
Step 5: Meetings tab

Facility ID: If the class needs Registrar Scheduled Space leave the field blank. You will lose access to the field once room assignments begin.

Pat: Use the look up or enter the meeting pattern for the class; changing the checkboxes will not change the pattern.

Mtg Start/ Mtg End: Enter a time as 00:00 AM/PM, once you enter a Mtg Start time the Mtg End time will default to one hour later- adjust it as needed.

Instructor ID: enter the instructors Emplid or use the look up; CAS, GSAS, and Liberal Studies do not enter instructors.

Instructor Role: associated with each instructor; at least one must be marked as Primary; other common roles are Course Admin and Grader.

Print box: check the box to have the instructor name display in self-service (the default is checked).

Access: this is for grading, options are approve, grade, and post; Post is only used by the Registrar's office.

Room Characteristics: Use the lookup to see the options; for example: whiteboard, movable chairs, etc. *If you need Registrar scheduled space you MUST select “19- S25 Needs Space”
Step 6: Enrollment Control tab

Add Consent: for Department or Instructor consents; if set to Consent permission numbers will be generated for students to enroll

Enrollment Capacity: the number of students allowed to enroll in the class

Wait List Capacity: the number of students allowed on the wait list

Auto Enroll from Waitlist box: this box must be checked if you want to use a wait list. *If the box is not checked and a seat opens in the class, any student will be able to enroll and the wait list will be ignored.
Step 7: Notes tab

**Free Format Text box**: Enter a message to display to students

**Display in Class Search dropdown**: If you entered a message in the Free Format Text box, you must select Yes to have it display.
Chapter 3: Maintain Schedule of Classes

You will use this component when you are making updates to already scheduled classes or scheduling additional sections of a class. It is the same page you are taken to from the Schedule New Course component.

Navigation: Curriculum Management> Schedule of Classes> Maintain Schedule of Classes
Combined Classes

If a class is combined, the Combined Section link will appear on the Meetings tab. Combined means the same as cross-listed, it does not mean equal to. Combined classes can fulfill different requirements.

- You can determine if a class is combined by looking at the Meetings tab.

- The Sponsor is the only one that can make changes to a combined class.

- Navigate to: Curriculum Management> Schedule of Classes> **Schedule Class Meetings**
- Changes can be made to the meeting pattern, instructor, or room characteristics for a combined class; all other changes would need to be done by the Office of the Registrar

**Chapter 4: Understanding Enrollment Requirements**

Requisites are used to prevent students from gaining entrance into classes if they do not meet specific requirements. They can be attached at the course catalog level as well as on individual class sections. If students do not meet requirements they are not allowed into classes.

**Step 1:** Navigate to Curriculum Management> Schedule of Classes> NYU Class Requirements

**Step 2:** Populate the fields, at least Term and Subject Area
NYU Class Requisites

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

Find an Existing Value

Search Criteria

- Academic Institution: NYUNV
- Term: 1168
- Subject Area: ACCT-UB
- Catalog Nbr: begins with
- Academic Career: begins with
- Session: begins with
- Course ID: begins with
- Course Offering Nbr: begins with
- Description: begins with

Academic Institution (auto-populated and required): NYUNV

Term: The Naming convention is 1st character is the last number of the century, 2nd - 3rd characters are last two numbers of the calendar year, 4th number is the term, 8 Fall, 2 Winter, 4 Spring, 6 Summer
Example: Fall 2016 = 1168

Subject Area: enter a specific subject area code or a partial code. Use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search

Step 3: Select a class

Step 4: View the Catalog Requirement Group(s) in the top box and Class Section Requirement Group(s) in the bottom box.

- This class has no Catalog level requirement groups but the sections have different requirement groups.
The class below has both catalog level requirements and class section requirements

Step 5: Click on any of the Requirement Group links for more information on the group; Make sure to View All
Group Line Types and Connector Types are used to create requirements. For enrollment requirement groups with more than one Requisite Detail line, a connector type will be used.

The connector type indicates whether the student must meet all of the requirement line detail conditions (AND) or whether the student only needs to meet one of the requirement line details (OR).

Parenthesis () will determine what conditions are grouped together.
<table>
<thead>
<tr>
<th>Requirement Group: 030599</th>
<th>Description: Rest for UB Open Access, So+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 01/11/2016</td>
<td>Status: Active</td>
</tr>
</tbody>
</table>

### Group Line Type: Condition (Line: 0020)

- **Report Description:**
- **Report Long Description:**
- **Academic Institution:** New York University
- **Condition Code:** Academic Level
- **Condition Operator:** Equal
- **Condition Data:** 20 Sophomore

### Or (Line: 0030)

- **Group Line Type:** Condition
- **Report Description:**
- **Report Long Description:**
- **Academic Institution:** New York University
- **Condition Code:** Academic Level
- **Condition Operator:** Equal
- **Condition Data:** 30 Junior

### Or (Line: 0040)

- **Group Line Type:** Condition
- **Report Description:**
Albert SIS Security

Albert SIS security is given by roles. Roles in the system define the pages a user can view and the functions they can perform on a given page.

To receive access to Albert SIS, a user must complete the following:

1) FERPA & Training Requirements: Anyone requesting an Albert SIS account must complete the FERPA tutorial. Once completed, make sure to sign in with your NetID and password to fill out and submit the displayed form.

2) An authorized account requestor must submit a security request on behalf of the user. Each school has designated administrators to approve and submit requests for access to Albert SIS. The Office of the Registrar relies on these Requesters to determine if individuals within their schools should be given access, and if so, what access is needed for their specific role. See the current list of authorized requestors.