

Schedule Rolling Process

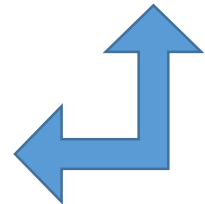
1) Examine the roll output and determine if rolled sections are:

- a. Being offered again and just need to be updated
- b. Not offered again and need to be removed from the new term
- c. Unable to roll and need to be recreated manually

2) If your section rolled successfully, you'll just need to update new information:

| | | | | | | |
|-------|------|-----|-----|---|-------|----------------|
| 70010 | JAPN | 101 | 01 | 1 | 70010 | SECTION ROLLED |
| 70011 | JAPN | 201 | 01 | 1 | 70011 | SECTION ROLLED |
| 70012 | KORE | 101 | 01 | 1 | 70012 | SECTION ROLLED |
| 70013 | KORE | 201 | 01 | 1 | 70013 | SECTION ROLLED |
| 70014 | PORT | 101 | 01 | 1 | 70014 | SECTION ROLLED |
| 70015 | PORT | 201 | 01 | 1 | 70015 | SECTION ROLLED |
| 70016 | RUSS | 101 | 01 | 1 | 70016 | SECTION ROLLED |
| 70017 | RUSS | 201 | 01 | 1 | 70017 | SECTION ROLLED |
| 70018 | FREN | 101 | 01 | 1 | 70018 | SECTION ROLLED |
| 70019 | FREN | 101 | 02 | 1 | 70019 | SECTION ROLLED |
| 70020 | FREN | 101 | 03 | 1 | 70020 | SECTION ROLLED |
| 70021 | FREN | 101 | 01L | 1 | 70021 | SECTION ROLLED |

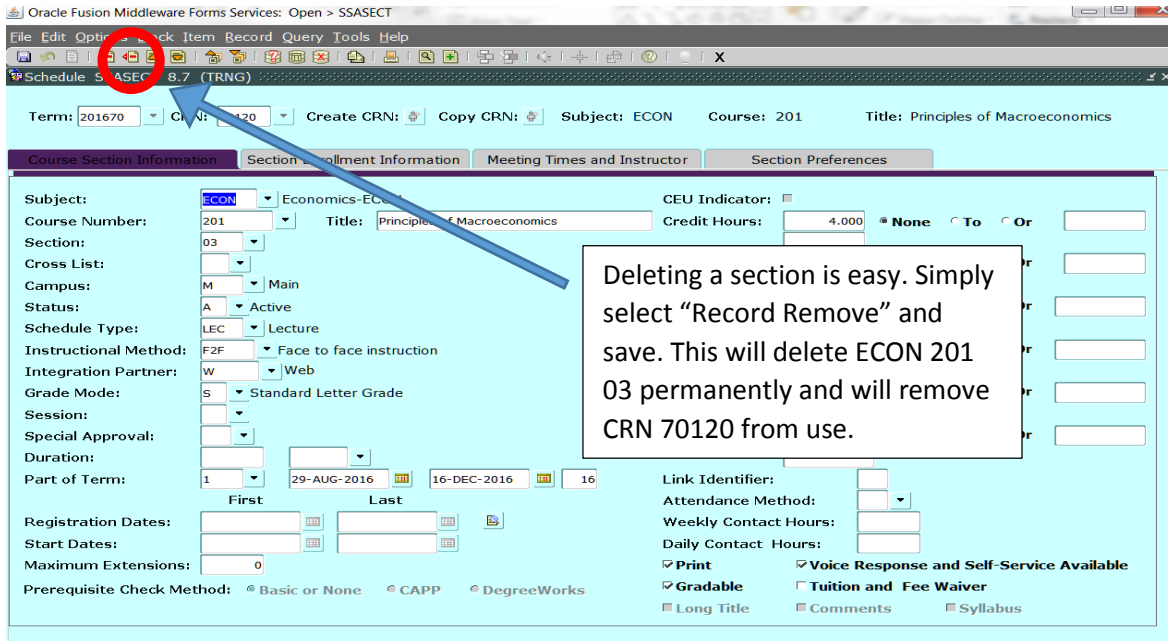
These courses all rolled successfully



- a. Review existing information to make sure nothing changed (for example, if it was a Lecture last semester but will be Web based this term, you'll need to update the Schedule Type and Instructional Method to reflect this difference).
- b. Fill in missing information: Meeting Days, Meeting Times, Location, and Instructor
- c. Update enrollment information if it has changed
- d. If you use the Reserved Seats tab on SSASECT it will need to be updated (most departments DO NOT use this)
- e. Let our office know if any of your courses need to be Cross Listed, as this information does not roll.

3) Section rolled, but it is not being offered:

- a. You can DELETE courses up **until** Schedule Launch Day. After Schedule Launch Day, courses should be cancelled instead of deleted. To delete a course:



4) Section did not roll, but needs to be offered (or is a new course/section that wasn't offered at all last term):

- a. These sections will need to be created manually, just like the old process
- b. Unlike rolled courses, they will end up with different CRNs than the previous term.

| CRN | Subject | Course | Sec | Part of Term | To Term | CRN | Message |
|-------|---------|--------|-----|--------------|---------|-------|---|
| 70508 | KINE | 473 | 01 | 1 | | | *ERROR* SCHEDULE CODE LLB IS NOT VALID FOR TERM |
| 70515 | KINE | 497 | 02 | 1 | | | *ERROR* THE SECTION STATUS IS INACTIVE |
| 70728 | PHYS | 203 | 01L | 1 | | | *ERROR* .000 LECTURE HOURS ARE NOT VALID FOR TERM |
| 70729 | SOCI | 410 | 01 | 1 | | 70729 | SECTION ROLLED |
| 70730 | PHYS | 350 | 01 | 1 | | 70730 | SECTION ROLLED |
| 71220 | THEA | 415 | 01 | 1 | | | *ERROR* COURSE HAS BEEN INACTIVATED ON THE BASIC COURSE INFORMATION FORM. |
| 71221 | THEA | 450 | 01 | 1 | | 71221 | SECTION ROLLED |
| 71222 | NUTR | 216 | 1 | 1 | | 71222 | SECTION ROLLED |
| 71711 | PHRX | 622 | 01 | Q | | | *ERROR* PART OF TERM Q IS NOT ON ROLL TERM RECORD |
| 71712 | PHRX | 623 | 01 | Q | | | *ERROR* PART OF TERM Q IS NOT ON ROLL TERM RECORD |

5) Review Information

- a. Pull an Argos report of last term's information and compare.
- b. Pull an Argos report of the new term and look for any missing/incorrect information.