DCU Schedule Builder

Guided Tour: 2020-21
Welcome to the DCU Training Session!

- Training sessions will be recorded.
- Please turn your audio setting to mute.
- Questions will be answered at the end of the presentation, time permitting.
- A slide deck of this presentation will be added to the Course Scheduling Policies section on the Registrar’s office website.
- One-on-one DCU training is available by appointment.
Helpful Tips:

- The Data Collection Unit (DCU) is used for Fall, Spring, and Summer course building.
- Off-campus access to the DCU requires VPN installation.
- Pop-up blockers must be unblocked.
- The DCU is rolled from the previous like term. For example, Spring 2021 class offerings were rolled from Spring 2020 class offerings.
- Service Catalog ticket request to add information to read-only fields: sju.edu/help > Student Records and Registration > Submit a Ticket > Course and Room Scheduling > Add Course, Time, Instructor, etc. to DCU > Request Service
Logging Into the DCU
Faculty login:

Nest
Faculty tab
Faculty Tools and Resources section
Course Scheduling System
DCU Course Scheduling
Staff login:

Nest
Employee tab
Useful Links and Tools section
Course Scheduling System
DCU Course Scheduling
Edit Existing Sections
The Message Board includes a direct link to the Service Catalog.

The Message Board is a great place to reference part of term start and end date information.

If you are missing access to a specific department please submit a Service Catalog ticket request.
Welcome to the DCU for Spring 2021:
Please contact the Registrar's Office using the Service Catalog if you experience any issues.

The DCU will be closed daily from 4:00pm-5:00pm for updates. If you are arriving before this time, please wait until the end of the closure time to enter.

Spring 2021 Parts of Term
- part of term 1 (full term) 1/13/2021 - 5/8/2021
- part of term 2 (first 8 weeks) 1/11/2021 - 3/5/2021
- part of term 3 (second 8 weeks) 3/8/2021 - 4/30/2021
- FE Pharm/Food/Exec only 1/11/2021 - 5/31/2021

Important Reminders
- Classes that were not offered last Spring term that will be offered this Spring term must be ch
- All classes need to have their maximum enrollment set in the DCU, even if this will be decrease
- Include room characteristics when a faculty member requires specific software or other class
- Select the department for schedule building.
- Change the top-right “Show” drop-down menu to “All”
- Select a component to begin entering class information
- Tip: The term “section” is referred to as a “component” in the DCU.
- **Name:**
  Lecture, Lab, Hybrid, Hyflex = D01
  Online (UD, PLS, HDC, GR) = OL1
  First-Year Seminar = FY1
  Independent Study = IS1
  Internship = IN1
  Study Tour = ST1
  Honors = HN1
  PLS on-ground = P01
  Graduate on-ground = G01

- **Type:**
  Lecture, Lab, Online, Seminar, Independent Study, Internship, Study Tour, Lecture/Lab Combination

- **Max Enrollment:**
  Enter the maximum enrollment of the class. Even if you are using rolling caps during registration, enter the final number/max enrollment of the class.
<table>
<thead>
<tr>
<th><strong>Course Title</strong></th>
<th><strong>Part of term (leave blank if Open Learning)</strong></th>
<th><strong>Status Code</strong></th>
<th><strong>Special Approval Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - 202110 - Full Term</td>
<td>A - Active</td>
<td></td>
</tr>
</tbody>
</table>

- **Campus Code**: Undergraduate Day = D, PLS/HDC = E, Graduate = Program-specific codes
- **Instructional Method**: DO NOT SELECT %ALL, In-person lecture = Face-to-Face, some students are simultaneously joining via Zoom while others are simultaneously joining in-person = Hyflex, both lecture and online, but not simultaneously = Hybrid, Online only (with or without synchronous meeting times) = Online
- **Part of term**: Full 16-weeks = 1, First 8-week = 2, Second 8-week = 3
- **Grade Mode Code**: Undergraduate = U or P; Graduate = G or P
- **Status Code**: All classes being offered must have an Active status code, otherwise, select the Inactive status code.
- Waitlist Maximum: Enter 0 if not using a waitlist.
- Special Approval Code: Select instructor approval if necessary, otherwise leave blank.
### Course Title and Section Long Text

- Course title and course description (Section Long Text) information will automatically populate from catalog-level information when CRNs (course reference numbers) are created.

- Special topics and first-year seminars may need term-specific titles and course descriptions. You must submit a Service Catalog ticket request to add this information.

- Section Long Title: Not used

- Section Text: Lab/course fee information. You must submit a Service Catalog ticket request to add this information.

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**Read-only fields:**

- **Course Title** and **Section Long Text:** Course title and course description (Section Long Text) information will automatically populate from catalog-level information when CRNs (course reference numbers) are created.

- **Special topics and first-year seminars** may need term-specific titles and course descriptions. You must submit a Service Catalog ticket request to add this information.

- **Section Long Title:** Not used

- **Section Text:** Lab/course fee information. You must submit a Service Catalog ticket request to add this information.

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- **Green** = Required field
- **Yellow** = Optional field
The Attribute Codes field is read-only, and displays the catalog-level attribute information.

