

Users Guide to Classroom Scheduling

University of Idaho

University of Idaho
Office of the Registrar
www.uidaho.edu/registrar
208.885.6395

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Glossary of Common Terms

Scheduling Overview

Academic scheduling, in the broad sense, refers to the institutional activities that support delivery of courses and academic programs. These activities are collaborative and cross academic and administrative boundaries. The Office of the Registrar acts as the hub for these activities, including course planning, allocation of classroom space, constructing and publishing an official class schedule for each term, and facilitating space allocation for final examinations.

Planning and scheduling activities directly impact student registration and their ability to follow a program of study and stay on track to complete their chosen degree in a timely manner.

A core tenant of this process is the distribution of courses within the standard time blocks, ensuring utilization of classroom space is maximized and students have the necessary course choices to fill their desired schedule for the term. As enrollment grows and programs diversify there is increased competition for limited space that has appropriate teaching amenities. To facilitate these processes, the Scheduling Team in the Office of the Registrar provides departmental support: sharing best practice guidelines and term-based production calendars, overseeing scheduling activities in the Courses Offered Web System (COWS), and making course and event room assignments in general classroom space.

Curriculum Process

The Office of the Registrar works very closely with the University Curriculum Committee (UCC) to implement faculty approved curricular, policy, and procedure changes in a timely and efficient manner. The Office of the Registrar is also charged with producing and publishing the General Catalog, which details all of the current curricular requirements, academic units, and academic policies for the University. Curricular and course changes for the coming academic year are due by early October. Specific information is available on the web at: <http://www.uidaho.edu/registrar/ucc>.

After UCC curriculum approval, the course planning process begins and is a critical piece of the scheduling process. Providing sufficient courses in a program at times which accommodate diverse student schedules directly affects a student's ability to select the course offerings that will move them forward in completing their graduation requirements.

Standard Course Offerings

The University Curriculum Committee (UCC) and Faculty Senate provide direct oversight of course creation. Guidelines and policies regarding standard courses are in the University Catalog available on the web at: <http://www.uidaho.edu/registrar/classes/catalogs>. These bodies designate which courses can be Cross and Joint listed.

Usage of Standard Courses was reviewed in 2011 and updated policy is outlined in the Faculty Staff Handbook section 4130:<http://www.webpages.uidaho.edu/fsh/4130.html>. Primarily,

standard courses as well as 600 level courses cannot be joint or cross listed with regular catalog courses.

Although not a joint or cross listed relationship, accommodation is given for standard courses which are offered at different levels and need to meet together. The Internal Comments field in COWS should be used to note a standard course section that has a specific need to meet with another standard course section.

- Cross Listed: Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have DIFFERENT subject codes. (e.g., STAT 451 & MATH 451)
- Joint Listed: Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have the SAME subject code. (e.g., POLS 426 & POLS 526)

Special Topic courses are offered when there is new emerging material in a topic or subject area not already covered in existing regular courses. A Special Topic course is temporary and allowed to be offered up to **three** times as preparation and development of a new course offering takes place. After the first offering, appropriate paperwork should be completed and sent to UCC for curricular approval. It is a notable disadvantage to students who take a course under the Special Topics numbers as they have no catalog description to reference how the course applies to the major curriculum as a degree requirement.

The Registrar scheduling staff will review Special Topics offerings each cycle to determine whether or not the limit has been reached. After the first offering, a reminder will be given to move forward with the appropriate curricular process of establishing a permanent regular course designation as soon as possible. Those that have been offered twice will be questioned before allowing a final offering in COWS.

Professional Development and CEU classes are designed for specific groups of learners and differ from regular catalog courses or other standard course numbers. They do not appear on the regular class schedule, and they may not meet with university classes. In addition, professional development classes (405, 505, and 605) are limited to current teachers in the state of Idaho, per state regulations. For more details on setting up CEU classes, please see the website at <https://www.uidaho.edu/registrar/faculty/curriculum/ceu>.

Faculty/Instructor Assignment

Instructors are responsible for course content and have access to the student records associated with the course. There may be other course assistance roles that individual faculty need to effectively manage the delivery of the course material. However, the designation of

Instructor creates an official role in the Banner SIS (Student Information System) which is the historical repository or “system of record” for University business.

The Instructor role designation triggers many functions, such as course evaluations, faculty load assessment, accreditation review, and various other institutional, state, and federal reports. In Banner there are two possible Instructor roles: Primary Instructor and Secondary Instructor. If a course has multiple instructors it is assumed they will co-teach a designated course, but the Primary Instructor is the designee for entry of early-warning, mid-term, and final grades. All active classes must have a Primary Instructor. Refer to the Faculty Staff Handbook for more information on Academic Rank and Responsibilities:

<http://www.webpages.uidaho.edu/fsh/1565.html>

The Instructor of Record role establishes the following authoritative relationships:

- Responsibility for course content, oversight, and evaluation
- Instructor of record on the course roster and in the class schedule and archived on the permanent course record
- Access to Vandal Web student information for students in a course section
- Full access to BbLearn Instructor role, including gradebook
- The Primary Instructor enters mid-term and final grades in Banner
- Triggers course evaluations for students in a course section
- Data source for faculty load reporting
- Data source for various department evaluation reports
- Available for accreditation review

The Registrar scheduling staff is charged with oversight of instructor assignment on courses and will take steps to ensure the appropriate relationship has been established with the University for Instructors to serve in this capacity. COWS will give an “*Instructor is new or currently marked as inactive – report instructor affiliation*” error if the person being identified as an instructor is not valid on the SIAINST form in Banner.

Instructor Role	Authority	Verification
Professor	FS Handbook	Provost Office
Affiliate Faculty	FS Handbook	Provost Office
Adjunct Faculty	FS Handbook	Provost Office
Emeriti	FS Handbook	Provost Office
Lecturer	FS Handbook	EPAF
High School Instructor	Dual Credit Program	MOU, EPAF - Non-Paid Affiliation
Teaching Assistant (TA/RA)	Various	EPAF – Data & System Set-up Form
Visiting Faculty	Various	EPAF – Data & System Set-up Form
Temporary - Non-Paid	Various	EPAF - Non-Paid Affiliation/Volunteer

Figure 1

It is understood that Teaching Assistants (TAs) have varying responsibilities based on the needs of the department they are serving. They may serve as an instructor in one course while

providing grader support on others. Departments are to use the EPAF process to establish the appropriate relationship with the University for the course instructor/grader role.

NOTE: Undergraduate students cannot serve as course instructors or course graders.

Courses delivered using the online learning system BbLearn have a separate set of roles that manage access to BbLearn courses and the related student information. The roles of Instructor, Grader, and Builder-Grader for BbLearn are separate from Banner but are managed through a bridge from the COWS system.

Role	Authority	Verification
Builder	Department	Department, Instructor
Grader	Department	COWS
Grader-Builder	Department	COWS
Facilitator	Department	Department, Instructor

Figure 2

The **Instructor** role in BbLearn syncs up with the Banner Instructors as they are assigned through COWS.

The **Builder** role in BbLearn does not include access to student records, but can assist in editing course content. The instructor for the course can add individuals for this role directly in BbLearn.

The **Grader** role in BbLearn is assigned in COWS and provides access to the student records in BbLearn. Therefore, graders should have the appropriate established relationship with the University and understand the responsibility and liability associated with this role. The Registrar Scheduling staff will follow up with departments early each term to ensure that graders assigned to courses have a documented relationship with the university. NOTE: Undergraduate students cannot serve as course graders.

The **Builder-Grader** role combines the functions of the Builder and the Grader. Since the duties of the Builder-Grader encompass those of the Grader, the same policies that apply to the Grader apply to the Builder-Grader.

The **Facilitator** role in BbLearn allows an outside individual to interact with students via discussion and other methods. This role does not provide access to student records. The instructor for the course will add individuals for this role directly in BbLearn.

