eSchedule of Classes
Class Status, Enrl Consent, Enrl Cap Mass Update

Overview

eSchedule of Classes (eSOC) Mass Update is used to update the following fields for a single class or multiple classes at the same time:

- class status
- enrollment consent
- enrollment capacity

Any other fields need to be updated through the established procedure until further notice.

Each campus determines if they are using this system and when a term is available to be updated via workflow. Check with the Office of the Registrar if you are unable to update a particular term.

You must have security to the academic orgs for the subjects you work with in order to initiate, view, or approve documents. If you are placed in a workgroup to approve a document, but do NOT have the appropriate academic org security, you will not be able to view or approve the document.

Initiators must be in the SR E Initiator 2 SOC role in SIS.

Steps

1. Log into one.iu.edu.
2. In the Search bar, type “eschedule of classes” and press ENTER.
3. Click the eSchedule of Classes task/tile.
Search Page

1. After clicking the tile in One.IU, the Schedule of Classes mass Update: Lookup page will display and you can search for the course to update.

![Schedule of Classes Mass Update: Lookup](image)

2. The question mark icon at the top of the page and after each field serves as a lookup for help text.

3. You must select an Institution, Term, and Subject. The other fields are not required. The subject field has wildcard functionality. Type the subject with an asterisk (*) or percent sign (%) to retrieve all courses in a subject area. ANAT* or ANAT% will return all ANAT- courses scheduled for that term.

4. Click **search**.

5. The beginning and ending dates for updating a particular term are controlled by the Registrar’s Office. If no results are returned for a particular term, contact the Registrar’s Office to find out if that term is available to update via eSchedule of Classes.

6. All catalog numbers valid for the search will be displayed. The example below shows the results from a MATH wildcard search.
7. Click the edit link in the **Actions** column to select a course to update.

8. If no search results are found or you do not have access to update the course for which you searched, you will see, **Nothing found to display** at the bottom of the page.
Update Page

1. After you click on the edit link on the Search page, all classes associated with that course will be available to update on a single eDoc (Doc Nbr). Notice the Status in the upper right hand corner of the page. The status displays Initiated until an action is taken.

![Update Page Image]

2. You can now make changes to a single class or several classes at the same time. The fields available to change include Class Status, Add Consent, and Enrollment Capacity (Enrl Cap). The other class information, including location, room capacity, and meeting days and times, is displayed for information purposes only and is not available to update.

**NOTE:** For classes with the ‘BERC’ course attribute on the schedule of classes, add consent is not an available option. Also, depending on the campus setup, ‘BERC’ classes where an enrollment capacity update is performed will update the enrollment capacity for all classes that have the same ‘BERC’ course attribute value, regardless of the department.

3. Combined sections will also be displayed on this page to show the enrollment capacity of the other classes.
4. The current SIS values are displayed in all columns. To update the Class Status or Add Consent fields, click the drop down arrow to view the available values.

5. The Class Status values are Active, Stop Enrl, Tentative, and Cancelled. Classes cannot be changed to cancelled status if there are students enrolled.

6. Before updating the enrollment capacity, check to see if the class is scheduled in a room. If so, verify that the proposed enrollment capacity will not go over the room capacity.

7. After changing the specified fields, scroll to the bottom of the page to enter a note on the document, if necessary. The note will be added to the document upon clicking add or submit.

8. Click save to record the changes, but not submit them for approval. You can come back and submit the document later. The document status will change to SAVED.
9. Click **submit** to route the document for approval. The document status will change to **ENROUTE** and the updated fields will be green with the current SIS values and the proposed, new values.

10. If the enrollment capacity entered is larger than the room capacity, you will get an error in red at the top of the page after clicking **submit**, Errors: DOCUMENT NOT SAVED. Class # 3982: Enrl Cap (40) cannot exceed Room Cap (39).

- If you need to convey that you are trying to raise the enrollment capacity over the room capacity, you should not update any fields, but add a note to the document explaining what you are trying to do, then submit the document. The Registrar's Office will make a note of the request and update SIS, if the change is approved.
Track My SIS eDocs

1. You can view any documents you have submitted on the Track My SIS eDocs page in One.IU.
2. View the Status column for the current route status of the document.
3. Click on the Route Log icon for information about where the document is in the routing process.
4. To open a document, click on the Document/Notification Id.

My eForms

- If you have initiated any eForms, they will appear below.

- Click on the Document ID link to review your request, print for reference, or add notes for the approver(s).
  - Hint: If you’d like to retract a request that has not been approved yet, simply add a note to the document asking the reviewer to cancel the request. Once a document has been approved, it can no longer be retracted.

