

ASIS Scheduling Screens

Category	Screen	Title	Notes
Menus			
	CAT	Course Catalog Menu	Catalog level screens
			Term level screens
	SCH	Class Scheduling Menu	
Catalog Level			Main screen
	CCB	Course Catalog Browse	For activities available to offer
	CR1	Course Inventory Screen	
	CVD	Course Description	
	EQV	Equivalent Courses	Can change severity with a phone call
	QDD	Requisite Definition Detail	"C" courses
	CON	Concurrent Courses	

<i>Category</i>	<i>Screen Title</i>	<i>Notes</i>
ILB	Multiple-Listed Browse	"M" courses Series of courses - grade when complete the last one
TMB	Term-Multiple Browse	
CSB	Course Subtitle Browse	Enter '%pol%', for example
CSS	Course Subtitle Search	
Term Level		One screen per primary class; one screen per compound class
CUD	Class User Detail	One screen per section
CM1	Class Meeting 1	One screen per section
CM2	Class Meeting 2	Caps, enrollment, instructors
GCI	Global Change 1	- call delete all courses if you're not want to go to class after!

<i>Category Screen Title</i>	<i>Notes</i>
GCL Global Change Location	Schedules View final exam codes, et al
COB Course Offering Browse	SRS numbers, caps, enrollment, status, combined classes
EDB Enrollment Data Browse	Combined classes - enrollment totals, et al
SCT Sections Combined Totals	Combined classes - schedules
SCM Sections Combined Meetings	Combined classes - instructors and enrollment totals
SCI Sections Combined Instructor	Rules
GCR Global Change Rules	
ROS Class Roster	
DPS Drop Screen	

Category	Screen Title	Notes
DP2	Drop Screen 2	Shows time stamp
EAS	Enrollment Audit	Enrollment history for a student
STL	Study List	All classes taught by an instructor for a term
INC	Instructor's Classes	PTE numbers
PEB	Permission To Enroll	Enter '\$' or a subject area
Other		
ERB	Enrollment Rules Browse	Shows what the rule tests for (major codes, et al)
ERD	Enrollment Rules Detail	Class schedules
RMG	Room Grid	All meetings - classes, 'specials', extension, events
FAS	Facility Search	

<i>Category</i>	<i>Screen</i>	<i>Title</i>	<i>Notes</i>
	FAR	Facility Search Results	What comes after FAS
	FAL	Facility List	List of many buildings and rooms
	FAD	Facility Detail	Room details

Course/Class Process

Overview of How A Class is Made

Catalog Level

Idea for a course

CIMS form

Course is entered into OASIS course catalog

Term Level

Offer the class

Set up meeting with day, time and location

Fill in other details on the offering

Time Line for Term Level

Offer the class and set up the meeting. Enter the day, time, 'A' in 'Asgn' field, specifications on room (media-equipped, et al), and enroll cap and waitlist cap. If you have priority rooms, then place classes into them. This can be done for fall, winter and spring most any time after the roll of the academic year that takes place in late January or early February of the previous academic year.

The CASA program runs and assigns rooms. Schedule Office works on assigning more rooms.

You further polish offerings – schedule and rooms, et al. Can remove a class by deleting it.

The PDF file is created, and the schedule is on the web.

Finish polishing offerings – schedule and rooms, et al. Can only remove a class by cancelling it.

Enrollment starts.

Through the first two weeks of classes – room switches

Starting late in second week of classes, make special requests for rooms for events related to classes – TA hours, reviews and midterms.

Schedule Office assigns rooms for final exams that are during final exam week.

