NEW CCS PAGE PATHS
Curr Mgmt > Schedule of Classes > Collaborative Class Sch (CCS)
  • UM CCS Maintain Sched of Class
  • UM CCS Schedule Class Mtg
  • UM CCS Schedule New Course
  • UM CCS Upd Sections of a Class
Curr Mgmt > Combined Sections
  • Combined Sections Table
  • Identify Combined Sections

SUMMARY OF CCS BUSINESS PROCESS CHANGES
  • CCS will either be open or closed; will no longer have Periods 1-4
  • Departmentally owned rooms will be scheduled through Astra
  • Send variable credit class changes to rooms@d.umn.edu
  • Cancel Class requests for classes with enrollment need to be sent to rooms@d.umn.edu

PERMISSION NUMBERS
No changes to the batch creation of permission numbers, or student specific two weeks after term start
Instructors can view permission numbers via Faculty Center, but cannot create new numbers or change
permission type values
Permission type values may be adjusted to override any combination of the following:
  • Enrollment limits - ends fall 2015. Only available to staff with access starting spring 2016.
  • Requisites
  • Instructor consent

CLASS SEARCH
Class Search replaces/combines the Class Schedule and Class Search
Self Service > Class Search OR
Curriculum Management > Schedule of Classes > Class Search
CCS CHANGES: Maintain Schedule of Classes page
Curriculum Management > Schedule of Classes > Collaborative Class Schedule > UM CCS Maintain Sched of Class

BASIC DATA
- No time period data at the top of page
- Session code look-up – no longer includes the Start/End Dates (refer to OCM website)
- No minus button to delete sections

CLASS MEETINGS
- Override Std Mtg Pattern checkbox is gone – please use standard meeting patterns when possible
- Facility ID field is not available/greyed out –
  - Astra for departmentally scheduled rooms
- Add your class schedule request to the Google Document for priority requests on centrally scheduled rooms.
  Google search: [Term Code] GPC Priority [Building Name]. Example, 1163 GPC Priority AB Anderson Hall.
- Add unpaired classes to the Google Document [Term Code] CCS Departments Seeking a Paired Class.
  Example, 1163 CCS Departments Seeking a Paired Class.
- Access field (was Grade Access) –
  - New sections, instructor row and will default to blank, no grade access
  - Approve – may enter and submit grades
  - Grade – may enter but only save grades, cannot submit
  - 8.9 values: None = blank, all others will be Approved

ENROLLMENT CONTROL
- Add Consent – now update-able, but should agree with ECAS; can be section specific
- Drop Consent – use if you want students to use a permission number to drop a class
- Fields that are gone: Future Enrollment Capacity and Last Term Enrollment
- Wait List Checkbox: is now named Auto Enroll from Wait List
- Cancel:
  - Prior to registration, any sections cancelled will be deleted
  - Once students are enrolled, email rooms@d.umn.edu

RESERVE CAP – no changes on this page

NOTES
- Course Guide URL goes into Free Format text field
- Add more rows for additional notes
To add a new Combined Section ID:
1. Click the button to add a new row and Combined Section ID
2. Enter a title in the Description field
3. Scroll to the bottom of the page and Save
4. You will now see the ‘View Combined Sections’ link

Note: you may also delete a Combined Section ID/row, but only if no class sections are attached to it.
Wait Listing Auto Enroll process

- Eligible students are auto enrolled from the wait list when seats are available
- Students will not be auto enrolled if there is a time conflict or it would put them over their credit limit – and they will get an email stating the situation
- TC/RO/DL: Auto enroll process runs once a day, around midnight
- MO: Auto enroll process runs once per week, on Monday
- Instructors or staff may change a student's position on the wait list
- Students will receive a confirmation email if they have been auto enrolled
- Staff may view all emails at UM Waitlist Email History (under the Waitlist folder)
- Students may use the 'Drop if Enrolled' functionality to drop a currently enrolled class in favor of a waitlisted class they can now be auto-enrolled in

**UM Manage Waitlist Position:** Records and Enrollment > Term Processing > Waitlist > UM Manage Waitlist Position
MyU Teaching tab

If you are entered as a proxy for a class/section, you will see the Teaching tab on your MyU homepage.

Faculty Center

When you click on the Teaching tab, you will see all classes/sections for which you are a proxy. Click on either the Grade Roster link or the Faculty Center link to go to the actual grade roster to enter grades.

Note: you also have links here to the Bookstore, Class List and Moodle!

REPORTING CENTER

- Access via MyU.umn.edu > Key Links > Reporting Center
- REAL TIME INFORMATION
- Class Schedule Summary Report - still the starting point for CCS Schedulers
Faculty Center

The Faculty Center home page will show all classes/sections for which you have grade access (once grade rosters have been created).

Grade Roster

Clicking the icon will take you to the grade roster.

Grade Roster Type: use this drop down to determine
• Mid term Grades
• Final Grades

Approval Status:
• Not Reviewed – can Save, but not Submitted
• Ready for Review – Saved, but not Submitted
• Approved – ready to be Submitted

Once grades are posted, the Request Grade Change link will be available below the Approval Status field

Note: the option to upload grades is still available