

## Step 1:

Sign into SIS

## Step 2:

Go to the **CLAS** table.

Hit **F2** to clear the screen.

At function type "**A**" (for add), tab to **TERM-ID** and type in the correct term, tab to **CLASS-ID** and type in the entire class I.D., including the section number, tab to **CALL NUMBER** and type a forward slash (**/**). (**DO NOT COMPLETE ANY OTHER FIELDS!**) Your screen will look like this:

```
FUNCTION: add                *** CLASS ***                02/02/06 Y1C7 T143 0 CLAS
-----
TERM-ID.= 2006 b
CLASS-ID= clls 3310 001          CALL NUMBER.: /
FAC-ID.:

DIVISION.....:          CAMPUS.....:
SCHOOL.....:          DEPT.....:          SUBTERM.....:
BEGIN-DATE...:          END-DATE...:          WAIT-LIST...:
STUDENT-NAMES:          GRADE-LIST...:          WL-STOPS-ENR:
CLASS-NOTES...:          INST-PER-REQ:          NUM-ENROLLED:
MAX-SIZE/PROJ:          NUM-PRE-ENRL:          CLASS-STATUS:
MIN-SIZE.....:          NUM-W-LISTED:          AUDIT..Y/P/N:
CR-TYPE (F/V):          UNIT-TYPE...:          EXAM-CR..Y/N:
NUM-FIX-UNITS:          REPEAT-FLAG...:          RETAKE-FLAG.:
MIN-VAR-UNITS:          MAX-REPEATS...:          MAX-RETAKES.:
MAX-VAR-UNITS:          GRADING-SYS...:          WAIVER...Y/N:
CORRESPON Y/N:          GRADE-STATUS:          PASS/FAIL...:
ROOM-REQ.....:          ROOM-TYPE...:          SEATING.....:
ACCESS-CODE...:          FACILITY 1-5:
JOINT-EXAMS...:          ROOM-PREF...:
```

Hit **<ENTER>** to get the following:

```
FUNCTION:                *** CLASS ***                06/05/03 Y101 T160 0 CLAS
-----
TERM-ID.= 2006 B          Summer
CLASS-ID= CLLS 3310 001  Serology and Blood Bank          CALL NUMBER.: 22925
FAC-ID.:

DIVISION.....: DVAH          CAMPUS.....: UTMB
SCHOOL.....: SAHS          DEPT.....: CLLS
BEGIN-DATE...: 2006/05/01    END-DATE...: 2006/08/11
STUDENT-NAMES: N          GRADE-LIST...: Y
CLASS-NOTES...: N          INST-PER-REQ: N          NUM-ENROLLED: 0
MAX-SIZE/PROJ: 999          0 NUM-PRE-ENRL: 0          CLASS-STATUS: 0
MIN-SIZE.....: 0          NUM-W-LISTED: 0          AUDIT..Y/P/N: N
CR-TYPE (F/V): F          UNIT-TYPE...: SC          EXAM-CR..Y/N: N
NUM-FIX-UNITS: 3          REPEAT-FLAG...: Y          RETAKE-FLAG.: Y
MIN-VAR-UNITS:          MAX-REPEATS...: 999.99          MAX-RETAKES...: 999.99
MAX-VAR-UNITS:          GRADING-SYS...: A1          WAIVER...Y/N: N
CORRESPON Y/N: N          GRADE-STATUS: N          PASS/FAIL...: N
ROOM-REQ.....: Y          ROOM-TYPE...: CL          SEATING.....:
ACCESS-CODE...: N          FACILITY 1-5:
JOINT-EXAMS...: N          ROOM-PREF...:
01-CJ31W NO PRIMARY INSTRUCTOR FOUND          01-CL69I CACT SUCCESSFULLY ADDED
01-*L030 SCREEN PROCESSED
```

If you do not receive the messages: “**CACT Successfully Added**” and “**Screen Processed**”, contact Enrollment Services immediately!

Review the items on this screen carefully and make changes to fields such as:

**BEGIN DATE \***

**END DATE \***

**MAX SIZE**

**CAMPUS**

\* If the class begin and end dates are different (e.g. a 10 week class instead of a 15 week class) then put the actual begin and end dates (begin on Monday, even if your class meets on Tuesday and Thursday, and end on Friday even if your last class is on Thursday).

If you are building a **SPECIAL TOPICS COURSE**, and a more specific class name is wanted, you can make that change on this screen.