UCLA Registrar's Office Production Timetable

Schedule of Classes

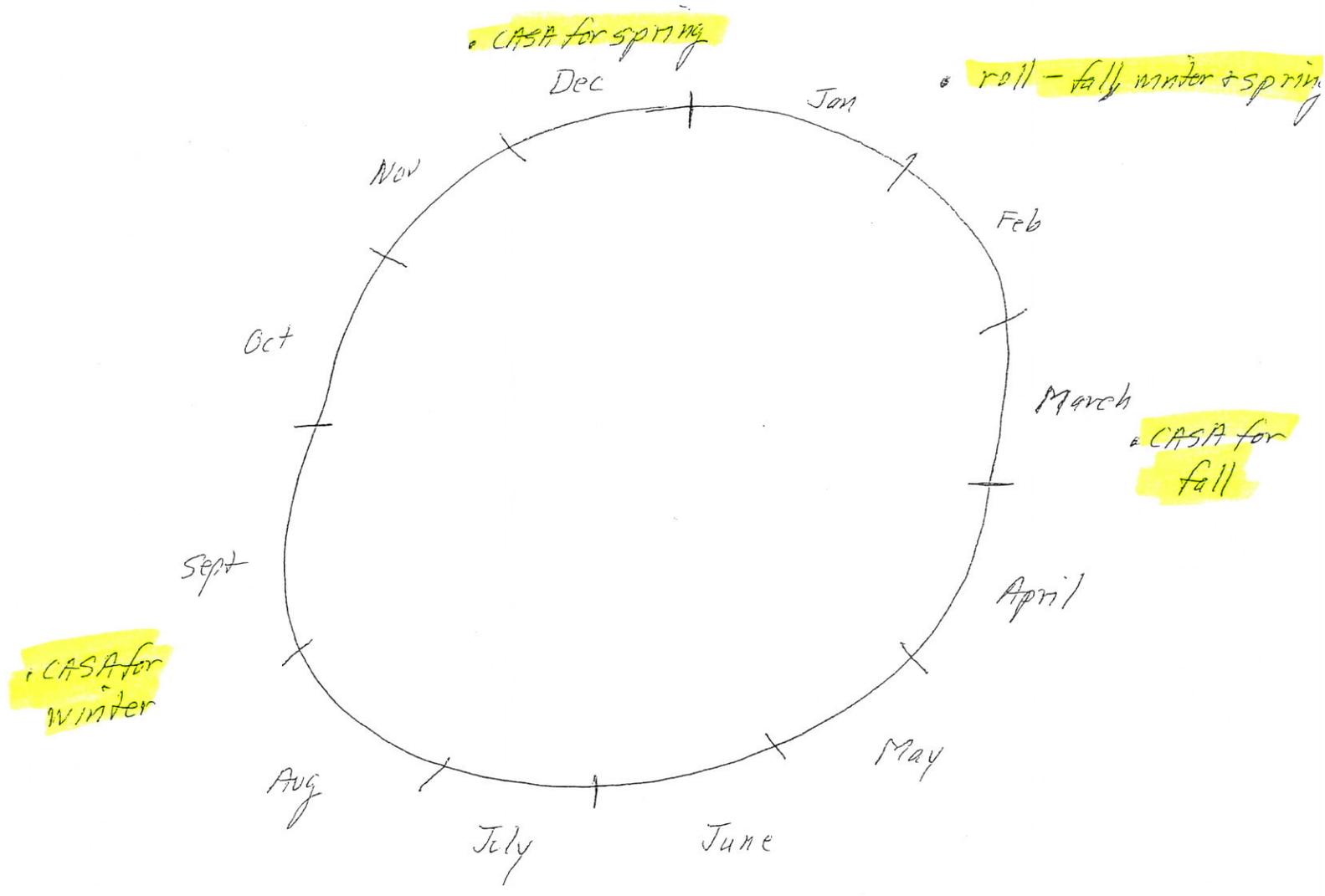
June 2011

Schedule of Classes	Winter 2012 Issue	Spring 2012 Issue	Fall 2012 Issue
→ Annual data roll (F, W, S) of the previous academic year's classes. After the roll, departments start entering class data and room and time requests	11W was rolled in February 2011 and is used as base for 12W data entry	11S was rolled in February 2011 and is used as base for 12S data entry	Annual Roll: 11F, 12W, 12S will be rolled in early February 2012 and will be used for 12F, 13W, 13S data entry
→ CASA Algorithm starts placing classes in classrooms—primary classes (south, north) first, then secondary classes	Early September 2011	Early December 2011	Mid-March 2012
Deadline to receive approved course forms	September 30	January 6, 2012	May 11
Deadline to return updated <i>Schedule</i> text	September 30	January 6	May 11
Final proofing for PDF <i>Schedule</i> by departments http://web.registrar.ucla.edu/socproof	October 6–7	January 12–13	May 17–18
Deadline to receive Variable Topics CIMS forms	October 7	January 13	May 18
Deadline for departments to e-mail course notes, placement exams, and mandatory midterm dates	October 10	January 16	May 21
