

Contact Hours

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Project Considerations B

7/22/97

This document is a draft of needs, as proposed by the Registrar's Office, for the Contact Hours Project

- **Considerations of the Effect of Implementing this Proposal**

- Computing Services applications using Contact Hours need to be investigated as to the impact of dividing the contact hours for one course among various activity types. Will some applications need the contact hours totaled? Will the contact hours need to be labeled differently when displayed in reports? Etc...
- According to information received, academic users do not use credit hours for any calculations. However, the academic users, outside of Computing Services and the Registrar's Office, need to be advised, **by the Registrar**, of the change in the way Contact Hours will be stored for a course.
- The Registrar's Office will be responsible for notifying students of the changes in the way classes are scheduled and of the changes in the way schedules will appear on student's schedule sheets.

- **Non-Standard Activity Types**

- Will need to re-visit non-standard activity codes.
- Until a decision is made these values will be stored in a spreadsheet by the Registrar's Office.

- **Voice Registration System**

- **There are some technical issues for implementing this process into the Voice Registration System that will need to be looked into.**
- **It will be the responsibility of the Registrar's Office to negotiate any changes in the Voice Registration System.**

- **Considerations of the Registration Process**

- Courses that contain linked activities will continue to be represented by a single 5-digit call number for the registration of students via the Voice Registration System. The number will be linked to the primary and secondary activities which are actual activity sections.
- For Fall 1998 Registration the required blocking and linking of multiple activity courses will be done manually, including assigning section numbers for the non-primary activities. This will be done according to a numbering system that will be developed by the Registrar's Office.
 - Programming to automate this process will be complete by July 1, 1998. The programming responsibility for this will be decided by Ruby Watts and Ben Crutcher.
- To make Conditional Drop/Add accessible for Fall 1998 Registration the reason code on screen 104 must be manually set to Z.
 - Programming to automate this process will be complete by July 1, 1998. The programming responsibility for this will be decided by Ruby Watts and Ben Crutcher.

- **Changes In The Scheduling of Classes**

- **Currently an instance of a course offering for a term is build by creating sections that represent various combinations of all course activities.**

General Physics PHY 211 is an example. It contains three activities lecture (LEC), recitation (REC), and Laboratory (LAB). The student registers for this class by using one cal number. This course may look like this when being scheduled.

PHY 211 CALL NUMBER	SECTION	ACTIVITIES
00080	100	LEC 1, REC 1, LAB 1
00070	200	LEC 1, REC 1, LAB 2
00060	300	LEC 1, REC 2, LAB 1
00050	400	LEC 1, REC 2, LAB 2
00040	500	LEC 2, REC 1, LAB 1
00030	600	LEC 2, REC 1, LAB 2
00020	700	LEC 2, REC 2, LAB 1
00010	800	LEC 2, REC 2, LAB 2

If the student registers for LEC 2, REC 1, and LAB 1, it will appear this way:

PHY 211 500

- **The following are the changes that will take place for the proposal:**

- In the proposal, all related sections of a linked course will be blocked together.
- Blocking sections of a course will allow the student to enter one call number to get all the activity types of a linked course.
- A blocked course will give a name and a call number to each legal combination of sections that have been defined.
- All activities are defined on the Course Inventory. An instance of a course offering for a term is built by creating a Course Term record for each activity defined.
- All related activities of a linked course will remain blocked together.
- One activity is designated as the primary activity. This activity is where the maximum and minimum credit hours for the course are recorded.
- For other activities the maximum and minimum credit hours are zero.
- In the proposed way of scheduling classes the following requirements must be met:
 - Accurate contact hour information must be recorded to be used in the production of the report to the Council on Higher Education per Senate Bill 109.
 - The Section Linking feature of SIS will be implemented to reduce the schedule maintenance workload. This will also ensure that students register for all activities of a course.
 - The Blocking feature of SIS will be implemented with record IARRCBL. This will help simplify the registration process for the student.
 - Provide a way to indicate if student evaluation forms will need to be printed for a course.