If this is a variable credit course but you want every student in this section to enroll in the same number of credits, change the **CR-TYPE (F/V)** value from **V** to **F**; Change the **NUM-FIX-UNITS** to the number of credits and ‘blank out’ the **MIN-VAR-UNITS** and the **MAX-VAR-UNITS**. Additional changes will need to be made to CACT in Step 5.

To make these changes, at **FUNCTION** type “**C**” for Change, then tab to the item to be corrected. Type the correction, then hit **<ENTER>**. Verify the data for the record.

*If the grading system is not what you expected, do not change it! Check with Enrollment Services to resolve.*

If this specific class/section is to be an off-campus class, you must change **CAMPUS** from **UTMB** to **OFFC** or **UTT** (if it is a UT Telecampus course). (See additional change in Step 6).

*If any other items on this screen need to be changed, contact Enrollment Services.*

When satisfied with all items, hit the **<F8>** key to go to the next screen, **CINS**.

**Step 3:**

At function type "A" (for add)

Tab to the empty field under **SSN** and type **PID** (Person ID of the primary instructor of the course, tab to **PCT TIME** and enter the percentage and tab to **PRIMARY** and type "Y", tab to **DUTY** and type "TCHR". Hit <ENTER> to get:

```
FUNCTION:                * CLASS INSTRUCTORS *                06/05/03  Y101  T160  0 CINS
-----
H-  TERM-ID...= 2006 B                Summer
    CLASS-ID..= CLLS 3310  001  Serology and Blood Bank
    DIV/CAMPUS: DVAH UTMB
    SCHL/DEPT.: SAHS CLLS
    LEVEL/YEAR: U 03
    ROOM PREF.:
    FACULTY-ID  SSN                NAME                PCT    PRIMARY
    =====  -----                DUTY/DUTY NAME    TIME    (Y/N)
01- P000076666                Smith, Russel    100    Y
                                TCHR                Y1C7
2006/02/02
02-
03-
04-
05-
01-*L008 END OF FILE
```

More than one instructor may be added. Be sure the total percentage for all is equal to **100%**. Only one primary instructor can be indicated. The Primary instructor should always be in the first position.

*If you get an error message ("**SSN NOT IN SSNX TABLE**"), this means that the instructor is not in the **STAF** table and you need to contact Enrollment Services.*

Then <F8> to **CTIM**

**Step 4:**

At function type "A" and tab down to the blank fields under **DAY**, **WEEK**, **FTIME**, **TTIME**, **BLDG AND ROOM**. Type in the correct information for the specific class you are building.

Codes for Days of the Week:

**M** = Monday                      **F** = Friday  
**T** = Tuesday                      **S** = Saturday  
**W** = Wednesday                  **U** = Sunday  
**R** = Thursday

Under **WEEK** type double-asterisk (\*\*)

Times are entered with four digits and **A** (for a.m.) or **P** (for p.m.) (i.e, 0630P)

Hit **<ENTER>** to get:

```
FUNCTION:                *** CLASS TIME ***                06/05/03  Y101  T160  0 CTIM
-----
H-  TERM-ID.= 2006 B                Summer
    CLASS-ID= OCCT 4090  C01  Special Topics OT
    FAC-ID..: P00007666                Smith, Russel                SSN: 2
    PHONE...: 000 0000
    DIVISION: DVAH  CAMPUS...: UTMB  SCHOOL.: SAHS  DEPT.....: CLLS
    MX-SIZE: 999  #PRE-ENRL:                #ENROL: 0  START-DTE: 2006/05/01
    MN-SIZE:                #W-LISTED: 0  STATUS.: O  END-DATE.: 2006/08/11
    ROOM-REQ: Y  ROOM-TYPE: CL  SEATING:                H-ACCESS.: N
    JNT-EXAM: N  ROOM-PREF:                FAC (1-5) :

    DAY WEEK TIME F-TIME T-TIME BLDG ROOM      RT  --FACILITIES--  ST HC CAP
    =  ==  --  -----  =====  -----  -----  -----
01- R  **                0330P  0630P  SASN 2.250B  LC  - - - - -      N  999
02-
03-
```

If you get an error message that the room is not in the **ROOM** table ("**ROOM ID NOT IN ROOM TABLE**"), or any other error message, contact Enrollment Services.