Department access cutoff	October 14	January 20	May 25
Resolve class conflicts	October 14	January 20	May 25
Unplaced classes changed to TBA	October 17	January 23	May 29
Deadline to receive approval memo from Chancellor's Office for Course Materials fees	October 17	January 23	May 29
→ Download class listings for PDF <i>Schedule</i> (12 noon)	October 19	January 25	May 30
Conversion of <i>Schedule</i> to PDF	October 20–21	January 26–27	May 31–June 1
<i>Schedule</i> on Web (HTML and PDF) (8 a.m.)	Monday October 24, 2011	Monday January 30, 2012	Monday June 4, 2012
Enrollment appointment times available on URSA	October 26	February 1	June 6
→ URSA enrollment begins	November 7, 2011	February 13, 2012	June 18, 2012

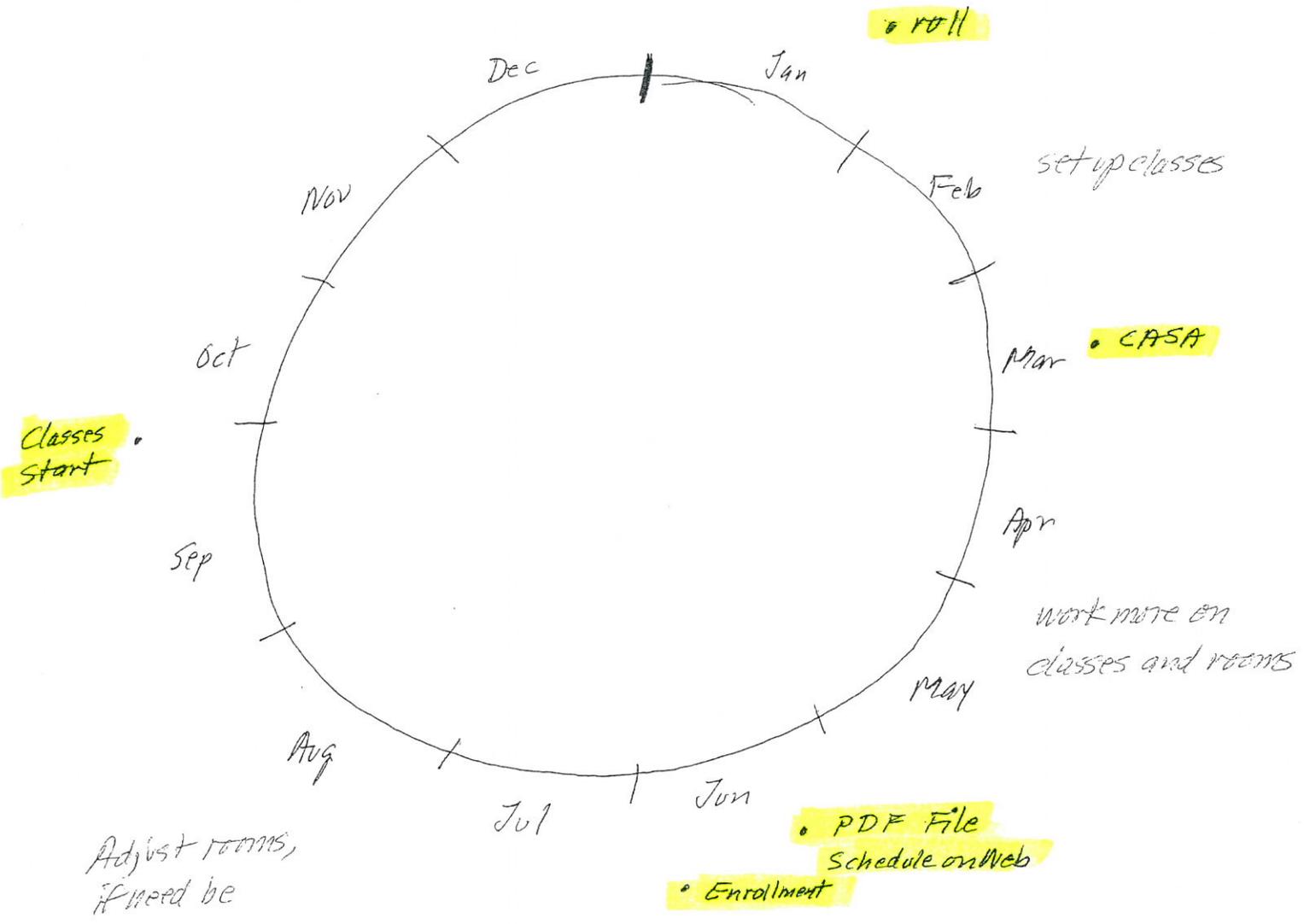
MWF and MTWRF Standard Time Patterns	TR Standard Time Patterns	TR, MW, MF, WF Non-Standard Time Patterns
8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 12:00 – 12:50 1:00 – 1:50 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50	8:00 – 9:15 9:30 – 10:45 11:00 – 12:15 12:30 – 1:45 2:00 – 3:15 3:30 – 4:45	8:00 – 9:50 2:00 – 3:50 4:00 – 5:50 Note: Two-hour patterns do not have priority placement in CASA. If two-hour, two-day patterns are used, these are the times most likely to be scheduled.

