

GLOSSARY OF SCHEDULING OFFICE

ADD	course update & revision form provide for a new section
ADMISSIONS INQUIRY	SIS function 08 provides information on the status of an incoming student
ADDRESS INQUIRY	SIS function 12 provides current/permanent addresses on student
ALSO OFFERED AS	cross listed with another course
CALL NUMBER	five digits assigned to register a given course
CANCELLED	removal of department course offering requires two signatures
CANCEL/RESCHEDULE	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
CAPACITY	a set number of spaces assigned to a scheduled course
CATALOG	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
CENSUS DATE (21 DAY COUNT)	final count of total enrollment after three weeks of classes
CENTER 01	a code given for main campus
CIP CODES	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
CIRT	COMPUTER AND INFORMATION RESOURCES AND TECHNOLOGY: provides computing and data communication services and support for the Academic and Administrative communities
CLASSROOM FORMATS	room setups are follows: lecture, ITV, seminar;(<i>movable seating</i>) & pit, theater, computer pods; (<i>fixed seating</i> .)
CLASS LISTS	a list of registered students in a class
CO-REQUISITE	this refers to other courses that can be taken at the same time

CONTACT HOURS	each course credit hour requires 800 minutes of instruction. Example: 3-credit hour course will require 2400 minutes of instruction
COURSE/SECTION STATUS	SIS function screen #22. Gives call #, day time record, and enrollment for all sections of a course
COURSE DISTRIBUTION	to distribute your courses evenly throughout the day on 60/40 split
COURSE KEY	refers to center code, dept. abbr., and course number
COURSE UPDATE & REVISION	form used to make change or update a scheduled course
COURSE DISCIPLINE	refers to course department; when you are printing class list on SIS screen function 04
COURSE TITLE	name of course offering provided by the department
CREDIT HOUR	contact time assigned to a course depends how many times the class will meet and for each credit hour requires 800 minutes of instruction
CURRICULUM CHANGES	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
DATABASE	centralized information system used by scheduling to process changes; such adds, cancels, etc
DAYS	day of the week, when a course is scheduled
DEMOGRAPHIC INQUIRY	SIS function 07 provides information on admitted student
DEPARTMENT CONTROLLED	rooms that a department controls. These rooms are used to place off-pattern course
DEPARTMENT COURSE LISTING	DCL: initial course listing which the department received to begin making changes for available offering for next semesters or sessions
DEPARTMENT PROOFING	time set aside to review any changes or to make updates or to check for errors
DISENROLLMENT CODES	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
DOUBLE-BOOK	a class scheduled in the same room at the same time

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

I-TEL-UNM	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 http://itel.unm.edu
INTER-DEPARTMENTAL	refers to department TW courses to establish a potential exist for official AOA format
INTRA-DEPARTMENTAL	undergraduate and graduate courses being taught together so they can be scheduled in the same room
INSTRUCTIONAL TELEVISION	ITV; televised engineering courses
INSTRUCTOR OF RECORD	the instructor of the course being taught
MILITARY TIME	24 hours
OFF-PATTERN COURSE	course that do not coincide with official day/time periods
ON-PATTERN COURSE	course that adhere to the official day/time periods
PRINT CLASS LIST	SIS function screen 04; provide a printed class list
PRE-REQUISITE	this refers to other courses that are required prior to attempting the current course
REGISTRAR CONTROLLED	Rooms: used to placed on pattern course Off pattern course will be placed by the department in their own rooms
REGISTRATION INQUIRY	SIS function 02; provides information of what the Student registered for the current semester
ROOM ASSIGNMENTS	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
RESTRICTED CALL NUMBER	call numbers, which are not published per department request. (Department can obtain restricted call number On SIS function 22-course/section status screen
SAME AS	this refers to other course (not sections), which may be taken in place of this course
SCHEDULE OF CLASSES	a complete listing of course offering for a upcoming semester or session

SCHEDULE COURSE LIST	a hard copy of course offering which is review/update by academic department and key edits by scheduling office
SCHEDULING WORKSHOP	an orientation provide for Academic departments to become familiar on procedures and guidelines on schedule build
SECTION NUMBER	a number assigned to each course
SEMESTER BUILD	a process by which scheduling office compiles course information from each department to be schedule for upcoming semester or session
SPECIAL EVENTS	an event scheduled with department sponsor for available classroom
SPECIAL FEE	Z; fee assigned to course section; such as lab breakage, fitness test, etc
STUDENT INFORMATION SYSTEM	SIS; part of TPX menu, which provide information Registration, admissions, demographic, addresses, Printed class list etc
STUDENT TABLE LOOKUP	general information on building abbr., college Deans, advisors, codes and names, etc
TPX LOGO	panel displayed for entry with user id and password
TAUGHT WITH (TW)	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
UNOFFICIAL ACADEMIC RECORD	SIS function 01; provides transfer information and UNM academic information
VARIABLE CREDIT	a number of credit hours that ranges from one to three, one to six, three to twelve depending on the course offering
WEB /CLASS LIST	instructor may obtain their class list on line. Access the Registrar web site; http://www.unm.edu/~unmreg/ ; check under Faculty and Staff resources
WEB SCHEDULE OF CLASSES	access schedule through: http://www.unm.edu/~unmreg/ click on current schedule