

Schedule Rolling Process

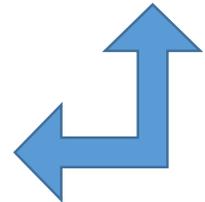
1) Examine the roll output and determine if rolled sections are:

- 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

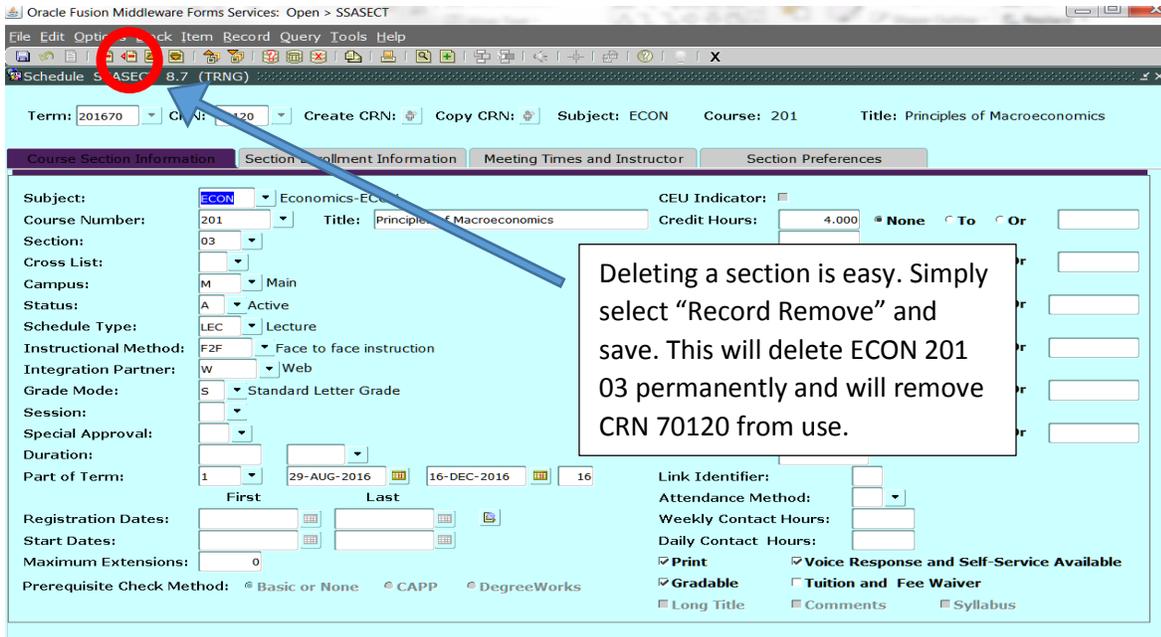
These courses all rolled successfully



- 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.