Questions? Contact the Scheduling Coordinators, Doug Thomson and Janet Bartholomew,
at voice 51441 or e-mail schedule@registrar.ucla.edu.

Schedule for CASA Program Runs Fall, Winter and Spring

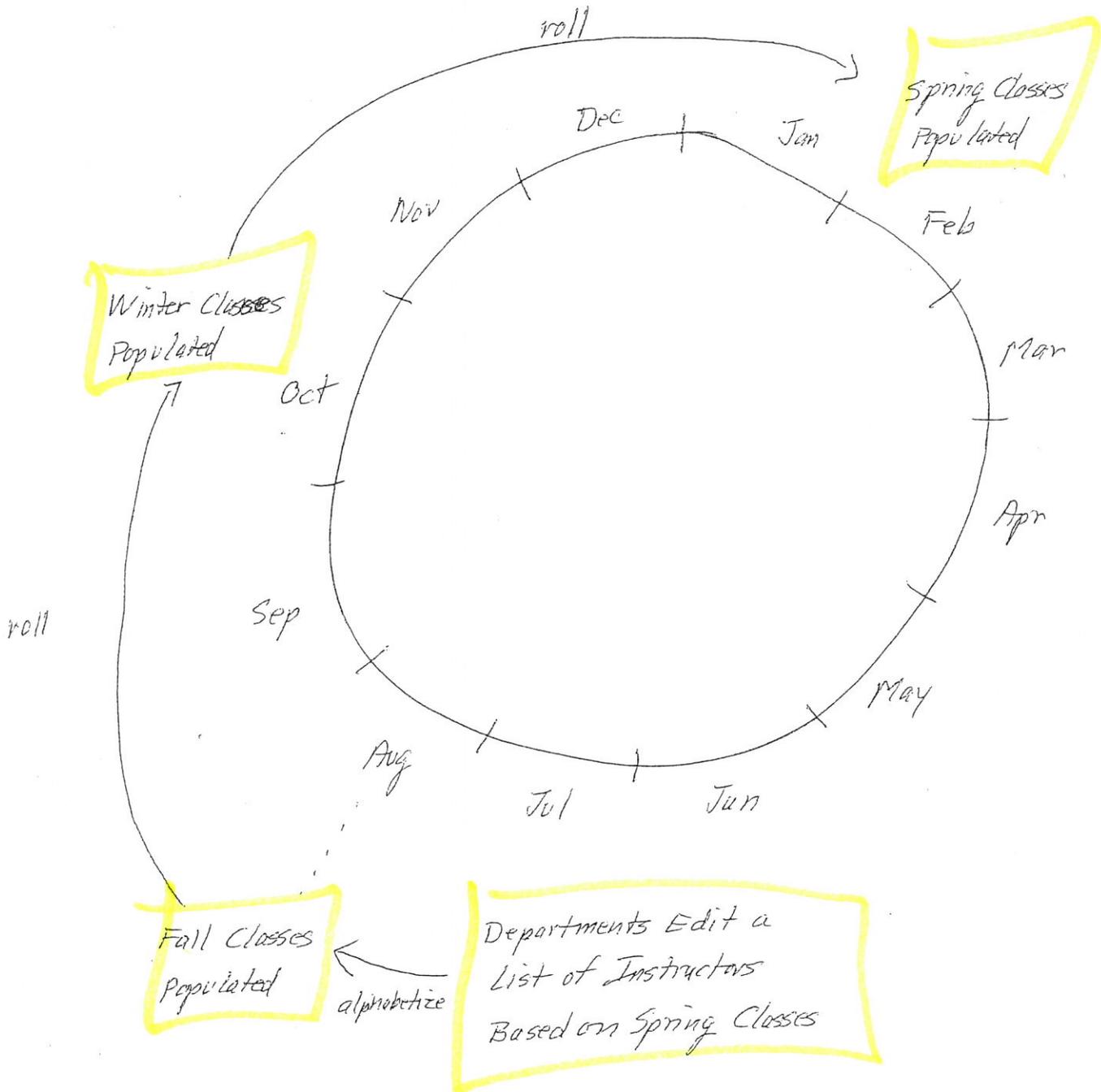


Scheduling For Fall Classes



Schedule for Individual Studies Classes (590's)

F



Websites Used For Scheduling

Registrar's Office

<http://www.registrar.ucla.edu/>

Schedule of Classes

<http://www.registrar.ucla.edu/schedule/schedulehome.aspx>

Production Timetable

<http://www.registrar.ucla.edu/facultystaff/productioncal.pdf>

Enrollment Appointments

<http://www.registrar.ucla.edu/soc/enrollappt.htm>

Final Examinations Schedule

<http://www.registrar.ucla.edu/calendar/final.htm>

Office of Instructional Development (OID)

<http://www.oid.ucla.edu/>

Classrooms

<http://www.oid.ucla.edu/units/avs/buildings>

Reports

<https://web.registrar.ucla.edu/srweb/Reports/ViewAllReports.aspx>

How to Use the Schedule of Classes Department Proof
List of Classes for a Term and Subject Area

Find the Department Proof

Go to www.registrar.ucla.edu.

Click on 'Faculty & Staff' at the top center.

Click on 'Classrooms and Scheduling' on the left.

Click on 'Schedule of Classes Department Proof' under 'Schedule Proof'.

Log on.

Select term and department. Press 'Get Proof'.

If you want a term that is not in the drop-down list