Instruction Methods

- CB** **Polya Course** - A Polya course, offered through the Polya Math Center, provides different learning activities to meet different learning styles, including any one or all of the following: live lectures, online lectures, focus groups, computer homework/tutorials, coaches' corner, and individual help from staff.
- CV** **Videoconferencing** - Videoconferencing is a set of interactive telecommunication technologies that allows two or more locations to interact via two-way video and audio transmission simultaneously. The section that is receiving the video signal will use the CV Instruction Method. The section with the face-to-face meeting with the instructor will use the default Instruction Method of CM. These sections will use the appropriate physical campus code.
- HY** **Hybrid** - A hybrid course is one that meets, or is based, partially in a physical classroom (face-to-face) and partially in an on-line environment. The Web delivered components meet the same Standards of Good Practice used for online courses and significantly impact learning while reducing the amount of classroom time. These sections will use the appropriate physical campus code.
- VT** **Video** - Video is used for Schedule Type V—Video. It is primarily for Engineering Outreach courses.
- WB** **World Wide Web (WWW)** - A web course is one that meets, or is based, in the institution supported course management system or other online system, where students access instructions, instructor's office, all course materials (lectures, assignments, resources, etc.), and communicate via email, discussions, and/or chats with the instructor and other students. These courses will use the appropriate college outreach codes.
- VM** **Virtual Meeting** - A virtual meeting course is one that uses a course management system (CMS) and/or real-time virtual classroom software (with standard meeting times) for distance education. (Meeting software examples, not inclusive: Blackboard, Webex, Second Life, Adobe Connect Pro, Elluminate, Facilitate Pro, etc.). These courses will use the appropriate college outreach codes.

Schedule Type Definitions

- C** **Credit Lab** - A credit lab is a companion course that is related to a specific lecture course in any given subject. It may be offered in conjunction with a course or they may be offered separate from the parent course.
- L** **Lecture** - Lecture is a standard term given to any course that meets at a standard time in a classroom facility. Lecture is also the selected schedule type for Special Topics, Workshops, Professional Development courses, Seminars, and Internships.
- R** **Recitation** - A recitation is a regular meeting time that is set aside for special instruction related to the delivery of a specific course.
- S** **Studio** - A studio course meets in a space especially equipped for instruction in one of the fine arts.
- V** **Video/DVD** - A Video/DVD course is delivered using asynchronous technology that allows the student to take the course at any time of day in a specified semester. These courses do not require classroom space or time on any campus center. It is primarily for Engineering Outreach courses.

Part of Term Course Considerations

The Federal Department of Education is interpreting previous guidelines for financial aid eligibility more stringently which requires course section dates to be accurate. Universities are required to refund or collect monies previously disbursed based on these guidelines which are driven by the semester and **part of term dates**. Student Accounts, Financial Aid and Federal agencies are all impacted by various deadlines involved with the current parts-of-term.

For full semester courses, students add on-line through the 6th day of classes. From the 7th through 10th day of classes they can add a course with the approved *Change of Registration* form (online at: <http://www.uidaho.edu/registrar/forms>). Students can drop classes through 10th day, and withdraw from classes the 11th day through 60% of an individual course. Shorter classes have shorter deadlines.

In addition, undergraduate classes cannot begin prior to the first day of the part-of-term or it will negatively impact financial aid for students.

WSU COOP Courses

The U of I and WSU collaborated with their respective colleges to establish guidelines for course offerings and work out processes to admit students, code courses, and develop better resources for campus communities. Each institution builds and opens sections taught at their respective campus. Students apply and register for the course they want to take at the university offering the course. *More detail is available on the web at:*

<http://www.uidaho.edu/registrar/registration/coop.aspx>

Opening co-operative courses:

- U of I taught sections are submitted via COWS.
- U of I departments make arrangements for a room if a WSU taught course requires a video stream to U of I. These sections are not listed in the U of I class schedule.
- To create a new course, U of I departments use the current curriculum processes to submit a new course offering to UCC and include a request to offer it as co-operative with WSU.

Standard Time Scheduling

An important component in departmental course planning is the proper distribution of course offerings. Departments should carefully review their schedule each term to ensure students have adequate access to courses to maintain their full-time status and continue progressing in their chosen program(s). This will also maximize space utilization across the days of the week and throughout each day. Review of course day/time meeting patterns is a primary function of the Registrar Scheduling area and requests for exceptions will not be considered for courses taking place in general university classrooms during the prime time hours of 9:30-3:30, Monday to Friday. . *Faculty Staff Handbook Academic Scheduling policy:*

<http://www.webpages.uidaho.edu/fsh/4610.html>.

Standard Lecture Course Time Table

MWF 1, 2, or 3-Credit Lecture Times	TR 3-Credit Lecture Times	TR 1 or 2-Credit Lecture Times	Non-Standard Multiple Day Lecture Course Times*
7:30-8:20			7:30-8:20
	8:00-9:15	8:00-8:50	
8:30-9:20			8:30-9:20
9:30-10:20	9:30-10:45	9:30-10:20	9:30-10:20
10:30-11:20			
	11:00-12:15	11:00-11:50	
11:30-12:20			11:30-12:20
12:30-1:20	12:30-1:45	12:30-1:20	12:30-1:20
1:30-2:20			
	2:00-3:15	2:00-2:50	
2:30-3:20			2:30-3:20
3:30-4:20	3:30-4:45	3:30-4:20	3:30-4:20
4:30-5:20			4:30-5:20

***Non-Standard Multiple-Day** course times are for lectures that meet two, three, four or five days per week and include a Monday, Wednesday or Friday as well as a Tuesday or Thursday (i.e., combinations like MWRF).

Standard Lab/Studio Course Times

Monday-Wednesday-Friday Labs/Studios:

All MWF labs/studios can start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All MWF labs/studios can end on 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Tuesday-ThuRsdays Labs/Studios:

All TR labs/studios can start on the following times.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All TR labs/studios can end on the following times.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Please Note: Lab and studio durations can be one, two or more hours in length, and must adhere to the standard start and end times outlined above.

Computer Lab Usage Protocols

Standard Lab Course Times

Monday-Wednesday-Friday Labs:

All MWF Computer labs must start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All MWF Computer labs must end at 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Tuesday-ThuRsday Labs:

All TR Computer labs must start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All TR Computer labs must end at 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Please Note: The length of time needed for a Lab determines the time block for scheduling.

- 1 to 2 hours, can start at 7:30 a.m. but must comply with the block schedule above.

- 3 or more hours, will start at 3:30 p.m. or later to prevent conflicts with peak course time.

Departments will schedule their PC lab sections to span the full week including, Fridays. Schedulers should work with instructors to identify courses needing two 2-hour lab blocks per week and find a way to balance these with a single 2-hour lab on MW, WF, or MF. This ensures the lab space will be better utilized for the benefit of all.

PC LABS

Admin 225 – 23-PCs
McClure 214A – 24-PCs
TLC 123 – 32-PCs

MAC LAB

Admin 221 – 24-MACs

Hybrid Section – Campus Code Assignment

The definition for Hybrid sections has expanded and may now encompass in-person meetings at multiple locations. For Fall and Spring terms, Hybrid sections that require a classroom assignment for face-to-face meetings on any Campus must use Campus Code must use the appropriate physical campus code rather than a College Outreach code to ensure that these sections are properly accounted for in the room scheduling process.

For WWW and virtual meeting classes, the Revenue Campus code should be set to the respective College Outreach code. It should be noted that all monies generated through Fall and Spring section offerings, with the exception of the \$35 fee technology fee, are routed to the Central Budget; however to ensure accurate reporting it remains important to use the correct College Outreach code.

