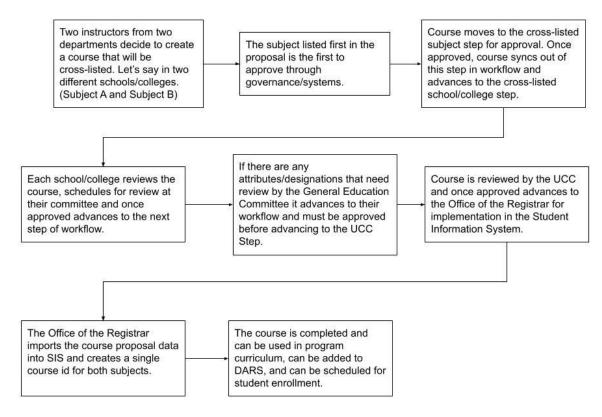
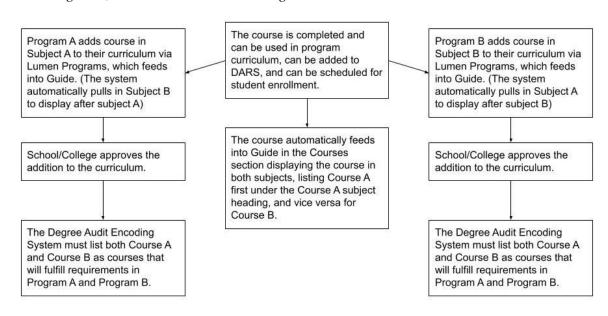
Life Cycle of a Course

Governance



Lumen Programs, Guide and DARS encoding



Once a course has been implemented in SIS, it can be scheduled for student enrollment. Subject A is determined to be "primary scheduler" for a term. They are in charge of enrollment management. They set up their schedule as any non-cross-listed course. The Office of the Registrar Curricular Services team manually add cross-listed partners. Once that is done the connection to all cross-listed subject remains. They continue to audit the schedule of classes over the schedule build period for any errors that may pop up.

There is a nightly sync - custom process that keeps the primary and secondary sections in sync.

Any changes to the schedule build done by anyone other than the "primary scheduler" will be overwritten by the overnight sync.

Note: section level notes, requested room cap, enrollment cap, waitlist cape, and the honors requirement designation CAN be changed on the secondary sections without having their data overwritten by the nightly process.

Students see separate entries for Subject A and Subject B. Students enroll through a single subject through Course Search & Enroll.

Other Scheduling notes to keep in mind:

Waitlist management:

- For cross-listed classes that want to use waitlist, because the students are on waitlists for specific sections (subjects) it requires coordination among the curricular reps to manage the wait lists (both primary and secondaries).
- Permissions could be assigned multiple times for the same course, under different subjects, based on available seating (looking at all subjects).
 Unless the primary and secondary schedulers stay coordinated there can be problems. For example, two students could be given a permission via different subjects, but there is only one actual seat.

If enrollment caps are changed at the primary section, they also need to be changed on the secondary, and at the combined section level. This is an update in three separate places to raise the enrollment cap. Course Search & Enroll pulls data from SIS from the scheduling area. They display whatever was set up in SIS (nothing can be changed in CS&E). Cross-listing is elevated by indicating when a course is cross-listed but it doesn't explain what that actually means.

In Course Search & Enroll the course will show up Subject A and Subject B

Advisors will try to identify a subject that may better fit the curricular requirements of a program (makes more sense to the student), or a subject that may be easier to find in Course Search and Enroll.

If the student was given individual permission to enroll in a course, they have to enroll in the specific section (subject) that their permission was for. If they do not, they will not be allowed to enroll in the course (and usually contacts the advisor with issues).

Students may pick a subject depending on what they think will look best on their transcript.

Enrollment may go smoothly depending on whether the course was set up correctly in the schedule of classes. If not, the student will need to contact the advisor if they are unable to enroll in the preferred section/subject.

Students are advised that any course they enroll in (with the same course id regardless of subject) that it will meet their program requirements (which may not actually be true, depending on how their DARS program is set up).

If the student cannot enroll in the subject they wanted, they will attempt to enroll in another section/subject of a course, not understanding that they are the same course with the same capacity.

Canvas

Canvas

At the start of a term, each section in SIS has its own Canvas section. Many instructors will request that specific sections be pulled together to create a single entry point for the students and the instructor to interact in. If this wasn't done, the instructor would need to upload all of the course content, announcements, grades, etc. into each Canvas section.

Note: This is done on an ad-hoc basis and may not be collapsing all available sections, but specific ones.

Students may be confused if they enrolled in a subject that did not become the primary - when they log in it will look like they logged into the wrong course.

At the end of the term, each section must be untangled in the same order it was collapsed so the data can map back to SIS for grade reporting

AEFIS

AEFIS inspects SIS and Canvas organization and will try to replicate how the course was delivered for course evaluations. A collapsed course in Canvas will be the same in AEFIS.

The same untangling of course data that happens in Canvas also happens in AEFIS when mapping data back to SIS.