- An example is illustrated below, using the same course as above, General Physics PHY 211. For this course the primary activity is LEC.
 - Since a numbering scheme has not been agreed upon, the schemes below are for this example only.

CALL NUMBER	BLOCK	SECTION	ACTIVITIES	LINKS
00080	BLOK9999001	200	LEC 1	100
		300	REC 1	110
		400	LAB 1	111
00070	BLOK9999002	200	LEC 1	100
		300	REC 1	110
		450	LAB 2	111
00060	BLOK9999003	200	LEC 1	100
		350	REC 2	110
		400	LAB 1	111
00050	BLOK9999004	200	LEC 1	100
		350	REC 2	110
		450	LAB 2	111
00040	BLOK9999005	250	LEC 2	100
		300	REC 1	110
		400	LAB 1	111
00030	BLOK9999006	250	LEC 2	100
		300	REC 1	110
		450	LAB 2	111
00020	BLOK9999007	250	LEC 2	100
		350	REC 2	110
		400	LAB 1	111
00010	BLOK9999008	250	LEC 2	100
		350	REC 2	110
		450	LAB 2	111

If the student registers for LEC 2, REC 1, and LAB 1, the student would register for block 9999-005, or if the student is registering via VIP they would register for Call umber 00040. This course will appear as:

PHY 211 250

Objectives C

Business

Store Contact Hour Information, for all courses, in SIS. This will provide the Office of Planning and Assessment with the detailed information about contact hours for each activity of a course to produce the SB109 report. The Office of Planning and Assessment will be totally responsible for the maintenance of the SB109 report.

Reporting on Contact Hour Information will require that the activities of a course be linked together and blocked. This will ensure that each student has registered for all activities of the course.

The linking and blocking of courses will cause changes in the scheduling of classes. However, all of the changes will be in the programs that drive the scheduling process. The students will not notice any difference in the way they are scheduling their classes. This will not confuse the students while they are choosing classes that contain linked activities.

I. Activity Codes and Instructor Participation

- Each course must be accompanied by all required Activity Types to be a complete course.
- A link must exist to indicate if all the required Activity Types of a course have been met. This link must be forced at registration.
- Required to track the instructor(s) involved in teaching the primary activity of a course, as well as the instructor(s) teaching non-primary activities of a course.
- Tracking include documenting each instructor's percentage of responsibility for each activity code.
 - For each activity code the combined percentage of responsibility must be equal to 100.
- An example of how the activity types will be assigned to the courses to which they pertain, the linking component, and the new naming convention for course sections is on page 4.
- The next table is a descriptive listing of the activity types involved with the project.

Contact Hour Proposal Courses with Multiple Activity Types

Code	SIS Course Activity Type and Definition	Rate Both Group Per Credit	Rate Both Group Fixed	Rate Both Ind Per Credit	Rate Both Ind Fixed	Rate Stud Private Per Credit	Rate Stud Pri Fixed
I. Standard Activity Types							
COL	Colloquium – a course activity in which students attend a series of lectures delivered by experts in the field, but arranged by faculty.	16	0	0	0	0	0
DIS	Discussion – a course activity (generally associated with a lecture course) in which small groups of students, under the direction of a faculty member are encouraged to interact and study various aspects of the subject through oral and written communications.	16	0	0	0	0	0
EXP	Experimental – an elective internship or cooperative education activity, arranged by the Office of Experimental Education, in which students can earn undergraduate academic credit by working in businesses, agencies, or other setting pertinent to their academic majors or career goals.	0	0	0	4	48	0
HPR	Phys Ed Performance – a course activity in which students engage in physical performance.	48	0	0	0	0	0
IND	Independent Study – a course in which students learn independently, meeting periodically with a faculty member to discuss and report progress; provides the	0	0	0	4	16	0

opportunity to study material not normally covered or offered in the regular curriculum of course offerings.