General Classroom Assignment Process

Moscow Campus Classroom Inventory

- General Classrooms as of Fall 2015
 - 111 general classroom spaces (102 classrooms, 5 computer labs)
 - 64 multimedia rooms (59 classrooms and 5 computer labs)
 - 6 rooms with 0-20 seats (1 multimedia)
 - 49 rooms with 21-40 seats (26 multimedia)
 - 9 rooms with 41-60 seats (7 multimedia)
 - 17 rooms with 61-80 seats (17 multimedia)
 - 5 rooms with 81-100 seats (5 multimedia)
 - 5 rooms with 101-200 seats (5 multimedia)
 - 2 rooms with 201-300 seats (2 multimedia)
 - 2 rooms with 300+ seats (2 multimedia)
 - 3 PC computer labs (3 with teaching station)
 - 1 MAC computer lab with teaching station

Our university is in the process of growing enrollment and the efficient use of classroom space is critical to our future success. The university utilizes specialized course scheduling software to effectively assign classrooms while maximizing space utilization. For example, a course section with a maximum enrollment of 20 will likely not be put in a classroom with 60 seats. To help ensure that there is adequate classroom space available, it is best to refrain from adjusting the maximum course enrollment as a way of securing a preferred classroom for an instructor. The scheduling software also uses “campus partitions,” to place courses in preferred locations. As an example, a “campus partition” is set up to keep Chemistry lectures in Renfrew Hall, whenever possible.

The best way to secure an appropriate classroom space is to review room attributes such as multimedia, table and chair configurations, PC labs, and chalk board considerations and ensure that only required items are flagged in COWS. These attributes, in conjunction with enrollment and campus partitions, are the scheduling software’s means of identifying what is needed when assigning classrooms.

Important components to remember when setting up your courses:

- **Enrollment.** There are very few large classrooms with multimedia. Overinflating expected maximum enrollments will make it difficult to find and assign the right classroom.
- **Room attributes.** The more room attributes required for a course, the less likely it is that a classroom will be available.
- **Time of day.** The most heavily scheduled time for course offerings is between 9 am and 3:30 pm. If this time block can be avoided, it is much more likely that a course can be assigned to the desired classroom.
- **Getting courses submitted within the deadlines.** If a course is not submitted by the time COWS is closed for scheduling, there may be consequences. It will have to compete for the classrooms and timeslots that are left after the bulk scheduling activity is completed and sections turned in on time are assigned.

After all the sections for a semester have been received by Classroom Scheduling and COWS has been closed, the classroom assignments are made. Some sections may not have been assigned the room they desired. If this happens, the schedulers will attempt to make adjustments to best accommodate these sections, but there are no guarantees. While Classroom Scheduling makes every attempt to get every section into its desired space, some departments may be asked to compromise. This compromise may be anything from changing course days or times to adjusting enrollment.

Scheduling Cycles – Production Calendars

The Scheduling Team in the Office of the Registrar is your resource for course planning and scheduling information. They are dedicated to assisting you with any issues you may be having. Please contact them if course scheduler responsibilities are changing in your area as they can help smooth the transition and provide training for new schedulers. They will also facilitate Course Planning and Scheduling workshops at least twice each year. You may contact Classroom Scheduling by sending an email to classroomscheduling@uidaho.edu.

Early each summer the Scheduling Team reviews the past year's activities and determines the scheduling cycles for each term in the next academic year (Spring, Summer, Fall). These cycles are documented in the form of Production Calendars. The calendars are available on the web at the COWS Program Information web site:
<http://www.uidaho.edu/registrar/faculty/scheduling>

Refer to the **Appendix of Useful Resources** at the end of this document for a list of websites that will assist with all course scheduling activities.



Accessing the COWS system



Departmental staff who will be working in the COWS system must first be granted access to the Faculty & Advisors area of VandalWeb. If this is a new access request, users will first need to complete Banner Navigation and Banner Student Query training modules. More information can be found at: <http://www.uidaho.edu/registrar/faculty/training>. After Banner training has been completed, new users should submit the COWS Access Request Form found at <http://www.uidaho.edu/registrar/forms>. The completed form should be sent to classroomscheduling@uidaho.edu.

Individuals using the COWS system are granted access to only those specific subjects under their purview and are then provided the ability to update and/or approve those course section records (ACCT, MATH, etc.) as requested.

The Registrar Scheduling staff will contact new users to schedule an orientation and training session before access to COWS is granted.

Step 1: VandalWeb Login

Log into VandalWeb, at https://vandalweb.uidaho.edu/PROD/twbkwbis.P_WWWLogin.

- Enter your **NetID** and **Password**, and then click the “**Login**” button.

Step 2: Select Faculty & Advisors tab

Step 3: Select Courses Offered Web System (COWS) Menu

Step 4: Term Selection

Use the drop-down menu to select the appropriate semester. *There is no need to click the Submit button on a COWS page that has just one drop-down menu and a Submit button. The page will advance as soon as you make your choice from the menu.*

Step 5: Select the Appropriate Action

Individual users will be granted specific access to update course sections and/or to approve the submitted updates for those subjects in their designated departmental area only.

- *Department Update* - add new sections, cancel sections, or modify existing information.

- *Department Approval* – reviews actions of the departmental updater. Will approve or deny an Update. Once an approval is submitted, the process moves to the Registrar Scheduling staff for a final review.

In some departments, the Updater and the Approver may be the same person. If this is the case, the user will see both the Department Update and Department Approval options on the COWS screen.

Other departments require COWS entries to be made by specific individuals, such as a Department Chair. If an individual user does not have Department Approver access, that option will not appear on their COWS Main Menu.

Each time a section is created or modified by an Updater, an email will be sent to the Approver(s) notifying them of a pending course action.

Once approved by the Approver, the course moves to the Registrar Scheduling queue for review. Scheduling staff examine the details of the course section to ensure it is in compliance with requirements outlined in the Faculty Staff Handbook, Course Catalog, and other governing documents. If the course section is in compliance it will be approved. This action triggers an email to the Updater and Approver stating the course section status. The Banner system is updated when this process is complete.

If the COWS submission does not comply with governing documents, it will be returned. An email will be sent to the Updaters and Approvers stating the required actions to be taken to comply with scheduling standards. The Updater and Approver are then provided access to the section information to take the required action. Once this is completed **resubmit** the section to the Registrar Scheduling staff for final review.

Adding a Course Section

1. Select **Department Update** from the COWS Main Menu. Select **Department** (subject) from drop-down box.
2. Select **Course** (number) from drop-down box. If sections of the same course number exist (active or inactive) they will be highlighted in the drop-down list. Any existing section(s) information will be displayed. (**Note:** *It may be appropriate to reuse an inactive section instead of creating a new one.*)

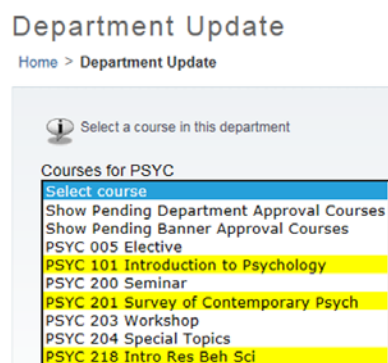


Figure 3

- Click the “**Add a Section**” button at the bottom of the page if there is not an existing section that can be used to edit.
- Enter “**Section Number**” (such as 01, 02, 29, 40, 89, etc...); *Note: section number has no identification purpose. Any section numbers already in use will be displayed.*

You are adding a section for **PSYC 315 Course Title:** Psychology of Women

No existing section numbers.

*Section Number:

Figure 4

- If the section is to be “**Subtitled**” (i.e., directed studies, special topics, workshops, professional development, seminars, internships, research, practicums) enter only the title. (**Note:** *this option is not available for regular catalog courses and will not display on the Edit page.*)

DO NOT retype “Directed Study”, “Workshop”, “Special Topics”, etc. in the subtitle text box. COWS will automatically add the standard abbreviation at the beginning of the Section Subtitle field (see below).

