

## GLOSSARY OF SCHEDULING OFFICE

<b>ADD</b>	course update & revision form provide for a new section
<b>ADMISSIONS INQUIRY</b>	SIS function 08 provides information on the status of an incoming student
<b>ADDRESS INQUIRY</b>	SIS function 12 provides current/permanent addresses on student
<b>ALSO OFFERED AS</b>	cross listed with another course
<b>CALL NUMBER</b>	five digits assigned to register a given course
<b>CANCELLED</b>	removal of department course offering requires two signatures
<b>CANCEL/RESCHEDULE</b>	removal of department course offering and replacing with a different section number. The call number will be affected when changes occur in time or day, course title, footnotes, grading options, and special fee
<b>CAPACITY</b>	a set number of spaces assigned to a scheduled course
<b>CATALOG</b>	is a summary of the undergraduate and graduate programs, courses of instruction, and academic regulations of the university, as well as a guide to policies and services affecting undergraduate and graduate students
<b>CENSUS DATE (21 DAY COUNT)</b>	final count of total enrollment after three weeks of classes
<b>CENTER 01</b>	a code given for main campus
<b>CIP CODES</b>	stands for Classification of Instructional Programs; are assigned by the Associate Provost for Academic Affairs. A manual is used to assist in assigning the proper code to a degree or program and to individual courses
<b>CIRT</b>	<b>COMPUTER AND INFORMATION RESOURCES AND TECHNOLOGY:</b> provides computing and data communication services and support for the Academic and Administrative communities
<b>CLASSROOM FORMATS</b>	room setups are follows: lecture, ITV, seminar;( <i>movable seating</i> ) & pit, theater, computer pods; ( <i>fixed seating.</i> )
<b>CLASS LISTS</b>	a list of registered students in a class
<b>CO-REQUISITE</b>	this refers to other courses that can be taken at the same time

<b>CONTACT HOURS</b>	each course credit hour requires 800 minutes of instruction. Example: 3-credit hour course will require 2400 minutes of instruction
<b>COURSE/SECTION STATUS</b>	SIS function screen #22. Gives call #, day time record, and enrollment for all sections of a course
<b>COURSE DISTRIBUTION</b>	to distribute your courses evenly throughout the day on 60/40 split
<b>COURSE KEY</b>	refers to center code, dept. abbr., and course number
<b>COURSE UPDATE &amp; REVISION</b>	form used to make change or update a scheduled course
<b>COURSE DISCIPLINE</b>	refers to course department; when you are printing class list on SIS screen function 04
<b>COURSE TITLE</b>	name of course offering provided by the department
<b>CREDIT HOUR</b>	contact time assigned to a course depends how many times the class will meet and for each credit hour requires 800 minutes of instruction
<b>CURRICULUM CHANGES</b>	form approvals for processing guidelines: to change to a minor course already offered; to create a new course; to create a new degree or program; and to create a new graduate degree
<b>DATABASE</b>	centralized information system used by scheduling to process changes; such adds, cancels, etc
<b>DAYS</b>	day of the week, when a course is scheduled
<b>DEMOGRAPHIC INQUIRY</b>	SIS function 07 provides information on admitted student
<b>DEPARTMENT CONTROLLED</b>	rooms that a department controls. These rooms are used to place off-pattern course
<b>DEPARTMENT COURSE LISTING</b>	DCL: initial course listing which the department received to begin making changes for available offering for next semesters or sessions
<b>DEPARTMENT PROOFING</b>	time set aside to review any changes or to make updates or to check for errors
<b>DISENROLLMENT CODES</b>	SIS function 02: Registration Inquiry provides changes on the student schedule for a specific semester
	N non-payment of tuition (used only for mass disenrollment)
	X other (deceased/internal use)
	Z disenroll by student request
	A suspension
<b>DOUBLE-BOOK</b>	a class scheduled in the same room at the same time

<b>DROP CODES</b>		<b>SIS function 02: Registration Inquiry provides schedule changes on a student throughout the semester</b>
	<b>B</b>	<b>instructor drop before the six weeks</b>
	<b>C</b>	<b>course cancellation</b>
	<b>D</b>	<b>course delete by student before the six weeks</b>
	<b>G</b>	<b>course drop by student after the six weeks</b>
	<b>H</b>	<b>instructor drop after the six weeks</b>
	<b>K</b>	<b>disenrolled before classes begun</b>
	<b>U</b>	<b>University withdrawal before the six weeks</b>
	<b>W</b>	<b>University withdrawal after the six weeks</b>
	<b>Z</b>	<b>course cancelled/rescheduled</b>
<b>EDEN COURSES</b>		<b>Electronic Distance Education Network; are televised academic courses for off campus students enrolled via ITV</b>
<b>ENROLLMENT</b>		<b>count of the number of registered students in a course</b>
<b>ENROLLMENT STATUS REPORT</b>		<b>ESR; report on the Data Mall that provides information on a course Departments can obtain this information on-line</b>
<b>FINAL EXAM</b>		<b>exams given at the end of semester or session</b>
<b>FOOTNOTES</b>		<b>letters assign to indicate on the type of a course offering</b>
	<b>R</b>	<b>Restricted; requires prior approval from department</b>
	<b>Z</b>	<b>special fee</b>
	<b>X</b>	<b>cross-listed courses; see General Catalog for other listing</b>
	<b>P</b>	<b>undergraduate prerequisite or co-requisite; see General Catalog</b>
	<b>J</b>	<b>graduate credit for those eligible; prerequisite and or co-requisite</b>
	<b>G</b>	<b>graduate credit for those eligible</b>
	<b>C</b>	<b>credit/no credit grading only</b>
	<b>M</b>	<b>graduate credit allowed for those eligible, except graduate Majors in the department</b>
	<b>N</b>	<b>graduate credit allowed for those eligible, except graduate Majors in the department, prerequisite and/or co requisite</b>
<b>FORM A</b>		<b>to make a minor change (s) to a course already offered by the department or unit</b>
<b>FORM B</b>		<b>to create a new department course</b>
<b>FORM C</b>		<b>to create a new degree or program (excluding graduate degrees); a new department or unit or revise a degree or program</b>
<b>FORM D</b>		<b>to create a new graduate degree</b>
<b>GRADING OPTION</b>		<b>option given to register for a course as pass/fail or audit</b>
<b>HOME DEPARTMENT</b>		<b>refers to the department who initiates AOA or TW course</b>