LB1	Laboratory – a course activity in which students test, analyze, or demonstrate the applications of ideas, theories, techniques, and/or methods. Three variations – LB1, LB2, LB3 – reflect varying faculty contact and student hours requirements for different courses and/or disciplines.	16	0	0	0	0	0
LB2		32	0	0	0	0	0
LB3		48	0	0	0	0	0
LEC	Lecture – a course activity in which student learns primarily through a series of lectures delivered by the faculty member.	16	0	0	0	0	0
PBL	Problem-Based Learning - a set of course activities designed to emphasize the application of critical thinking skills, independent research skills, and teamwork to the solution of case problems through student-centered interactions.	16	0	0	0	0	0
RES	Research – a course in which the principle student activity is to conduct independent research under the supervision of a faculty member (pre-qualifying only).	0	0	0	16	?	?
RSD	Residency – course offered exclusively to provide residence credit for a graduate or professional degree.	0	0	0	16	?	?
SEM	Seminar – a course activity (generally offered as an independent course) in which small groups of students, under the direction of a faculty member, engage in the advanced, intensive study of a selected topic(s) through oral and written communications.	16	0	0	0	0	0
II. Non-Standard Activity Types							
CAV	Computer-Assisted/Audio-Visual Instruction – a course activity in which students, under the guidance of a faculty member work relatively independently with learning resources residing on computers and/or other electronic media.	?	?	?	?	?	?
CLI	Clinical – a course activity in which students, under the supervision of a faculty member, are involved with direct treatment or observation of patients/clients.	?	?	?	?	?	?
PRA	Practicum – a required course activity designed to help students integrate classroom learning with actual work experience emphasizing the practical	?	?	?	?	?	?

applications of theory; includes non-clinical internships/externships and specifically includes student teaching.

STU Studio – a course normally associated with visual/creative arts activities that require specialized facilities beyond those of a normal classroom/lab and emphasize individual development through expressive media. ? ? ? ? ? ?

Key:

(These are all per term.)

Rate Both Group Fixed = Fixed amount of contact hours for both instructor and student for group instruction.

Rate Both Group Per Credit = Contact hours per credit for both instructor and student for group instruction.

Rate Both Individual Fixed = Fixed amount of contact hours for both instructor and student for individual instruction.

Rate Both Individual Per Credit = Contact hours per credit for both instructor and student for individual instruction.

Rate Student Private Fixed = Fixed amount of contact hours for student, this is only for private or independent tasks.

Rate Student Private Per Credit = Contact hours per credit for a student, this is only for private or independent tasks.

MaxActivityHrs = Hours of Contact, Maximum for which any single student is enrolled in that activity.

StuAttActHrs = Student Attempted Activity Hours for a variable credit activity = Student Attempted Hour for Course – Sum (Activity Hours for Each Fixed Credit Hour Activity)

NumbStudEnro = Total number of students enrolled in that activity.

II. Formulas

- Instructor Formula:
- The following formulas will be used to calculate contact hours for the specified group.

	Instructor	Course	Activity
Instructor Course Activity Contact Hours	1	1	1
Instructor Course Contact Hours	1	1	All
Instructor Contact Hours	1	All	All
All Instructor Contact Hours	All	All	All

- Instructor Course Activity Contact Hours
(One Instructor teaching one activity of one course.)

B) Total Contact Hours for One Instructor, One Course, One Activity

$$\begin{aligned}
 &= (\text{RateBothGroupFix} \quad *1) \\
 &+ (\text{RtaeBothGroupPerCredit} \quad \mathbf{MaxActivityHrs*1}) \\
 &+ (\text{RateBothIndFix} \quad *NumbStudEnro) \\
 &+ \text{Sum} \quad (\text{RateBothIndPerCredit} \quad *StuAttActHrs *1)
 \end{aligned}$$

- Instructor Course Contact Hours
(One Instructor teaching all activities of one course.)