Then **<F8>** to **CACT**

**Step 5:**

If the course is a Variable credit course, but you want offer it as a fixed credit (same credit for each student, you need to change it to a Fixed credit course, by changing the **BILL UNIT INDICATOR** and the **BILLING UNIT/FACTOR**.

Rules: If **UNIT INDICATOR** is **F** (fixed), then **BILL UNIT INDICATOR** should be **U** (unit) and the **NUMBER OF UNITS** and **BILLING UNIT/FACTOR** should be the same  
If **UNIT INDICATOR** is **V** (variable), then **BILL UNIT INDICATOR** should be **F** and the **NUMBER OF UNITS** should be **0.00** and **BILLING UNIT/FACTOR** should be **1.00**.

If the course has a Lab Fee, this must be entered in **UNIT CATEGORY**. (Example: a lab fee of \$2.00 would be entered as LB02). If there is no lab fee, then **UNIT CATEGORY** is **NONE**.

**If the Lab Fee is not entered on CACT, the fee will NOT be charged. Do NOT update any fields on CACT after a student has been enrolled! If you identify an error, contact ES.**

At function type "**C**" (to change), and tab to the fields that need to be changed (e.g. lab fees).

*Always verify that the **EFFECTIVE DATE** is defaulting to the first day of the term (see the **TERM** table in SIS for this specific date) begins. If this is not accurate, do not proceed – contact Enrollment Services immediately!*

```
FUNCTION: c                ** CLASS ACCOUNTING **           06/05/03  Y101  T160  0 CACT
-----
-
TERM.....= 2006 B                Summer
CLASS-ID.....= CLLS 3310   001  Serology and Blood Bank

CAMPUS.....: UTMB  UTMB                SCHOOL.....: SAHS  SAHS
DIVISION.....: DVAH  SAHS Div           DEPARTMENT.....: CLLS  CLLS Dpt

CREDIT INFORMATION:                CLASS CHARGE INFORMATION:
UNIT INDICATOR.: F                CLASS FEES.....: N
UNIT TYPE.....: SC   Semester Hrs     BILL UNIT INDICATOR.: U
NUMBER OF UNITS: 3.00                BILLING UNIT/FACTOR.: 3.00

EFFECTIVE DATE.: 2006/05/01
UNIT CATEGORY..: NONE  No Cat Req     AUDIT.....: U           0.00
CLASS ACTG GRP.: SAHS  SAHS           EXAM.....: U           0.00
LMOD USER.....: y1c7                WAIVER.....: U           0.00
LMOD DATE.....: 2006/02/02           CORRESPONDENCE: U       0.00

UNIT  UNIT/  CHARGE
IND   FACTOR  FLAG
-----
-     -     -
```

**Step 6:**

**For off-campus classes or courses with class charges:**

If the class is classified as off-campus, you must add the distance education fee –

At function type **CLCH**.

Hit **<F2>** to clear the screen.

At function type “**A**” (for add), type the specific term at **TERM**, and type the class id. Then tab down to line **01** and under **CHARGE CODE** type “**DEDG**” (for **GSBS**) or “**DEDA**” (for **SAHS**) and under **CREDIT** type “**Y**”. Hit **<ENTER>** to make these changes. Be sure your screen says “**SCREEN PROCESSED**” at the bottom.

If the class has specific Class Charges associated with it, then add the Charge Code associated with the Class in the same way that you add the distance education charge (e.g. P050 to charge the \$50 fee associated with PHAS 5310).

**The fees will not be charged if this screen is not populated! Do NOT change this screen after any student has been enrolled. Contact ES immediately if you find there was an error.**

The screen looks like this:

```
FUNCTION: ADD                *** CLASS CHARGES ***          08/02/04  Y101  T160  0 CLCH
-----
H-  TERM.....= 2006 B          Summer
    CLASS ID...= CLLS 3310  001  Serology and Blood Bank

    CHARGE CODE  CHARGE NAME          -----ENROLLMENT METHOD CHARGE?-----  ---LMOD AREA---
    =====          CREDIT AUDIT EXAM WAIVER CORRESPOND  USER  DATE
    01- DEDA    A-Dist Educ  Y      N      N      N      N      Y101  2004/08/02
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    01-*L030 SCREEN PROCESSED
```

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**REMEMBER: If a course dates change AFTER students have been enrolled in the course, contact Enrollment Services as the students will need to be dropped and then re-added to the course.**

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If you have any problems, call Enrollment Services.