- Click on the Route Log icon to view the routing status of your request.

- The Route Status column indicates whether the document:
  - has been saved, but not yet submitted (SAVED)
  - has been submitted, but is still under review (ENROUTE)
  - has been approved and completed (FINAL)
  - has been denied (DISAPPROVE, CANCEL)
  - has been approved, but encountered difficulties during processing, and is under further review (EXCEPTION)

3 items found. Please refine your search criteria to narrow down your search.

3 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Document/Notification Id</th>
<th>Type</th>
<th>Title</th>
<th>Status</th>
<th>Initiator</th>
<th>Date Created</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>3587144</td>
<td>SIS SR Add</td>
<td>Add Class #29027, CMCL C 396, IUBLA, UGRTD, Arts &amp; Sciences Undergraduate, Communication &amp; Culture BA</td>
<td>FINAL</td>
<td>Doc John</td>
<td>09/16/2008 01:11 PM</td>
<td></td>
</tr>
<tr>
<td>3572456</td>
<td>SIS SR Add</td>
<td>Add Class #7531, BUS-R 510, IUBLA, GRAD, Master of Business Admin (MBA), Finance MBA</td>
<td>CANCELED</td>
<td>User John</td>
<td>09/11/2008 02:40 PM</td>
<td></td>
</tr>
<tr>
<td>2300205</td>
<td>SIS SR Drop</td>
<td>Drop Class #37526, HIST-B 260, IUBLA, UGRO, Health, PE &amp; Rec Undergraduate, Therapeutic Recreation BSR</td>
<td>FINAL</td>
<td>Doc John</td>
<td>06/04/2007 10:21 AM</td>
<td></td>
</tr>
</tbody>
</table>

Expert options: CSV | spreadsheet | XML

Document Approval

Some users may be both document initiators and approvers. eSOC Mass Update documents will route to all nodes where the campus has rules established, for example School (approve) and Registrar (approve), even when the person who initiated the document is the same person who is approving it. An FYI will be sent to the school automatically if there are rules established at the School node.

1. eSOC documents will appear in the approver’s action list in One.IU, like other workflow documents.
2. Click on the Id (Document ID) to view the document.
3. The document will show the fields with requested changes in green. The **Class Status**, **Add Consent**, and **Enrollment Capacity** fields are updateable by all approvers.

4. The notes and action buttons are at the bottom of the page and include:
   
a. **Reload** – refreshes the page
   
b. **Approve** – approves the document at this node and sends the document to the next node or to SIS, if that was the last required approval
   
c. **Disapprove** – denies the requested changes. An acknowledgement will appear in the Action List of the initiator
   
d. **Close** – closes the document
   
e. **Return to previous Route Level** – Allows an approver or superuser to return a document to a previous node for approval. The drop down will include all prior nodes for this document. Return to previous route level can be used if an approver needs to change a document and return it to a workgroup who has already approved it.

- Super approvers (users in the SR E Approver 1 role) will also have a superuser button to allow them to approve the document for all nodes or specify which ones they are overriding
- You can also expand the **Route Log** at the bottom of the document to view **Actions Taken**, **Pending Action Requests**, and **Future Action Requests**
SIS Update

After the document has been approved by all required nodes, it will update the Schedule of Classes in SIS.

Combined sections are treated differently than single classes since there are multiple classes sharing the same enrollment and room capacity.

When a “Shared Y” combined section is updated, the other classes’ enrollment capacities and the combined section enrollment capacity will be updated to the same value. In the example below, the eDOC document was only submitted for CSCI-C 481, 25765, but all classes and the combined section page were updated at the same time.
When a “Separate J” combined section is updated, the combined section enrollment capacity will be updated to the new sum of the combined classes.

- **Before eDoc processed:**

  ![Identify Combined Sections](image1)

  - Requested Room Capacity: 25
  - Enrollment Capacity: 25
  - Wait List Capacity: 9999
  - Total: 8

- **After eDoc processed to change the enrollment capacity for class number 25765 to ’40.’ Notice the Enrollment Capacity for the combined section changed to ’60.’**

  ![Identify Combined Sections](image2)

  - Enrollment Capacity: 60

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Post Processing

After a document is processed in SIS, a note is added to the document by SISE with the details of the change and its success.

1. If rules are set up at the School node, an FYI notification is sent to the school to let them know the change occurred.
2. If you receive an FYI notification, go into your **action list** in One.IU.

3. To sign off on the FYI and remove it from your action list, click the drop down under **Actions** and select FYI.
4. Click **take actions** at the bottom of the page.
5. The item(s) will then be removed from the action list.
6. An email is also sent to the initiator with information about the success or failure of the update.