Overview

This document is intended as a general overview of the newly developed Distributed Schedule of Classes for academic departments.

Steps

SIS Schedule of Classes Consolidated Page

1. Navigate to: Curriculum Management > Schedule of Classes > Maintain SOC (Distributed).
   - You can also access this page via One.IU.edu. In the Search bar, type, “distributed schedule of classes” and press ENTER. Select the Distributed Schedule of Classes (DSOC) task.

2. Enter the search criteria and click Search.

3. Choose the course that you wish to schedule. The Basic Data tab will be displayed.
A. This class data is repeated at the top of the page on each of the tabs across the application.

B. Depending on the dates set up in the SOC Distributed Dates table, the “+” and “-” buttons will be selectable, greyed out, or not visible. In this example, for Term 4152 Session 1, you are able to add or delete a class.

C. Because the Distributed Begin/End Override box is not checked on the Session table, the Start/End dates cannot be changed.

D. If a class has an attribute of ‘CLST,’ then that value and description is displayed in the Cluster field as a read-only value.

E. This Multi Component Course checkbox will be checked for classes that are part of a multi component course. This is automatically checked for existing classes that are multi-component.

F. For existing classes, the lookup on the Component field will be limited to only the components that exist for that class. In this case, Lecture and Discussion. When you add new classes, you will be limited to what is on the Course Catalog.
4. Click the IU Class Assoc tab.

A. **Associated Class** Number cannot be changed here. It is the value that is from the Basic Data tab or from the Class Association tab.

B. **Graded Component** for existing classes will be limited to the existing components for that class. When adding a new class, the choices will be limited to what is on the Course Catalog. Changing the graded component on one of the associated classes will change all classes within that associated class number.

C. **Grading Basis** options will be set to GR1 and GR2 initially. A crosswalk table will be added that will allow other values to be displayed. For instance if the Course Attribute of S/F Approved is on the class, then the drop down of available values will also include SF and SF2.

D. **Minimum** and **Maximum Units** will not be permitted to exceed the range on the Course Catalog.

E. This area lists all of the class numbers that are in the Associated Class along with the component information.

5. Click the Class Association Maintenance tab. Not everyone will have access to this tab. It will be limited to specific roles because some institutions preferred not to allow departments the ability to change the Associated Class Number.
A. If you have the security role that allows access to this page, you will be able to check the **Override Associate Class** checkbox. Checking this box will allow you to assign an Associated Class manually as well as change the section number to an alphanumeric value. Without this box checked, the section number is limited to numeric values only.

6. Click the **Meeting and Enrl Cntrl** tab.
A. If the Registrar allows the classes Acad Org permission, you will be able to schedule your class in a **Facility ID** that your department controls. The capacity of this Facility ID must be equal to or greater than the Enrollment Capacity. You will only see rooms that your department controls.

B. You have the ability to add multiple meeting patterns by adding rows to the meeting pattern of a class section.

C. Complete the **Meeting Start/End Times** and either choose a standard meeting pattern or select the days of the week that the class will be meeting. The Start/End Dates of the meeting pattern must be within the range of the Class Start/End Dates or you will receive an error that requires you to modify the dates of the meeting pattern. As a default, the Class Start/End Dates on the Basic Data page will automatically populate these date fields. However, you are able to update the Meeting Pattern Start/End Dates as needed.

D. **Meeting Patterns** are by Institution and Academic Group, so you will only see the Meeting Patterns for the Class’s Institution and Academic Group.

E. In the **Request Facility ID** field, you will be able to request any Facility ID on campus. This is only a request field and may or may not be able to be honored. Using this field does not schedule a room. The Registrar will schedule the actual room.

A. You can look up the **Topic ID**.

B. In the **Instructors for Meeting Patterns** section, **Access** will default to **Approve**, but other values will be displayed for existing classes if they exist.

C. In the **Instructor Role** field, whatever value is rolled will be displayed; however, only **Prim Instr** and **Sec Instr** will appear in the search and be selectable.

D. You must know the EMPLID of the instructor in order to add it to the **Instructors for Meeting Patterns** section. There will be no lookup for this field. However, once you enter an EMPLID, the application will validate the number and return the name of the instructor.
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Also, the users will not be permitted to enter their own ID. An error will be returned if this is attempted.

A. Waitlist Capacity will default to 9999. The Auto Enroll from Wait List box will be checked by default, and Waitlist Type will be set to Only for new classes. However, for existing classes, the Wait List Capacity, Auto Enroll from Wait List, and Waitlist Type will be the value that was rolled. Also, these fields will not be updatable by users.