In the address (URL) at the very top, find the phrase that looks like "termsel=11S".

The "11S" comes from having selected spring 2011.

Change the "11S" to the desired term, and press enter. If there are data for this term, and you are requesting fall, winter or spring (not summer), the report for that term should show up.

Print a copy

Click on 'File'. Click on 'Page Setup...'.
Set the printer to 'landscape' mode.

Check the box beside 'Enable Shrink-to-Fit'.

Click 'OK'.

NOTE: There is not column for the status of the class. So, cancelled classes in past terms are not marked as such.

J

Schedule of Classes Departmental Proof - Windows Internet Explorer

http://feetl.registrar@ucla.edu/scheduleof

File Edit View Favorites Tools Help

Schedule of Classes Departmental Proof

REGISTRARS OFFICE
A Department of Student Affairs

Schedule of Classes
General Catalog
Course Descriptions

Fees
Forms
Archives

FAQ
Calendars
Technology Services

SRWeb
CIMS
RSR

Schedule of Classes Department Proof Log off

The online Schedule of Classes Department Proof replaces the paper printouts of classes.
To access the report, you need the same security as you do for the SRWeb application. If you need access, contact Scheduling at scheduling@registrar.ucla.edu
Note: You must use either Firefox or Internet Explorer 8 browser. In addition, to print the report, you must set your printer to landscape mode, shrink to fit.