(Note: *The title field has a maximum of 30 characters, to include spaces and punctuation, available. Also, remember that the first 30 characters of the title, including the standard abbreviation, are how the course title will appear on the student’s transcript, so select meaningful abbreviations in this field if space is an issue.*

Subtitle	Standard Abbreviation COWS Will Add	Course Title YOU Will Add
Directed Study	DS:	Academic Service Learning
Special Topic	ST:	Risk Mgmt and Trading
Workshop	WS:	Conflict Management
Professional Development	PD:	Idaho Water Camp
Seminar	SEM:	Ecology from Afar
Internship	INTERN:	Diversity Mentoring
Research	RES:	Urban Research
Practicum	PRACT:	School Counseling

You are adding a section for **PSYC 299 Course Title:** Directed Study

No existing section numbers.

*Section Subtitle: (30 character limit including spaces and standard abbreviations)

Directed Study

Figure 5

- Ensure “**Status**” is *Active* when activating the section. If the section is to be removed from the schedule or cancelled, update this box to “**Inactive**”. *It is very important that any students who may already be registered for a course be notified if a section is to be removed, as they will need to adjust their class schedules accordingly.*

7. Check “**Honors?**” box *only* if the course section is for Honors Program students.
8. Select “**Campus**” from drop-down; The Campus code should be set to the respective campus (i.e. Moscow, Boise, etc.) or college outreach code that identifies the location of the course or the campus of origin.

Note the required proper relationship between Campus Codes and Instructional Methods below:

Valid Campus Codes per Instructional Method	
Campus	Instructional Method
Moscow, Boise, Coeur d’ Alene, Idaho Falls, or Twin Falls	No Instructional Method Selected (Face-To-Face)
Moscow, Boise, Coeur d’ Alene, Idaho Falls, or Twin Falls	Hybrid or Videoconferencing
Applicable college outreach code. Engineering use “Engineering Off-Campus.”	World Wide Web or Virtual Meeting
Engineering Outreach	Video (Engineering Outreach Program Only)

9. Entry of “**Credits**” is only allowed if the course is available for Variable credits. Fixed-credit Catalog courses will not allow entry of alternate credit values that deviate from the Catalog.

Variable credits are approved by the UCC and must fall within the range provided by the catalog. If variable credits are used, the credit range provided by the catalog will appear next to the “**or, Variable credits:**” box.

If offering the course for a set value (not variable), select the “**Fixed credits:**” button and enter the amount of credits the course is to be offered for. Fixed credits must fall within the range of the Variable credits. In the example below, fixed credits cannot be less than 1 or more than 16. All courses with the option of variable credits will default to the “**or, Variable credits:**” button.

*Credits, select one:

Fixed credits:

or, Variable credits: 1 to 16

Figure 7

10. Select the “**Grading Method**” and take a moment to ensure the appropriate grading is selected for the course section. Updates to grading are not allowed after student registrations exist. Only approved Grading Methods may be chosen, per Catalog course definitions.
11. Enter “**Maximum Enrollment**” number allowed for this **section**; must be less than 359.

If the course is Cross or Joint Listed, *the maximum enrollment should only represent the section this COWS entry is being submitted for.* Each section in a joint or cross listed course should list the maximum enrollment for that section only. The scheduling software will assign a room based on the combined maximum enrollments for each section that is a part of a cross or joint listed course. (**Note:** For Cross/Joint Listed courses use the “**Internal Comments**” to state the total combined enrollment.)

*Maximum Enrollment:

Figure 8

12. The “**Wait List?**” option is on by default. It will only need to be changed if the department does not desire a wait list.

Wait List? On Off

Figure 9

13. For all web-based course sections, including hybrid, virtual meeting and video conferencing, select “**Instruction Method**” from drop-down. This can be important because it flags certain courses for additional course fees. If the course is a lecture, set field to “**No Instruction Method Selected.**” See page 7 for *Instruction Method Definitions.*

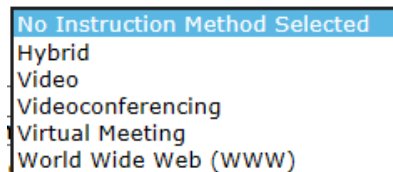


Figure 10

14. Select the “**Special Approval**” option if there is a need to limit enrollment to a designated group of students. A registration override will need to be entered by the instructor or department on VandalWeb for students who are to be registered in the course section.

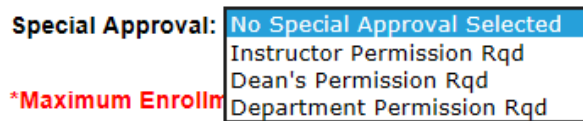


Figure 11

Instructions on entering overrides is available at: <http://uidaho.edu/registrar/faculty/vandalweb/overrides>.

15. Enter “**Section Text**” information if the section requires special comments or to provide additional detail to assist students when the section is displayed on the Class Schedule. Examples include: unusual course section location, special exam arrangements, etc. **(Note: Do not enter course fees in this area. Classroom scheduling does not handle course fees. To request the addition or change of course fees send an e-mail to Student Accounts at acctrec@uidaho.edu.)** If there are any fees for the section, they will be displayed automatically on the Edit screen and on the Class Schedule. This field is limited to 255 characters.

Enter any course “**Section URL**” to display on the Class Schedule. This allows students to obtain further information about the course. DO NOT use BbLearn or other secure sites as a login is required and does not give students specific course information at registration time. *Only one URL can be used in this space. There is a 100 character limit.*

16. Select a “**Part of Term**”. All class meetings must fall within the selected Part of Term. Using the appropriate Part of Term is important as this designation directly affects student financial aid, add/drop/withdraw dates and any associated fees. *(Note: Do not use Dual Credit Parts of Term – they are for the Dual Credit Office only).*

Please select the part of term dates that this section will be meeting in:

*Part of Term:	AUG-24-2015 - DEC-18-2015 Full Term
	AUG-24-2015 - OCT-16-2015 Early 8 week Part of Term
	OCT-19-2015 - DEC-18-2015 Late 8 week Part of Term
	SEP-28-2015 - FEB-05-2016 Dual Credit Fall
	SEP-28-2015 - JUN-10-2016 Dual Credit Year

Figure 12

17. Click on “**Add Meeting**” to enter the actual course section meeting days and times. Meeting Start Date and Meeting End Date should match the part of term dates.

18. Select “**Schedule Type**” from the drop-down. *Studio* references art or dance. *Video* is used for Engineering Outreach. *Credit Labs* are generally used for science and foreign languages. *Lecture* is the choice for most other course sections including workshops, dissertations, internships, and directed studies. (See page 7 for *Schedule Type Definitions*.)

*Schedule Type: Lecture

Days Offered:
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

*Start Time: 08 : 30 am
*Stop Time: 09 : 20 am

Required Room Attributes
(Check only those that are necessary to teach this section):

PC Lab
 Multimedia
 Mac Lab

Tables-Movable
 Boards-Chalk
 Chairs-Tablet Arm-Movable
 Chairs-Tablet Arm-Fixed

Delete Meeting 1

*Meeting Start Date: Aug 24 2015
*Meeting End Date: Dec 18 2015

Figure 13

19. Check meeting days of the class under “**Days Offered**.” (**Note:** *COWS will not allow days or times to be entered for courses numbered 298, 299, 398, 498, 499, 500, 502, 597, 598, 599, 600, 602, and 698. The same is true for VT and WB courses.*)

20. Select the course “**Start Time**” and “**Stop Time**.” These times must follow the standard university meeting times associated with the days selected. (See page 9 for the *Standard Course Time Table*.) Any variance from the standard university meeting times must be justified and approved by Scheduling staff. Enter the justification in the “**Internal Comments**” field.