C) Total Contact Hours for One Instructor, One Course, All Activities

= Sum (Total Contact Hours, One Instructor, One Course, One Activity)
Sum B) for Total Contact Hours for all activities of a course that an instructor teaches.

- Instructor Course Contact Hours
(One Instructor teaching all activities of all courses.)

D) Total Contact Hours for One Instructor, All Courses, All Activities
 = Sum (Total Contact Hours, One Instructor, One Course, All Activities)
 Sum C) for Total Contact Hours for all activities of all courses that an instructor teaches.

- All Instructor Contact Hours
 (All Instructors teaching all activities of all courses.)

E) Total Contact Hours for All Instructors, All Courses, All Activities
 = Sum (Total Contact Hours, One Instructor, All Courses, All Activities)
 Sum D) for Total Contact Hours for all activities of all courses that all instructors teach.

- **Student Formula**

- The following formulas will be used to calculate contact hours for the specified group.

This is a matrix for the following formulas.

	Student	Course	Activity
Student Course Activity Contact Hours	1	1	1
Student Course Contact Hours	1	1	All
Student Contact Hours	1	All	All
All Student Contact Hours	All	All	All

- Student Course Activity Contact Hours.
 (One student enrolled in one activity of a course.)

F) Total Contact Hours, One Student, One Course, One Activity
 = (RateBothGroupFi *1)
 + (RateBothGroupPerCredit *StudAttActHrs *1)
 + (RateBothIndFix *1)
 + (RateBothIndPerCredit *1 *1)
 + (RateStudPrivFix *StudAttActHrs)
 + (RateStudPrivPerCredit *1 *1)
 + (RateStudPrivPerCredit *StudAttActHrs)

- Student Course Contact Hours.
 (For all activities of a course that one student is enrolled in.)

G) Total Contact Hours for One Student, One Course, All Activities
 = Sum (Total Contact Hours, One Student, One Course, One Activity)
 Sum **F**) for Total Contact Hours for all activities of a course that a student is enrolled.

- Student Contact Hours.
 (For all activities of all courses that one student is enrolled in.)

H) Total Contact Hours for One Student, All Courses, All Activities
 = Sum (Total Contact Hours, One Student, One Course, All Activities)
 Sum **G**) for Total Contact Hours for all activities of all courses that a student is enrolled.

- All Student Contact Hours.
 (For all activities of all courses that all students are enrolled in.)

I) Total Contact Hours for All Students, All Courses, All Activities
 = Sum (Total Contact Hours, One Student, All Courses, All Activities)
 Sum **H**) for Total Contact Hours for all activities of all courses that all students are enrolled.

II. Academic Calendar

- A calendar needs to be created containing all of the academic holidays.
 - Used to validate the student contact hours to assure each class is meeting for the minimum required amount of hours.
 - For example, HIS 108 meets on Mondays, Wednesdays, and Fridays during the Fall 1998 semester. During this semester there are three extra Monday academic holidays. The calendar will be used to ensure that HIS 108 will not meet the minimum required amount of contact hours for this semester.

II. Evaluation Flag

- A flag for faculty evaluations needs to be created.
- Indicates if student evaluations are needed for this course.
- Supplies percentage information for the SB109 report.

II. Listing of Instructors

- The Council on Higher Education requires that the instructor with the highest percentage of effort be listed on the SB109 report.
- On the Faculty Load, all the instructors of a course need to be listed. They should be listed with the instructor holding the highest percentage of responsibility first, down to the instructor holding the lowest percentage.

II. Data Elements for the SB109 Report

- There are two parts to this report.
 - Part A data items are:
 - Faculty Member's Social Security Number (RIC04)
 - Faculty Member's Rank (EF106)
 - Number of Instructor Contact Hours
 - Course Name RC010)
 - College (EF522)
 - Department (EF522)
 - Part B data items are:
 - Faculty Full-time Part-time Status (EC604)
 - Faculty Member a TA
 - Activity Type of Course (RC020)

Project Solution E

Draft of Recommended Solution

NOTES:

Due to the implementation of section linking and course blocking the following will need to be researched and tested in development for the appropriate modifications.