You may reference catalog-level information here: [https://sites.sju.edu/catalog/](https://sites.sju.edu/catalog/)

Special topics classes may have any attribute added to the section level.

The following attributes are approved to be added to the section level of any class: Honors, Service Learning, Writing Intensive, and/or Faith Justice.

You must submit a Service Catalog ticket request to add attribute information.
- Registration restrictions can be added to any class at the section level, which is the information you are building in the DCU.
- Catalog-level restrictions may not be removed from the section level of a class.
- Review all five restriction tabs in each class to confirm the information is accurate and current.
● Add a restriction: Select the + sign
● Remove a restriction: Select the checkbox next to the restriction, and select the trash can.
● Remember to select either “Include” or “Exclude” when adding a restriction.
● Cohort restrictions are only to be used for the incoming freshmen class first-year seminars, and only in their first Fall and Spring terms.
   ○ For Spring 2021: FTF_UD_20F (select Include)
- The information in the Schedule Type field must match the Type field information at the top above the Max Enrollment field.
- Ex of types and schedule types: Lecture, lab, online, etc.
- Only online classes without synchronous meeting times should have “No time requested” selected.
- Confirm the accuracy of the start and end dates.
- Part of term start and end dates can be referenced on the Message Board.
- For classes meeting throughout the entire term, the predefined start and end dates remain unchanged.
- For classes meeting on a few specific days within the term, the start and end dates can be modified, but must be within the pre-defined start and end dates of the selected part of term.
● Select “Forced Pattern Time(s)” to select a time pattern.
● The time blocks labeled “Standard Time Blocks” may be used for any class, in any department, and for any academic level.
● All other time patterns are clearly labeled for use by specific departments, programs, and/or classes.
● You must submit a Service Catalog ticket to request a time block not included in the list of options.
A room must be requested for all classes intending to hold in-person instruction.

For 100% online classes, no room request is necessary.
A room must be requested for all classes intending to hold in-person instruction.
- Select the + sign.
- Room type: CLAS is the most frequently used option.
- Pavilion: Select a building. McShain Hall is no longer available.
- Room: Not a required field, but helpful if there is a room preference.
- Review the characteristics list for specific room features. If these features are required by the instructor, select the “Characteristic(s) required” checkbox.
For classes with no instructor listed: Select the + sign, search for the instructor using either name or ID number.
● Enter information into the search box.
● Select the Search button.
● Select the check box next to the correct instructor.
● Select the Ok button.
● Instructor information has been hidden for this screen shot.
- The instructor name has been hidden for this screen shot, but the information will be visible in the DCU.
- Responsibility and Session are required fields.
- For multiple instructors, the total number must equal, but not exceed, 100.
- Contract Type is an optional field, enter only if you are sure the information is correct.
- The “Primary” checkbox is required. For multiple instructors, select “Primary” on one instructor record only.
- Select Ok.
- Instructor name and Staff ID have been hidden for this screen shot.
- Teaching Status will default to “Teaching” which is correct.
- The Primary checkbox must be selected.
- Instructor name and Staff ID have been hidden for this screen shot.
- Remove an instructor: Select the checkbox next to the instructor, select the trash can.
Crosslisting
The max enrollment information in each section represents the max enrollment only for the section, and not for the total crosslisting. Do not enter the total crosslisted maximum enrollment in this field.

The red symbol indicates the crosslisting has an inactive status.
- Select the crosslist Group ID to access the crosslisting information. In this example the Group ID is IS.
● The crosslist maximum enrollment information must equal the total maximum enrollment for the entire crosslisting, inclusive of all sections.
● In this example, we see the SOC 323 maximum enrollment in the previous slide is 5. The crosslist maximum enrollment is 28. Therefore, the IHS 323 maximum enrollment is 23.
● Activate the crosslisting: Select the red symbol checkbox, and select save.
Activate the crosslisting: Select the red symbol checkbox, and select save. Once the crosslist has been activated, the red symbol will change to a green check.
Add New Course and/or Section
All course information in the DCU originates in Banner.
Courses must be in active status at the catalog level in Banner in order to be added to the DCU.
You may reference catalog-level information by referring to the 2020-21 Academic Catalog on the SJU website.
● Select the + sign to add a course into the DCU not included in the existing list.
• Enter the subject and course number.
• Select Save.
- Add a section: Select the + sign.
- Tip: The term “section” is referred to as a “component” in the DCU.
- Section: Always enter A in the section field.
- Term: Enter the current scheduling term: 202110.
- Select Save.

Tips:
- The term “section” is referred to as a “component” in the DCU.
- Term codes: Fall = 40, Spring = 10, Summer = 20
  - Ex: Spring 2021 = 202110
  - Ex: Summer 2021 = 202120
- Add a new section/component: Select the + sign.
- Begin adding all of the section-level information required for a class offering.
- Save
- All newly added sections/components will default to the extended PFE part of term dates.
- The dates MUST be corrected to the appropriate part of term dates, most often the full 16-week session, which is 1/13/2021 - 5/8/2021.
- All part of term dates can be referenced in the Message Board.
The new section/component has been successfully created.