21. If the meeting days and/or times Do NOT remain consistent throughout the duration of the course, select “**Add Meeting**” for each additional meeting pattern. Adjust the “**Meeting Start Date**” and “**Meeting End Date**” fields as needed. An additional meeting will need to be added for the remaining meeting day/time patterns. Example: course meets on Monday, Wednesday, and Friday for part of the semester and then only Monday and Wednesday for another part of the semester. This would be represented as two meetings for this section.

Figure 14

22. Select the **“Required Room Attributes”** for the associated meeting days and times. Choose only those attributes necessary. These attributes are used to ensure the instructor is assigned to a classroom that will meet his/her teaching needs. (**Note:** *If the course is being assigned to a departmentally-controlled room, this information is not necessary; refer to instructions for department room assignment on page 29. In addition, Room attributes cannot be entered for courses numbered 298, 299, 398, 498, 499, 500, 502, 597, 598, 599, 600, 602, and 698. The same is true for VT and WB courses.*)
23. Click the **“Add Meeting”** button again only if additional meeting days and times need to be defined (i.e., lecture at one meeting time and lab at another) and add the appropriate information.
24. Click the **“Add Instructor”** button and enter the **Instructor’s Vandal ID Number**. When the **Enter** key is pressed the instructor’s name will display verifying the entry of a valid Vandal number. The **“Primary?”** radio button will be automatically selected for this instructor. (**Note:** *it is this primary instructor designation which assigns the instructor responsibility for grade submission.*)

Select the **“Staff”** checkbox if no instructor has yet been assigned - *however, this is a temporary designation*. The instructor information must be updated before the semester begins. (**Note:** *The “Staff” checkbox cannot be selected for courses numbered 298, 299, 398, 498, 499, 500, 502, 597, 598, 599, 600, 602, and 698.*)

The following error message will appear if the instructor entered is not currently listed in Banner as an instructor **“Joe Vandal is new or currently marked as inactive - report instructor affiliation.”** (**Note:** *The error message indicates that this instructor is not in the system and therefore the relationship the instructor will have with the university and the authority that provides them this role at the university needs to be explained.*) Enter any other special circumstances associated with this instructor in the **“Internal Comments”** field. Do not remove the error message from the Internal Comments.

Figure 15

There may be one and *only one* Primary instructor for a section. If a Primary instructor is not chosen for a section, the following error message will display:

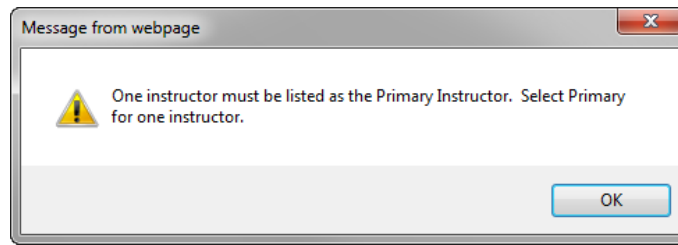


Figure 16

25. Click the **“Add Instructor”** button to assign any additional instructors to the section. Press the **Enter** key to display the instructor’s name verifying the entry of a valid Vandal number. *As a reminder, all instructors have the ability to view student rosters through VandalWeb, but only the primary instructor has the ability to enter mid-term and final grades.*
26. *Optional:* the **“Internal Comments”** area is available as a place to provide any additional information that will assist the Approver and/or Registrar Scheduling staff with information regarding special requests, needs, or to explain any non-standard information in the COWS request. *(This information is for internal use only and will not be displayed on the Class Schedule.)*

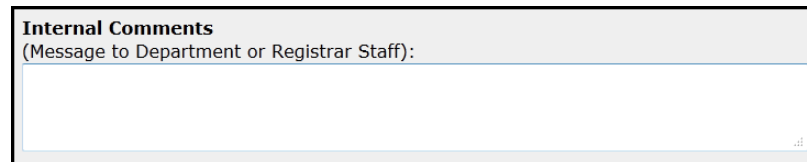


Figure 17

27. Click the **“Submit for Approval”** button. A temporary CRN will be assigned (begins with “a”), at this time for tracking purposes. The actual CRN will be assigned after Registrar scheduling staff approval is finalized.
28. Next, the Department Approver is required to review and approve or deny the request. Email communications are sent automatically when updates are submitted and when approval or denial is entered by a department Approver or Registrar scheduling staff.
29. On approval, the request is sent on to the Registrar scheduling staff for final approval which then triggers updates to roll into the Banner system. *Please note, the course will not appear in the Class Schedule until it is approved by the Registrar scheduling staff.* The Class Schedule refreshes every hour at the top of the hour.

Cancel an Existing Course Section

1. If it is determined that a course will not be taught in a given term, the department is **required** to send an email to all registered (through VandalWeb) notifying them that the course is going to be cancelled and the reasons why (as applicable) so they can adjust their class schedules appropriately. Once this student communication is completed the course can be cancelled in COWS. (**Note:** *If students are enrolled; provide an explanation of the cancellation in the Internal Comments field. Also, indicate that students have been notified of the cancellation.*)
2. Select “**Department Update**” on the COWS Main Menu.
Select “**Department**” (subject) from drop-down box.
3. Select “**Course**” (number) from drop-down box.
4. Locate the appropriate section to **Edit** (click button).
5. Select the Inactive option in the “**Status**” field.

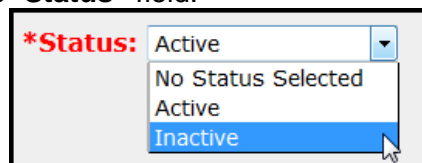


Figure 18

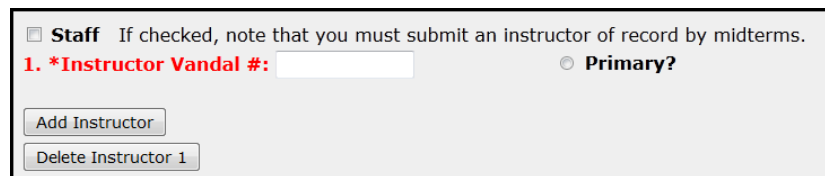
6. Click the “**Submit for Approval**” button.
(**Note:** *The Department Approver is required to review and approve or deny the request to cancel a section. Once approval is granted, enrollment for the section will be set to zero and students will no longer be able to register. At this time, all registered students will be dropped from the course and it will be removed from the Class Schedule.*) Email communications are sent automatically when updates are submitted and when approval or denial is entered by a department Approver or the Registrar scheduling staff.

Adding or Changing Instructors/Graders/Builder-Graders

Instructors must be validated according to university standards before making assignments in COWS. This applies to Graders in BbLearn as well. The process for adding/changing BbLearn Graders is the same as instructors. (**Note:** See more discussion on what constitutes valid instructors and graders on pages 5-6 of this Guide.)

1. Select “**Department Update**” on the COWS Main Menu. Select “**Department**” (subject) from drop-down box.
2. Select “**Course**” (number) from drop-down box.
3. Locate the appropriate section to “**Edit**” (click button). To add an INSTRUCTOR, perform steps 4, 7, and 8 below; to add a GRADER perform steps 5, 7, and 8 below; to add a GRADER-BUILDER perform steps 6-8 below
4. Click “**Add Instructor**” and enter the **Instructor’s Vandal ID Number**. Press the **Enter** key on to display the instructor’s name verifying the entry of a valid Vandal number. The “**Primary?**” radio button will be automatically selected for the first instructor. (**Note:** it is this primary instructor designation which assigns the instructor responsibility for grade submission.)