1. Registration, including Voice Registration, blocked sections will have to be shown to the user AS IF it were an enrolled section. It will be used for dropping the block.
2. .Automatically generated links on screen 129 will be affected by section linking and course blocking. The links will be built depending on the clocking sections specified.
3. SA-SIS (Student Access Student Information System) will need to be researched to determine if blocked sections are going to e shown to the students.
4. The CAS (Central Advising System) should not be affected by the section linking and course blocking.
5. The schedule book will have to demonstrate the blocking of linked courses.
6. Class rolls, grades, and transcripts should not be affected by section linking and course blocking.
7. Reporting will not be affected by section linking and blocking.

Definitions

- **Contact Hours** – The number of hours per semester that the individual (student or instructor) must meet with a group or on an independent basis, depending on the activity type, to obtain the required amount of hours for a specific course.
 - The rates that are used to calculate the values for the contact hours will be stored on the Course Activity Term Record (UXRRCAT).

- **Credit Hours** – The number of hours per week that a course must meet for the institution to maintain accreditation. The values are stored on the Course Term Record (IARRCRC). Credit hours extensively impact Registration, Grade Calculations, Tuition Calculation, and other student reporting.
- **Activity Hours** – The number of hours per week that an activity of a course must meet to satisfy institutional requirements. This is credit hours split out by activity. Activity hours are used to verify course scheduling or meeting patterns. They are also used for state mandated contact hour reporting. Activity hours are not used for accreditation, grading, tuition calculation, or transcript reporting.
- It is proposed that the activity hours and the credit hours be recorded separately. This is due to the extensive impact of credit hours on registration, grade calculation, tuition calculation, transcripts, grade reporting and other student records. The proposed solution will keep the two categories of hours completely separated.
- **Course Activity Term Maintenance**
 - **Add the Course Activity Term Record (UXRRCAT)**
 - Store the rates needed to calculate the values for Both (Instructor and Student) Group Hours Fixed, Both (Instructor and Student) Group Hours Per Credit, Both (Instructor and Student) Individual Hours Fixed, Both (Instructor and Student) Individual Per Credit, Student Private Fixed, Student Private per Credit.
 - The elements on this record are:

○ Institution Code	UXREL-AT-INST-CD
○ Academic Unit Code	UXREL-AT-ACAD-UNIT-CD
○ Term Code	UXREL-AT-TERM-CD
○ Course Activity Code	UXREL-AT-ACTIVITY -CODE
○ Course Activity Description	UXREL-AT-ACTIVITY -DESC
○ Both Group Fixed Rate Contact Hours	UXREL-AT-BOTH-GRP-FIX-CONT-HRS
○ Both Group Credit Rate Contact Hours	UXREL-AT-BOTH-GRP-CRED-CONT-HRS
○ Both Individual Fixed Rate Contact Hours	UXREL-AT-BOTH-IND-FIX-CONT-HRS
○ Both Individual Credit Rate Contact Hours	UXREL-AT-BOTH-IND-CRED-CONT-HRS
○ Student Private Fixed Rate Contact Hours	UXREL-AT-STUD-PRIV-FIX-CONT-HRS
○ Student Private Credit Rate Contact Hours	UXREL-AT-STUD-PRIV-CRED-CONT-HRS
○ Course Meeting TBA Code	UXREL-AT-TBA-MEET-CD
○ Course Activity Last Date Modified	UXREL-AT-MOD-DT
○ Course Activity Last Modified By	UXREL-AT-MOD-BY
 - The Course Activity Record (UXRRCAT) will be located CALC with Primary Key Institution Code, Academic Unit Code, Term Code, and Course Activity Code.
 - A new screen will also need to be created to maintain the Course Activity Term record.
- **Add Student Record Event record (UXARCSE)**
 - Store the dates of academic holidays, courses will not receive contact hours for these days.
 - The elements on this record are:

○ Institution	UXAEL-SE-INST-CD
○ Academic Unit	UXAEL-SE-ACAD-UNIT-CD
○ Term Code	UXAEL-SE-TERM-CD
○ Event Code	UXAEL-SE-EVENT-CD
○ Event Description	UXAEL-SE-EVENT-DESC
○ Holiday	UXAEL-SE-EVENT-DT
 - A new screen will need to be created to maintain Student Record Event (UXARCSE).