B. Reserve Capacity data will be entered in this section.

The Notes tab allows you to add notes, both pre-defined and free format, to a class. There is a setup table in IU Panels, SOC Distributed Auto Notes, that is controlled by the registrars of each institution, and allows for the automatic addition of pre-populate notes based on class data. For instance, if a Kelley Direct course was added at IUBLA with a Course Attribute of ‘DSED’ and a Course Attribute Value of ‘BLBUSKDDEP,’ note 0485 (This section reserved for students in the Kelley Direct programs only) could automatically be added based on data defined in the SOC Distributed Auto Notes Table. Another example would be a history course with Requirement Group of ‘001121 History Majors’ that automatically receives the pre-defined note of 0042 (A portion of the above class reserved for majors).

Pre-defined notes may be automatically applied based on any of the following:

- Requirement Designation (RQMTDESIGNTN)
- Enrollment Requirement Group (RQRTMNT_GROUP)
- Instruction mode (INSTRUCTION_MODE)
- Add or drop Consent (CONSENT & SSR_DROP_CONSENT)
- Session (SESSION_CODE)
• **Class attribute** (CRSE_ATTR and CRSE_ATTR_VALUE)

Also, when an automatic note is added, you will receive a pop up message indicating that a note has been added. The message will tell you what value triggered the auto note as well as which note was added. You will be able to opt out of the note pop-ups, but only for the user session. We do not provide permanent opt-out functionality at this time. See example below.

You can also add pre-defined notes that were not automatically added, add free format notes, or add a note to the registrar. The note to registrar field is not on the Class table, it is on a separate table so that there is no confusion about this note being part of the class record.

1. **Click the Notes tab.**
A. Add a predefined note or free format text. There is a setup table that allows registrars to define parameters that automatically populate a pre-defined note based on different entries for the class. For example, this class has a Class Attribute of ‘CLST’ with a value of ‘BLHIST0102’ so that might trigger this pre-defined note of 0060 being added automatically. This table is available to Registrars in SIS under IU Panels > SOC Distributed Auto Notes.

B. The information entered into the Notes to Registrar field will be saved in a different table than the Class table. Also, reports will be able to be written to include this data.
2. Click the *IU Class Attr* tab. Depending on role security, the user will have update or view only access to the *IU Class Attributes* tab. Each institution will be able to set up a control table, SOC Distributed Attributes, to specify which attributes are available to select. This table will be by institution and term.

A. The **Course Attributes** are at the Course Catalog Level. Any value that appears in this section will not be updatable in the **Class Attributes** section below it. Note the yellow highlighted values.

B. Course Attributes that are not on the Course Catalog will be updateable. In this case, there is an attribute of ‘CLST’ so the value of ‘BLHIST00102’ is displayed on the *Basic Data* tab in the *Cluster* field.

C. New values may be added if the user has the necessary security.

3. Click the *IU Class Requisite* tab. Depending on role security, the user will have update or view only access to the *IU Class Requisite* tab.
A. This Requirement Group is the requirement currently attached to the Course Catalog. This section is not updatable.

B. Select the Also Use Catalog Requisite checkbox to also use the Catalog Requisite. This is updatable.

C. This Requirement Group is the requirement group that is currently attached to the Associated Class. This field is updatable.

D. The Long Description field is a description of the Requirement Group. This field is not updatable.

4. When you are finished entering/updating the data, click Save.

**Combined Sections – Build and Edit**

Access to combined sections is controlled by security and not all users or institutions will have this option available to departmental users.

1. If you have the necessary security, navigate to Main Menu>Curriculum Management > Combined Sections > Combined Section (Distributed).
2. To find a combined sections ID or to build a new combined section once you have entered the Combined Section (Distributed) page, enter the Institution and Term codes. Session and Combined Sections ID are not required, but will limit results if these values are known.

3. Click Search.

4. Once you select a Combined Sections ID you are taken to the Identify Combined Sections page. During the build phase you will be able to modify the enrollment capacity of the combined section, add member classes, choose which class is the sponsor in a cross subject combination, and if separate enrollment control is checked, you will be able to edit the enrollment capacity of individual classes. If any of the member classes are in the read or add only period as defined in...
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SOC Distributed Dates Table, you cannot update any of the classes in the combined section. Only the registrar of your institution is able to make updates in those situations.

A. If enrollment capacity is separate for each member class, then the Separate Enrollment Control box should be checked, otherwise the enrollment capacity is shared among the member classes.

B. The combined section’s enrollment capacity is set in the Enrollment Capacity field. If enrollment is shared, whatever number you enter here will cause the enrollment capacity of each member class to be the same. If the Separate Enrollment Control box is checked, then you must sum the enrollment capacities of each member class and enter that value into the Enrollment Capacity field, otherwise you will receive an error.

C. In this example, separate enrollment control is turned on, so each enrollment capacity can be set independent of the other. However, if the Separate Enrollment Control box is not checked, the enrollment capacity of each member class will automatically be set to the value you enter for the combined section enrollment capacity (in this example, 24).