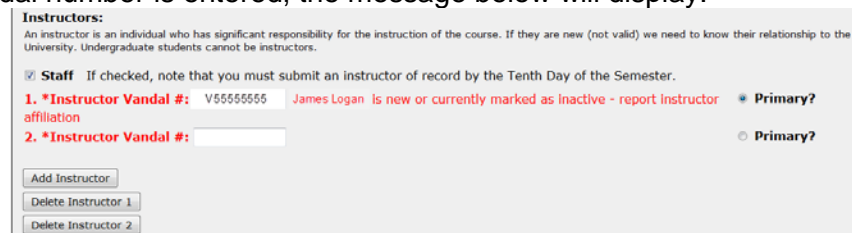
When adding a Secondary instructor do not Click the **Primary?** radio button. To change the Primary designation from one instructor to another: click the **Delete Instructor 1** (or 2) button and then click the “**Add Instructor**” button to enter the new instructor information.



The screenshot shows a form for adding an instructor. At the top, there is a checkbox labeled "Staff" with the text "If checked, note that you must submit an instructor of record by midterms." Below this is a red label "1. *Instructor Vandal #:" followed by a text input field. To the right of the input field is a radio button labeled "Primary?". Below the input field are two buttons: "Add Instructor" and "Delete Instructor 1".

Figure 19

If an invalid Vandal number is entered, the message below will display:



The screenshot shows an error message titled "Instructors:". The text reads: "An instructor is an individual who has significant responsibility for the instruction of the course. If they are new (not valid) we need to know their relationship to the University. Undergraduate students cannot be instructors." Below this is a checkbox labeled "Staff" with the text "If checked, note that you must submit an instructor of record by the Tenth Day of the Semester." There are two entries for instructors. The first entry has a red label "1. *Instructor Vandal #:" followed by the value "V5555555" and the name "James Logan". To the right of the name is a radio button labeled "Primary?". Below the name is the text "Is new or currently marked as inactive - report instructor affiliation". The second entry has a red label "2. *Instructor Vandal #:" followed by an empty text input field and a radio button labeled "Primary?". Below the input fields are three buttons: "Add Instructor", "Delete Instructor 1", and "Delete Instructor 2".

Figure 20

If during the submission process, a message appears indicating the instructor is “not a valid instructor,” use the “**Internal Comments**” area to provide the pertinent information explaining the relationship the instructor will have with the university and the authority that provides them this role, such as a new hire who is not yet recognized by the university. (**Note:** After a review of the granting authority, the Registrar scheduling staff will activate the instructor record on a case by case basis.) Be sure to leave the Internal Comments with the automatically generated “Not a valid instructor” message.

Internal Comments
 (Message to Department or Registrar Staff):
 Instructor is new or currently marked as inactive: James Logan V55555555

Figure 21

Do not remove the “Instructor is new or currently marked as inactive” entry from the “**Internal Comments**” field. If this comment has been removed, and the instructor being added is not valid, the **Submit** will simply redirect back to the edit screen and will not complete the entry.

- Click the “**Add Grader**” button for sections needing a Grader in BbLearn. The grader assignment is used to automate this role in BbLearn. (Note: An undergraduate student cannot be designated as a Grader). Enter the appropriate V number for the grader and then click *Add Grader*. Departments are required to keep a record of all BbLearn Graders and submit a report to the Office of the Registrar by the 10th day of each semester. (see pg. 6 of this guide for more information about graders)

Graders Only:
 A grader is an individual who needs access to BbLearn to assist an instructor with grading/review of assignments. Graders will not have access to VandalWeb/Banner student records. Undergraduate students cannot be graders.

1. Grader Vandal #:

Figure 22

- Click the “**Add Builder-Grader**” button for sections needing a Builder-Grader in BbLearn. The Builder-Grader assignment is used to automate this role in BbLearn. (Note: An undergraduate student cannot be designated as a Builder-Grader). Enter the appropriate V number for the Builder-Grader and then click “**Add Builder-Grader**.” Departments are required to keep a record of all BbLearn Builder-Graders and submit a report to the Office of the Registrar by the 10th day of each semester. This report can be combined with the Grader report. (see pg. 6 of this guide for more information about builder-graders)

Builder-Grader:
 A builder-grader is a Course Assistant in BbLearn who assists an instructor with building course content and with grading/review of assignments. Builder-graders will not have access to VandalWeb/Banner student records. Undergraduate students cannot be builder-graders.

1. Builder-Grader Vandal #:

Figure 23

- Click the “**Submit**” for Approval button.
- Department Approval is the next step in this process. When this step is complete the process will move to the Registrar scheduling staff for final approval. After review and approval by the scheduling staff the instructor information will be updated on the Class Schedule and the new instructor will be granted Faculty VandalWeb access. Email communications are sent

automatically when updates are submitted and when an approval or denial is entered by a department Approver or the Registrar scheduling staff.

Managing Enrollment

1. Select **“Department Update”** on the COWS Main Menu.
Select **“Department”** (subject) from drop-down box.
2. Select **Course** (number) from drop-down box.
3. Locate the appropriate section to **“Edit”** (click edit button).
4. Enter **“Maximum Enrollment”** number allowed for this **section**; must be less than 350.

If the course is cross or joint-listed, the maximum enrollment should represent only the section this COWS entry is being submitted for. Each section in a cross or joint-listed course must list the maximum enrollment for that section. The scheduling software will assign a room based on the combined maximum enrollments for each section in a cross or joint-listed course.

Figure 23 illustrates how the scheduling software determines the appropriate classroom. In this example, the software will place this course into a classroom with a minimum capacity of 41. However, since the maximum enrollment is set to 24, a classroom that holds 24 students is all that is actually required. Therefore, the maximum enrollments for each section in this example should be updated so that their sum is not more than 24.

The Individual Enrollments **MUST NOT** exceed the Cross List Enrollment

Cross List Enrollment
Maximum Enrollment: 24 Actual Enrollment: 22 Seats Available: 2

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---	Reserved Indicator	Enrollment Maximum	Actual	Remaining
19386		ANTH	422	01	1	A	3.000		15	15	0
19387		ANTH	522	01	1	A	3.000		8	2	6
31014		RELS	422	01	1	A	3.000		8	2	6
34343		AIST	422	01	1	A	3.000		10	3	7

INTERNAL COMMENTS in COWS
What the teacher is willing to teach

The relationship between sections from COWS
New relationships are from INTERNAL COMMENTS

Maximum Enrollment from COWS
Should be accurate per section

SUM of these #'s is used for room assignment

Figure 24

This message is displayed when an enrollment value greater than the maximum capacity of the assigned room is entered. For example, a maximum enrollment of 50 for a section that has already been assigned to a room with a maximum capacity of 46, will create this error message:

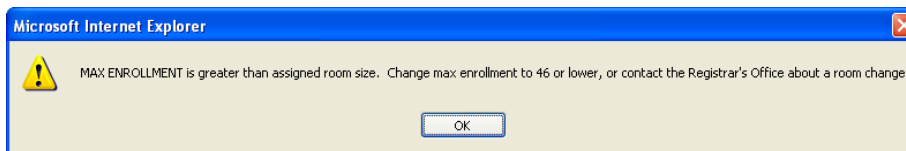


Figure 25

Room capacities and amenities are available at:
<http://www.uidaho.edu/registrar/faculty/scheduling/capacity>.

5. Click the “**Submit for Approval**” button.

Department Approval is the next step in this process. When approval takes place the process will move to the Registrar scheduling staff for final approval. Once this occurs the enrollment will be updated on the Class Schedule. Email communications are sent automatically when updates are submitted and when approval or denial is entered by a department Approver or the Registrar scheduling staff.