- **Course Inventory Maintenance (Screen 125)**
 - Add the following elements on the Course Inventory Record (IARRCRI) for each activity.
 - Course Inventory Activity Minimum Hours (UXREL-RI-AT-MIN-ACTIVITY-HRS)
 - This will be copied to the Course Term Record (IARRCRC)
 - Course Inventory Activity Maximum Hours (UXREL-RI-AT-MAX-ACTIVITY-HRS)
 - This will be copied to the Course Term Record (IARRCRC).
 - **Course Inventory Maintenance (Screen 125)**
 - Activity level credit hours must sum to the total credit hours for the primary activity.
 - The sum of all Course Inventory Minimum Activity Hours must equal the Course Inventory Minimum Credit Hours.
 - The sum of all Course Inventory Maximum Activity Hours must equal the Course Inventory Maximum Credit Hours for variable and alternate credit courses.
- Schedule Maintenance
 - **Add Elements to the Course Term Record (IARRCRC)**
 - Two elements will be added to the Course Term Record (IARRCRC), these will be copied from the Course Inventory Record (IARRCRI) record.
 - Minimum Activity Hours (UXREL-RC-MIN-ACTIVITY-HRS)
 - Maximum Activity Hours (UXREL-RC-MAX-ACTIVITY-HRS)
 - **Schedule Maintenance (Screen 129)**
 - Copy Maximum and Minimum Activity Hours from the Course Inventory Record to the Course Term Record for the appropriate activity.
 - If the course is defined as a variable credit course then the maximum and minimum activity hours entered on this record, will have to be within the range of the Course Inventory Activity Hours.
 - If the course is defined as an alternative credit course then the MIN and MAX HRS fields will have to be equal to either the Course Inventory Activity Minimum Hours or the Course Inventory Activity Maximum Hours.
 - Prevent the ending of a course that has a section built in a term greater than the term being ended.
- **Student Evaluation Flag**
 - Add the element Course Instructor Evaluation Code (UZREL-RC-IC-INSTR-EVAL-CD) to the Instructor Course Term Record (IARRCIC).
- **Faculty Load (Screen 130)**
 - Maintain Course Instructor Evaluation Code (UXREL-RC-IC-INSTR-EVAL-CD).
- **Academic Calendar**
 - **Meeting Patterns (Screen 134)**
 - The number of hours on the Meeting Pattern Record (IARRCMT) will need to be calculated and compared to the calculated contact hours from the Course Term Record (IARRCRC) and the Course Activity Term Record (UXRRCAT). Each activities' meeting time and days will then be compared to the Student Record Event record (UXARCSE) to make sure the required number of hours are being met. (Holidays will be subtracted from meeting hours.)

- **Instructor Listing**
 - On Faculty Load having instructors listed with the instructor with the highest percentage of responsibility first down to the instructor with the lowest percentage.

- **Ad Hoc Reporting**
 - The following fields need to be added to the FOCUS SIS extract.

