

# Process Document

## Modification One-Offs Allowed

### Overview of Timeline



### Overview of One-off Functionality

One-off functionality refers to the ability to make changes to Sched Dev records after they have been sent to AIS. There are two types of One-Offs. They are 'New/Delete One-Off' and 'Modification One-Off'. The One-Off functionality allows these changes to be sent from the CCLP to an AIS queue on a nightly basis. TA Batch functionality, which will be discussed in a separate document, allows a department once per quarter to send multiple Sched Dev records that have TA data either on the TA/CAs tabbed area or on secondary sections. While the TA Batch is not a one-off process, once the TA Batch is sent, any additions or deletions of TAs on the TAs/CAs tabbed area or instructors on secondary sections will require a one-off to be created and sent.

This document reviews the various tasks allowed and their procedure during the '**Modification One-Off**' time period. With the exception of scheduling a new course and duplicating a course, you must use the *Start One-Off Changes* button on the lower right menu to create a one-off; and **without exception**, you must click the *Send One-Off to AIS* button in order to submit the request. All one-off requests are recorded on the Sent to AIS tab. One-offs are processed by the Registrar's Office on an ongoing basis.

#### **I: The following tasks do NOT require you to use the 'One-Off' Procedures:**

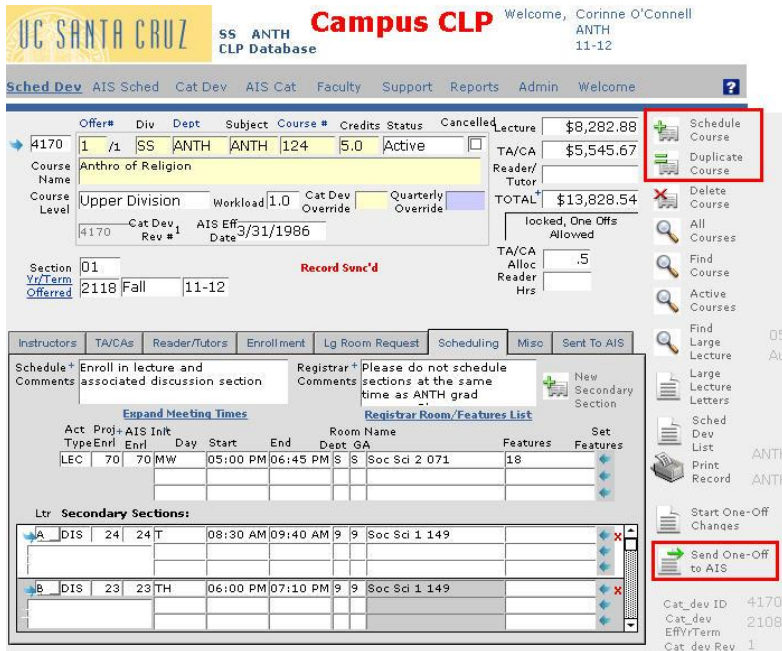
- Adding/Deleting readers or tutors to the Readers/Tutors tabbed area
- Adding/ Deleting TAs or CAs to the TAs/CAs tabbed area (before sending the TA Batch for the quarter)
- Adding/Deleting TAs or instructors on secondary sections (before sending the TA Batch for the quarter)
- Modifying any CLP-centric fields in Sched Dev (e.g. Quarterly Override, Paying Dept, Alloc, Forced Cost, Hours (for readers and tutors), Misc Course Notes, and Pending Scheduling Changes)

#### **II: During the Modification One-Offs time period, you must use the 'One-Off' Procedures for these tasks:**

- Scheduling new classes or duplicating an existing class
- Adding secondary sections
- Adding or deleting instructors (on the Instructors tabbed area)
- Adding or modifying meeting information (day, start time, end time, room)
- Cancelling a primary or secondary section
- Modifying the Hire/App checkbox for an instructor on the Instructors tabbed area
- After the TA Batch has been sent for a quarter, one-offs are required to add or delete TAs to the TA/CAs tabbed area or to add or delete instructors on a secondary section (prior to sending the TA Batch for a quarter these actions do not require usage of the one-off procedure).