Notes Regarding Enrollment Changes:

- Increasing the maximum enrollment will not be approved after a classroom has been assigned if the room will not accommodate the additional capacity. A larger classroom may be requested by contacting Classroom Scheduling and will be assigned if one is available.
- If an enrollment increase is approved by the Registrar Scheduling staff, the eligible wait listed students will automatically be registered. To control enrollment selectively, the instructor or department will need to enter registration overrides for individual students which allows the student to register themselves on VandalWeb.
- If an enrollment decrease is approved by the Registrar Scheduling staff, the registered students will remain enrolled, making the course section appear “overloaded” if a greater number of students are enrolled than the new maximum capacity.

The Course Update and Review Process

1. This function is for the Department Approver. It may be the case that the Department Updater is the same person as the Department Approver.

Select “**Department Approval**” on the COWS Main Menu.
Select “**Department**” (subject) from drop-down box.

2. Select “**Course**” (number) from drop-down box.

3. Review all information for the section to verify accuracy. All changes will appear as red text.

CRN: 14252	Subject: PHYS	Course: 511	Section: 01	
Title: Techniques of Experimental Physics	Status: Active	Revenue Campus: Moscow	Location: none	ZipCode: none
Grading: Normal A/B/C/D/F/I	Credits: 3	Max Credits: N/A	Honors? N/A	Method: none
Cross/Joint Listed:	CO-OP? N/A	Special Approval? Department Permission Rqd	Max Enrl: 8	Prev Enrl: 0
Instructor: Staff	Instructor ID:	Primary Instructor? Y	Current Enrollment: 0	
Builder-Grader: None	Builder-Grader ID:			
Grader Only: None	Grader ID:			
Section Text: Instructor will set each students' lab schedule individually.		Section URL: none		
	Part of Term Start: 26-AUG-2013	Part of Term End: 20-DEC-2013	Wait List? off	Auto Wait List? off
Schedule Type: Lecture	Start Date: 26-AUG-2013	End Date: 20-DEC-2013	Begin/End Time: none - none	Days: none
Building: None	Room: None	Room Capacity:	Required Room Attributes: none	

Figure 26

- To **approve** the course section as is, click the “**Approve**” button, then the OK button when prompted to verify action.

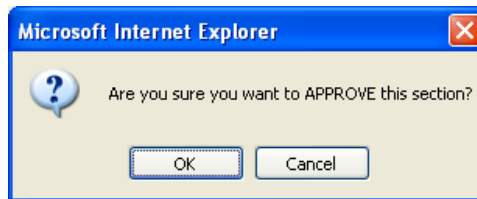


Figure 27

To **Return** the section, which includes returning the section for correction, click the “**Return**” button.

A pop-up window will appear that allows a comment to be entered indicating the reason for the denial; enter an appropriate comment and then click OK. The section will be returned to the Updater for correction and resubmission of the section.

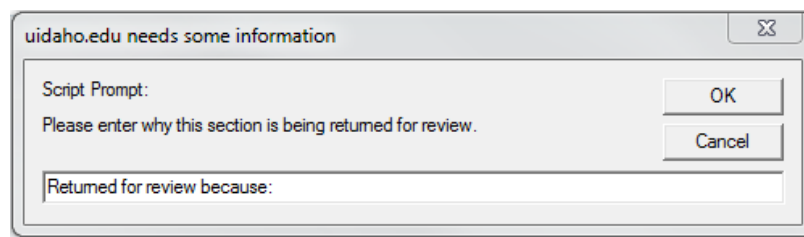


Figure 28

Once approved, course sections are submitted to the Registrar scheduling staff for final approval or denial. When approved by scheduling, updates roll into the Banner system and the permanent CRN is generated. (**Note:** *the course will not appear in the Class Schedule until it is approved by the Registrar scheduling staff.*) The Class Schedule refreshes every hour at the top of the hour.

If the course section is returned, the reason will be emailed to the Department Updater. Email communications are sent automatically when updates are submitted and when approval or return is entered by a Department Approver or the Registrar scheduling staff.

Summer COWS

There are some differences in the Summer COWS process

1. Summer Section Start/End Dates

- Session I, Session II, and Session III Section Start/End Dates are pre-defined.
- Summer Section Start/End Date choices will be displayed in a drop-down list.

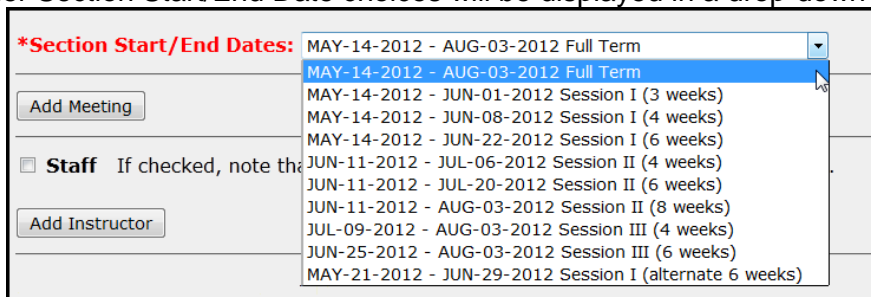


Figure 29

2. Summer Meeting Start/Stop Times

- Summer Meeting Start/Stop Time choices are pre-defined based on the number of weeks, number of days, and number of credits for the section.

Summer Meeting Start/Stop Time choices will be displayed in a drop-down list.

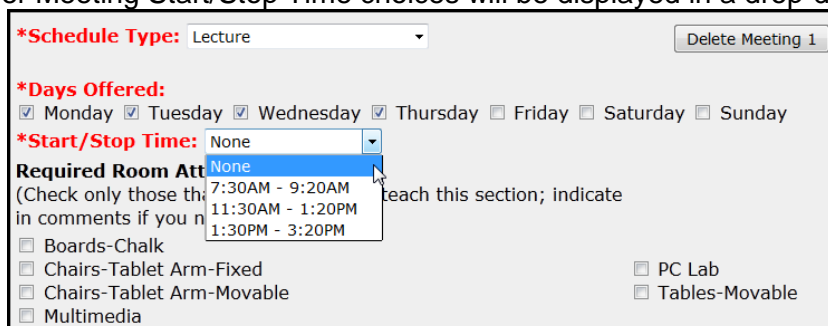


Figure 30

- “Submit to Refresh” shows up in the Summer Meeting Start/Stop Time list if the weeks, days, and credits have not yet been selected or if the selections made do not meet standard Summer scheduling criteria.

FIRST select the values for weeks, days, and credits, and **THEN** click the “Submit for Approval” button to refresh the meeting time choices.

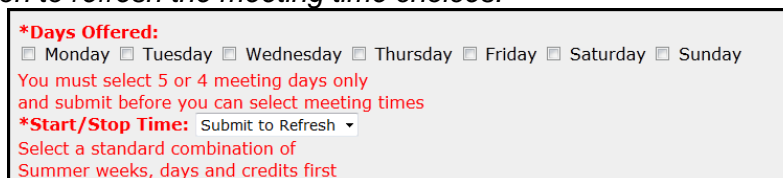


Figure 31

- If the selected combination of weeks, days, and credits does not match any of the pre-defined Summer meeting times, a message will appear stating that a standard combination of Summer weeks, days, and credits must be selected. In the example below, there are not valid Summer meeting times for 3 weeks, 4 credits, and 4 days, so an alert is displayed showing that different selections are required.

Defaults to **regular 8 week term** Session Dates. If this section starts or ends on different dates, please enter here.

***Section Start/End Dates:** JUN-14-2010 - JUL-09-2010 Session II (4 weeks) ▼

***Schedule Type:** Lecture ▼ Delete Meeting 1

***Days Offered:**
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 You must select 2 or 5 or 4 meeting days only and submit before you can select meeting times

***Start/Stop Time:** Submit to Refresh ▼
 Select a standard combination of Summer weeks, days and credits first

Required Room Attributes:

Boards-Chalk PC Lab
 Chairs-Tablet Arm-Fixed Tables-Movable
 Chairs-Tablet Arm-Movable
 Multimedia

[Information on Department-Controlled Room Requests](#)

Figure 32

- When a selection for any new values of weeks, days, or credits on a section is made and submitted for approval, the edit screen will refresh and a message will appear indicating that the meeting times were refreshed. *Before the section can be submitted, new meeting times must be selected based on the new choices of weeks, days, and credits.*

[Return to Previous](#)
 Meeting Time choices were refreshed. Please select Start/Stop Times again.