○ Institution Code	UXREL-AT-INST-CD
○ Academic Unit Code	UZREL-AT-ACAD-UNIT-CD
○ Term Code	UXREL-AT-TERM-CD
○ Course Activity Code	UXREL-AT-ACTIVITY-CODE
○ Course Activity Description	UXREL-AT-ACTIVITY-DESC
○ Both Group Fixed Rate Contact Hours	UXREL-AT-BOTH-GRP-FIX-CONT-HRS
○ Both Group Credit Rate Contact Hours	UXREL-AT-BOTH-IND-FIX-CONT-HRS
○ Both Individual Fixed Rate Contact Hours	UXREL-AT-BOTH-IND-FIX-CONT-HRS
○ Both Individual Credit Rate Contact Hours	UXREL-AT-BOTY-IND-CRED-CONT-HRS
○ Student Private Fixed Rate Contact Hours	UXREL-AT-STUD-PRIV-FIX-CONT-HRS
○ Student Private Credit Rate Contact Hours	UXREL-AT-STUD-PRIV-CRED-CONT-HRS
○ Course Meeting TBA Code	UXREL-AT-TBA-MEET-CD
○ Maximum Activity Hours	UXREL-RC-MAX-ACTIVITY-HRS
○ Minimum Activity Hours	UXREL-RC-MIN-ACTIVITY-HRS
○ Course Instructor Evaluation Code	UXREL-RC-IC-INSTR-EVAL-CD
○ Institution	UXAEL-SE-INST-CD
○ Academic Unit	UXAEL-SE-ACAD-UNIT-CD
○ Term Code	UXAEL-SE-TERM-CD
○ Event Code	UXAEL-SE-EVENT-CD
○ Event Description	UXAEL-SE-EVENT-DESC
○ Holiday	UXAEL-SE-EVENT-DT
○ Course Inventory Activity Minimum Hours	UXREL-RI-AT-MIN-ACTIVITY-HRS
○ Course Inventory Activity Maximum Hours	UXREL-RI-AT-MAX-ACTIVITY-HRS
○ Section ID	RC-BL-SECTION-ID
○ Link Code	RC-LINK-CODE

- **Time Table**
 - October 1, 1997 –
 - Record data into the IARRCRC and IARRCRI records, for screens 125 and 129.
 - New record (UXRRCAT) to be completed. Existing data will be loaded into the UXRRCAT record.
 - Between October 1 & November 1, 1997 –
 - Ruby will perform maintenance of the UXRRCAI record. This includes adding additional data from this project. For example, changing the section names from the 001 format to the AAA format.
 - The table containing all of the academic holidays will be put into place by this date.
 - November 1, 1997 –
 - Changes to screen 134, to edit against the IARRCRC record.
 - Any changes that need to be made to screen 130 will be done by this date.
 - February 1, 1998 –
 - Schedule book is published.
 - Last Week of March – Second Week of April 1998 –
 - Advanced Registration Period
 - July 1, 1998 –
 - Screen 129 will be completed to automatically generate the section number for the non-primary activities.

 - Screen 104 will be completed to automatically set Reason Code to Z for Conditional Drop/Add for linked courses.

Screen examples:

Below are some examples of screen changes that will accommodate the needs of this project. The items labeled in { } are the added elements. All others are existing fields with supporting data elements in the database.

```

125 COURSE INVENTORY MAINTENANCE                GENERAL PHYSICS
SCREEN:      INST: UK  AU: LC  SID:                CRS: PHY 211 ???  TERM: 975

          FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
          COURSE TITLE: GENERAL PHYSICS              CREDIT TYPE: C
          COURSE TITLE2:                               COURSE LEVEL: U1
          TERM FIRST/FINAL: 897 /                    COURSE CAREER: UC
          CRED MIN/MAX/CONN: 05.0 / / F              DEPT. OF RECORD: P&A
          AWARD UNIT TYPE: S                          INSTR PROG CLASSIF: SL  1I
          SPECIAL GRADING:          MAX HRS:          CLIP CODE: 40
          TERMS OFFERED:          MAX REG: 1          COURSE CONTENT: USP
          ROLL CONTROL: A                               APROVAL DATE: 10/05/1989
          SKIP YR/TERM: N                             PREV CRS ID/END TERM: PHY  211  / 895
          CROSSL COURSE:                               CURR CRS ID:
          COREQ COURSE:          REPEATABLE FOR CRED:
          ACT  [MIN]  [MAX]  MIN  MAX  [GRP]  [GRP]  [IND]  [IND]  [STU PRI]  [STU PRI]
          CODE [HRS]  [HRS]  ENR  ENR  [CRED] [FIX]  [CRED] [FIX]  [CRED]  [FIX]
1ST: LEC                0025
2ND: REC                0025
3RD: LAB                0025
4TH:
NEXT ID:                                           DATE LAST MAINT: 10 / 01 / 97
    
```