Term
Department

Spring 2011
Fall 2011
Winter 2011
Winter 2012
Spring 2012

Mechanical and Aerospace Engineering
Medicine
Microbiology, Immunology, and Molecular Genetics
Middle Eastern and North African Studies
Military Science
Molecular and Medical Pharmacology
Molecular Biology
Molecular Toxicology
Molecular, Cell, and Developmental Biology
Molecular, Cellular, and Integrative Physiology
Moving Image Archive Studies
Music
Musicology
Naval Science
Near Eastern Languages and Cultures

Get Proof

Click here to begin

Internet 100%

start Host... Inbo... Micros... Schedu... Micros... Search Desktop 5:27 PM

Schedule of Classes Department Proof - Windows Internet Explorer

http://www.registrar.ucla.edu/scheduleofclassesandexp/term.html?term=2012W&dept=NEAR EAST

File Edit View Favorites Tools Help

Schedule of Classes Department Proof

Select a Different Department Logout

[Print This Report](#)

Note: You must use either Firefox or IES browser. In addition, to print the report, you must set your printer to landscape mode and shrink to fit.

Term: Tentative Schedule of Classes Print Report Page
 Winter 2012 UCLA Registrar's Office

Run Date: 10/21/11
 Run Time: 05:28:16 PM

Department Name: NEAR EASTERN LANGUAGES
 Subject Area: AN N EA / Ancient Near East

Catalog Number	Course Title	Req	ENR SEC	Imp	CLS Type	Sec	Fee	Days	Time	Building	Room	RM Cap	Instructor	Enr Cap	Wait Cap	
1BW	JERUSALEM-HOLY CITY	Y	N	Y	LEC	001		MW	10:36A - 11:45A	HAINES	A2	129	BURKE, A.A.	120	6	
					DIS	001A		T		3:00P - 3:50P	MS	7608	22	MOORE, M.T.	20	1
					DIS	001B		T		4:00P - 4:50P	HUMANTS	A26	32	TA	20	1
					DIS	001C		R		11:00A - 11:50A	MS	5225	28	KARAPETIAN, S.	20	1
					DIS	001D		R		3:00P - 3:50P	LAKRETZ	100	22	TA	20	1
					DIS	001E		R		4:00P - 4:50P	GEOLOGY	6704	43	TA	20	1
CM101B	ART&ARCH-ANCT EGYPT	N			LEC	001		TR	2:00P - 3:15P	HAINES	A2	129	COONEY, K.M.	120	10	

Departmental Notes: A per-unit Instructional Enhancement Fee is assessed on most L&S undergraduate non-tutorial classes. See the Miscellaneous Fee Chart at <http://www.registrar.ucla.edu/fees/> for fee amounts.

Done Internet 100%

Start 2 H... Inco... Sche... Docu... Search Desktop 5/28 PM

SR2 OASIS Screens
For Department Schedulers

Menus

- CAT – Course Catalog Menu
- SCH – Class Scheduling Menu

Catalog Level

- CCB – Course Catalog Browse
- CR1 – Course Inventory Screen
- CVD – Course Description
- EQV – Equivalent Courses
- QDD – Requisite Definition Detail
- CON – Concurrent Courses
- ILB – Multiple-Listed Browse
- TMB – Term-Multiple Browse
- CSB and CSS - Subtitles

Term Level

- CUD – Class User Detail
- CM1 – Class Meeting 1
- CM2 – Class Meeting 2
- Multiple-class screens
 - GC1 – Global Change 1
 - GCL – Global Change Location
 - COB – Course Offering Browse
 - EDB – Enrollment Data Browse
 - SCT – Sections Combined Totals
 - SCM – Sections Combined Meetings
 - SCI – Sections Combined Instructor
 - GCR – Global Change Rules
- ROS – Class Roster
- DPS and DP2 – Drop Screens
- EAS – Enrollment Audit
- STL – Study List
- INC – Instructor’s Classes
- PEB – Permission To Enroll (PTE Numbers)