Action	CRN	SUBJECT	COURSE	SECTION	TITLE
STATUS	REVENUE CAMPUS	LOCATION CAMPUS	ZIP CODE	GRADING METHOD	HONORS?
CREDITS	MAX CREDITS	INSTRUCTION METHOD	CROSS/JOINT LISTED?	COOP?	SPECIAL APPROVAL?
MAX ENROLL	PREV ENROLL	INSTRUCTOR	INSTRUCTOR V NUM	PRIMARY INSTRUCTOR?	SPECIAL TEXT
SECTION START	SECTION END	WAIT LIST?	AUTO WAIT LIST?	SECTION URL	

Figure 33

More information on Summer Scheduling is available at:
<http://summer.uidaho.edu/faculty-guide/scheduling-guidelines/>.

Departmental Room Assignment – SWASECT

Courses that meet in a departmentally-controlled classroom require room assignments to be manually entered directly into Banner by the approved department Updater or Approver. If a new course section has been requested in COWS, this activity cannot be performed until the CRN is generated after the Registrar scheduling staff approval process has completed.

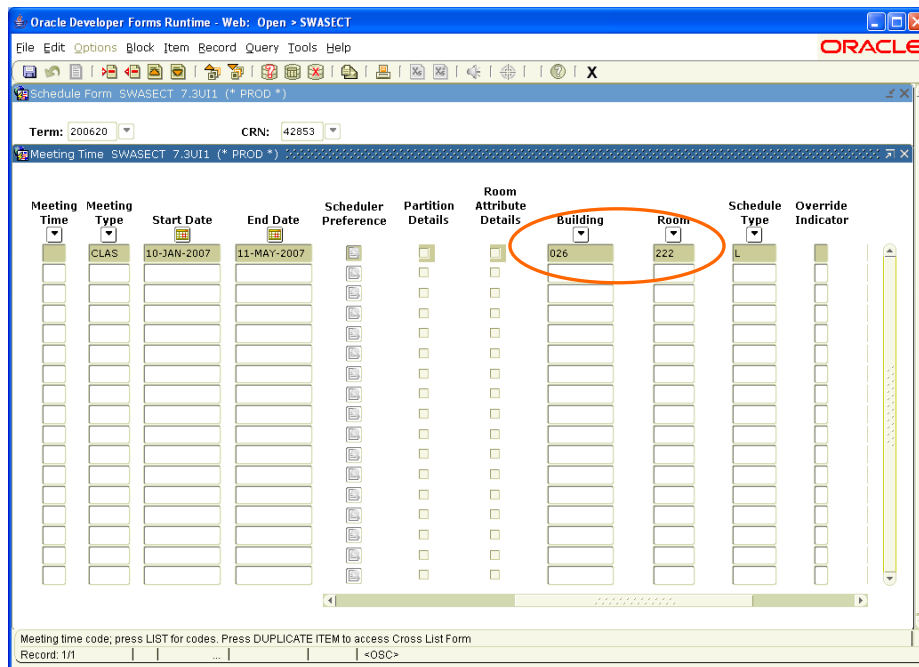


Figure 34

1. Go to SWASECT in Banner forms.
2. Enter **Term** code and **CRN** for course section.
3. Next block (PgDn) twice to *Meeting Time* block.
4. Tab or scroll to **Building** field; enter appropriate number.
5. Tab to **Room** field; enter appropriate number.
6. Save (F10).

Appendix of Useful Resources

Class Schedule

<http://www.uiweb.uidaho.edu/schedule>

The latest working schedule for the most recent semester. A good reference point to ensure classes are where they need to be, at the appropriate time and with the correct instructor assigned.

Classroom Capacities and Attributes

<http://www.uidaho.edu/registrar/faculty/scheduling/capacity>

Contains useful information such as finding then number of students a particular room can hold, if the classroom has multimedia, movable tables and chairs.

Classroom Scheduling Website

<http://www.uidaho.edu/registrar/faculty/scheduling>

The starting point for finding classroom scheduling information.

COOP Website

<http://www.uidaho.edu/registrar/registration/coop>

Production Calendars / Parts of Term / Scheduling Guide

<http://www.uidaho.edu/registrar/faculty/scheduling>

Request a classroom for an Event

<http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request> Requesting a classroom for activities outside of the normal course day/time pattern.

Scheduling Guidelines and Parts of Term for Summer Session

<http://summer.uidaho.edu/faculty-guide/scheduling-guidelines/>

Parts of Term for Summer Session. Scheduling guidelines for Fall and Spring are found in The User's Guide to Classroom Scheduling.

Standard Courses

<http://www.webpages.uidaho.edu/fsh/4130.html>

This page describes certain specialized courses and the associated course numbers. Examples include Special Topics, Directed Studies, and Professional Development. COWS automatically labels a course associated with these standard numbers (*i.e. Special Topics courses begin with "ST:"*). When entering a course title, remove the current verbiage already in the box (*i.e. "Special Topics"*) and enter the appropriate title for the course. This title will appear on the student transcript.

University Curriculum Committee

<http://www.uidaho.edu/registrar/ucc>

Vandalweb (COWS access and course support functions based on departmental role)

https://vandalweb.uidaho.edu/PROD/twbkwbis.P_WWWLogin- Access point for getting into COWS. After login, click the "Faculty and Advisors" Tab and then Click the "Courses Offered Web System (COWS)" link.

Glossary of Common Terms

Arterial Units – Core foundational courses that most students need to take in the first year or two (exp: 100/200 level courses from the following subjects. MATH, ISEM, CORS, BIOLOGY, FLEN, ENGL, GEOL, COMM, CHEM, PHYS, ART, HIST, MUSIC, PSYC, AND PHIL).

Classroom Event – An Event is the use of a classroom for something other than a normal, full time academic course. These Events are generally one time, or limited classroom meetings. Some examples of events are faculty-led academic study sessions, ASUI recognized student club meetings, dissertations, and thesis defense. To get more information on Events or to request a classroom for an Event, see <http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request>.

COWS (Course Offered Web System) – System used by schedulers to input classroom scheduling requests.

Cross-listed Course –Courses that have UCC approval to meet together, and this relationship is notated in the course description in the Catalog. These classes will have DIFFERENT subject codes. (STAT 451 & MATH 451).

Joint-listed Course –Courses that have UCC approval to meet together, and this relationship is notated in the course description in the Catalog. These classes will have the SAME subject code. (POLS 426 & POLS 526).

Meets-Together: Catalog classes which meet together, but there is no UCC approved relationship. Example – CHEM 111 sections 1-4 all meet in the same room at the same time for the same lecture. However, they will meet in different rooms and times for their associated labs. These must be mentioned in the Internal Comments Field in COWS. These courses are tracked manually so that room assignments can be successfully accomplished.

Regular Catalog Course – A course that has gone through the official UCC approval process and appears in the General Catalog. These have designated course numbers, credit conditions and course descriptions. <http://www.uidaho.edu/registrar/classes/catalogs>

Standard Course – A course number not assigned to a regular catalog course. These course numbers are used for Directed Studies, Internships, Practicums, Professional Development, Research, Seminars, Special Topics, and Workshops. Standard courses cannot be Cross or Joint-listed with other standard or regular courses. More information on Standard Course Numbers can be found at <http://www.webpages.uidaho.edu/fsh/4130.html>.