<b>I-TEL-UNM</b>	is the student registration system maintained by the CIRT This is the method used for course registration, schedule changes, and grade information Use the web site at <a href="http://itel.unm.edu">http://itel.unm.edu</a>
<b>INTER-DEPARTMENTAL</b>	refers to department TW courses to establish a potential exist for official AOA format
<b>INTRA-DEPARTMENTAL</b>	undergraduate and graduate courses being taught together so they can be scheduled in the same room
<b>INSTRUCTIONAL TELEVISION</b>	ITV; televised engineering courses
<b>INSTRUCTOR OF RECORD</b>	the instructor of the course being taught
<b>MILITARY TIME</b>	24 hours
<b>OFF-PATTERN COURSE</b>	course that do not coincide with official day/time periods
<b>ON-PATTERN COURSE</b>	course that adhere to the official day/time periods
<b>PRINT CLASS LIST</b>	SIS function screen 04; provide a printed class list
<b>PRE-REQUISITE</b>	this refers to other courses that are required prior to attempting the current course
<b>REGISTRAR CONTROLLED</b>	Rooms: used to placed on pattern course Off pattern course will be placed by the department in their own rooms
<b>REGISTRATION INQUIRY</b>	SIS function 02; provides information of what the Student registered for the current semester
<b>ROOM ASSIGNMENTS</b>	is a classroom space assignment managed by Registrar's Office for all general-purpose classrooms and records the assignment of classes taught in labs and studio Facilities; see Univ. Bus. Pol. & Proced. Manual, 5200.3. Department with assignable classroom space will provide Registrar's Office of department room assignments. After the Schedule of Classes is published, the Registrar's Office determines how the remaining departmental classroom space is scheduled; see Univ. Bus. Pol & Proced. manual, 5200.3.2
<b>RESTRICTED CALL NUMBER</b>	call numbers, which are not published per department request. (Department can obtain restricted call number On SIS function 22-course/section status screen
<b>SAME AS</b>	this refers to other course (not sections), which may be taken in place of this course
<b>SCHEDULE OF CLASSES</b>	a complete listing of course offering for a upcoming semester or session

<b>SCHEDULE COURSE LIST</b>	a hard copy of course offering which is review/update by academic department and key edits by scheduling office
<b>SCHEDULING WORKSHOP</b>	an orientation provide for Academic departments to become familiar on procedures and guidelines on schedule build
<b>SECTION NUMBER</b>	a number assigned to each course
<b>SEMESTER BUILD</b>	a process by which scheduling office compiles course information from each department to be schedule for upcoming semester or session
<b>SPECIAL EVENTS</b>	an event scheduled with department sponsor for available classroom
<b>SPECIAL FEE</b>	Z; fee assigned to course section; such as lab breakage, fitness test, etc
<b>STUDENT INFORMATION SYSTEM</b>	SIS; part of TPX menu, which provide information Registration, admissions, demographic, addresses, Printed class list etc
<b>STUDENT TABLE LOOKUP</b>	general information on building abbr., college Deans, advisors, codes and names, etc
<b>TPX LOGO</b>	panel displayed for entry with user id and password
<b>TAUGHT WITH (TW)</b>	offering different courses together in the same room, at the same time. (Not within the same academic department) this is a <i>temporary</i> tool to determine if courses are to pursue the official Also Offered As (AOA) format
<b>UNOFFICIAL ACADEMIC RECORD</b>	SIS function 01; provides transfer information and UNM academic information
<b>VARIABLE CREDIT</b>	a number of credit hours that ranges from one to three, one to six, three to twelve depending on the course offering
<b>WEB /CLASS LIST</b>	instructor may obtain their class list on line. Access the Registrar web site; <a href="http://www.unm.edu/~unmreg/">http://www.unm.edu/~unmreg/</a> ; check under Faculty and Staff resources
<b>WEB SCHEDULE OF CLASSES</b>	access schedule through: <a href="http://www.unm.edu/~unmreg/">http://www.unm.edu/~unmreg/</a> click on current schedule