Other

- Rules
 - ERB – Enrollment Rules Browse
 - ERD – Enrollment Rules Detail
- Room search. Classes in a room
 - FAS – Facility Search
 - FAR – Facility Search Results
 - RMG – Room Grid
- Others: FAL, FAD, UMI, CLI, CIB, F2

How To

Add a class for a term – CUD and CM1 and CM2

Search for a room – FAS

Modify an existing class – CM1 or CM2

Delete an existing class – EDB or CM1, plus CUD

Cancel an existing class or section – EDB or CM1

Reinstate a meeting – CM1, or EDB and GCL

Update instructors on class – CM1 or CM2 or GC1 or CIB

Update rules on class – CM2, or GCR

Last 3 Digits of SRS Number

One LEC

LEC 1 200

Several LEC

LEC 1 201

LEC 2 202

LEC 3 203

LEC and DIS

LEC 1 200

DIS 1A 201

1B 202

1C 203

...

LEC 2 220

DIS 2A 221

2B 222

2C 223

...

LEC 3 240

DIS 3A 241

3B 242

3C 243

...

Final Exam Codes

L

Spring Quarter 2012

	8-11 a.m.	11:30a.m.- 2:30 p.m.	3-6 p.m.	6:30-9:30 p.m.
Saturday, June 9	26	27	28	29
Sunday, June 10	31	32	33	34
Monday, June 11	9	15	3	16
Tuesday, June 12	13	7	12	22
Wednesday, June 13	4	6	2	23
Thursday, June 14	14	5	1	24
Friday, June 15	8	11	No Exams	No Exams

Code	Date and Time	Code	Date and Time
1	Thursday, June 14, 3-6 p.m.	16	Monday, June 11, 6:30-9:30 p.m.
2	Wednesday, June 13, 3-6 p.m.	20	To be arranged by instructor, if required
3	Monday, June 11, 3-6 p.m.	22	Tuesday, June 12, 6:30-9:30 p.m.
4	Wednesday, June 13, 8-11 a.m.	23	Wednesday, June 13, 6:30-9:30 p.m.
5	Thursday, June 14, 11:30 a.m.-2:30 p.m.	24	Thursday, June 14, 6:30-9:30 p.m.
6	Wednesday, June 13, 11:30 a.m.-2:30 p.m.	26	Saturday, June 9, 8-11 a.m.
7	Tuesday, June 12, 11:30 a.m.-2:30 p.m.	27	Saturday, June 9, 11:30 a.m.-2:30 p.m.
8	Friday, June 15, 8-11 a.m.	28	Saturday, June 9, 3-6 p.m.
9	Monday, June 11, 8-11 a.m.	29	Saturday, June 9, 6:30-9:30 p.m.
11	Friday, June 15, 11:30 a.m.-2:30 p.m.	30	Consult instructor for method of evaluation
12	Tuesday, June 12, 3-6 p.m.	31	Sunday, June 10, 8-11 a.m.
13	Tuesday, June 12, 8-11 a.m.	32	Sunday, June 10, 11:30 a.m.-2:30 p.m.
14	Thursday, June 14, 8-11 a.m.	33	Sunday, June 10, 3-6 p.m.
15	Monday, June 11, 11:30 a.m.-2:30 p.m.	34	Sunday, June 10, 6:30-9:30 p.m.

OASIS
How to Cancel or Un-Cancel a Class

CANCEL:

- o Note if there are any students enrolled. If so, you may want to contact them first, as they will be dropped by the cancel.
- o Note if there is a room on this class and you want to use it for another class, as the room will be dropped by the cancel.
- o There are two screens where you can cancel a class or classes
 - o CM1 – In the 'Sect_Status' field, enter an 'X', and press F9.
 - o EDB – In the 'En St' field, enter an 'X', and press F9. This is useful for cancelling multiple classes
- o Clean up the class. Set the enrollment cap and waitlist cap to zero. Delete the instructor(s).

UN-CANCEL:

- o On the CM1 or EDB screen, in the field with the 'X' from cancelling, enter a space, and press F9. The system will fill in the correct value for this field – 'O' for open, 'C' for closed, etc.

RELATED COURSES

Sample