Below is the screen for the proposed format.

```

129 SCHEDULE MAINTENANCE                                CALL #: 00040
SCREEN:      INST: UK  AU: LC  SID:                CRS: PHY 211 ???  TERM: 975
                                           CS SET-UP:
          FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
          SECTION ACTIVITY: LEC              COURSE LEVEL: U1
          COMBND SECT STAT/SPONS: /          COURSE CAREER: UC
          1ST INSTR/SCHED NAME: THOMPSON          INSTR #1 ID:
          SESSION:          INSTR #1 NAME: THOMPSON, D

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*  [*--ACT HRS--*]
          MIN MAX  SEC WAIT CONT COREQ1 SECT CRS  STU  VRR]
          MIN CON MAX  ENR ENR  CTL LIST ENRL COREQ2 LINK PRERQ PGM R AVL  [MIN  MAX]
          05.0  F  00.0          14          N          [100]          2.0  2.0

*-----PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
          STANDARD NOTES  PRT  PRT  REV  CHG REASONS  SPC  RPT  CRSE EXAM
          PRT  #1  #2  #3  CRLST  PRERQ  CODE  #1  #2  #3  GRD  CRED  CONT  CODE
          Y          X          USP  Y

          SUBTITLE CODE:          TITLE: GENERAL PHYSICS
          SITE:          TITLE2:
NEXT ID:                                           DATE LAST MAINT: 00 / 00 / 00
    
```

The changes for the below screen are in []. It may later be determined that more changes will need to be made to this screen.

130 FACULTY LOAD										
SCREEN:		INST: UK	AU: LC	SID:		CRS: PHY 211 ???		TERM: 975		
ACTIVITY TYPE: LEC					GROUP CONTACT HOURS: 2.0					
DEPT OF RECORD: P&A					INDIVIDUAL CONTACT HOURS:					
COMBINED SECTION:					1 ST INSTR/SCHEDL NAME: THOMPSON					
NO	FCN	INSTR	ID	PCT RESP	TRM CONT HOURS	[STU] [EVA]	SCH PRT	INSTRUCTOR NAME		
1				100.00		Y	Y	THOMPSON, DAVE		
NEXT ID:										
TOTAL PAGES:		1	THIS PAGE:				1	NEXT PAGE:		

Below is an example of Screen 134. There will be no physical changes to this screen.

134 COURSE MEETING PATTERNS													
SCREEN:		INST: UK	AU: LC	SID:		CRS: PHY 211 ???		TERM: 975					
SESSION:		BEGIN:		END:		BLDG:		ROOM:		TIME/LOC CHANGE: /			
COMB SECTN:													
FCN	DAYS	START	STOP	BLDG	ROOM	CAPC	OFF LOC	BEG END	DT/ DT	SCH RM	-----SCHEDULE25-----		
	TR	0930AM	1020AM	CP	155	187				P			
	MR	0800AM	0850AM	CP	287	49				P			
	F	0800AM	0950AM	CP	163	31				P			
NEXT ID:				TOTAL PAGES: 000 THIS PAGE: 000 NEXT PAGE: 000									

By signing below, you certify that the information included in this document states the needs for this project as proposed by the Registrar's Office.

**Request Initiator
Business Owner**

_____ Ruby Watts _____ Date

A&D Analyst

_____ Tiffany Morgan _____ Date

Database Administrator

_____ Debbie Adams _____ Date

A&D Manager

_____ Helene Chlopan _____ Date