## 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	These courses all
70012	KORE	101	01	1	70012	SECTION ROLLED	rolled succesfully
70013	KORE	201	01	1	70013	SECTION ROLLED	Toned Successionly
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	

- 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:

🛓 Oracle Fusion Middleware F	Forms Services: Open > SSASECT									
Eile Edit Optingck It										
Schedule S ASEC 8.7 (TRNG)-3000000000000000000000000000000000000										
Term: 201670 💽 Civit: 200 🝸 Create CRN: 🐑 Copy CRN: 🐑 Subject: ECON Course: 201 Title: Principles of Macroeconomics										
Course Section Informa	tion Section Ilment Information Meeting Times	s and Instructor Section Preferences								
Subject:	ECON Conomics-EC	CEU Indicator:								
Course Number:	201 Title: Principle.  Macroeconomics	Credit Hours: 4.000 ® None CTo COr								
Section:	03 •									
Cross List:		Deleting a costion is easy. Circulu.								
Campus:	M Main	Deleting a section is easy. Simply								
Status:	A Active									
Schedule Type:	LEC   Lecture	select necola nemove and								
Instructional Method:	F2F Face to face instruction	save. This will delete ECON 201								
Integration Partner:	w Web									
Grade Mode:	S Standard Letter Grade	03 permanently and will remove 🔤 📃 🗌								
Session:		CRN 70120 from use.								
Special Approval:										
Duration:										
Part of Term:		16 Link Identifier:								
	First Last	Attendance Method:								
Registration Dates:		Weekly Contact Hours:								
Start Dates:		Daily Contact Hours:								
Maximum Extensions:										
Prerequisite Check Me	thod: <sup>©</sup> Basic or None <sup>©</sup> CAPP <sup>©</sup> DegreeWorks	Long Title Comments Syllabus								
		Long rue Comments Syllabus								

- 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	INFORMAT	ION 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.