**III: Procedures for how to 'Schedule a new course' and 'Duplicate a course' (this adds an additional primary section to an existing class):**

- 1). Choose an appropriate task: Click 'Schedule New Course' or 'Duplicate Course'.
- 2). Add all necessary data, including enrollment, days and times etc.
- 3). Click the 'Send One-Off to AIS' button to send the new course to AIS.
- 4). Include the specific reason for the one off.
- 5). Click 'Send One-Off'.



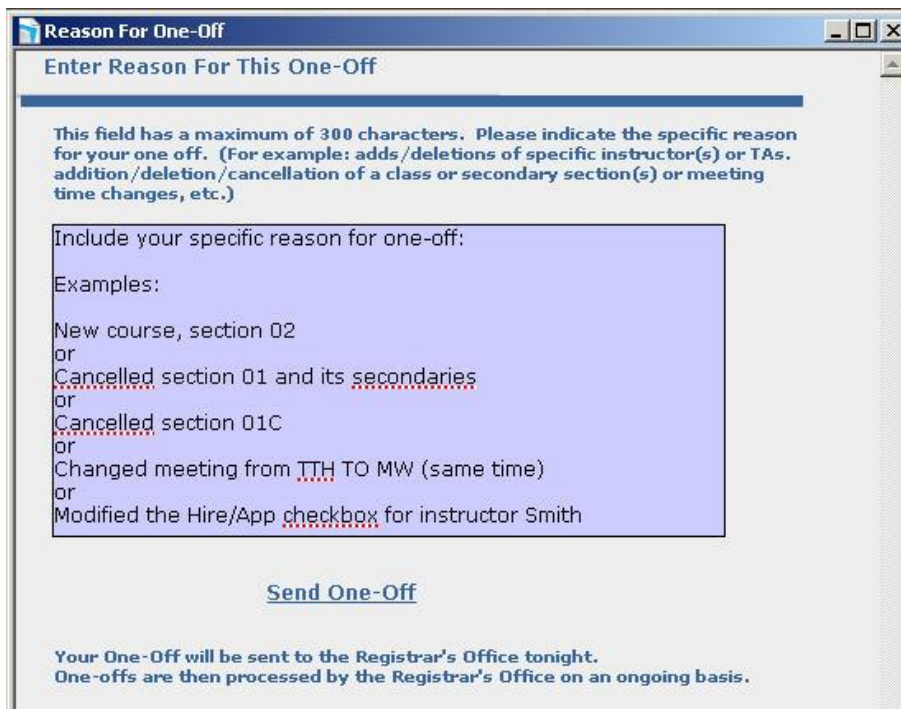
1). Choose an appropriate task in Sched Dev:

A. Click 'Schedule Course' to create a new class.

OR

B. Click 'Duplicate Course' to add an additional primary section.

2). For both of the actions above, add all necessary data, including enrollment, days and times etc. to AIS.



3). Final Step – SEND ONE-OFF

A. Click 'Send One-Off' once all changes have been made. A 'Reason for One-Off' dialog box will appear.

B. Input your specific 'Reason for One-Off'.

C. Click 'Send One-Off'

#### **IV: Procedures for processing Modification One-offs in Sched Dev:**

Modification One-Offs can be generated when the initial resync has occurred (when Sched Dev records are updated with AIS scheduling data). Modification One-Offs, allow you to process the following actions:

- Cancel a primary or secondary section
- Add a secondary section
- Add or modify meeting information (meeting day, meeting start time, meeting end time or room)
- Add or delete instructors (on the Instructors tabbed area)
- Modify the Hire/App checkbox (on the Instructors tabbed area)
- Courses and secondary sections can no longer be deleted (unless they are brand new and have never been sent to AIS, either via the batch or a one-off).
- After the TA Batch has been sent for a quarter, one-offs are required in order to add or delete TAs and CAs from the TAs/CAs tabbed area and to add or delete TAs or instructors from the secondary section popup. (Prior to sending the TA Batch for a quarter, these actions do not require a one-off).

- 1). Click the 'Start One-Off Changes' button.*
- 2). Make the appropriate change needed.*
- 3). Click the 'Send One-Off to AIS' button.*
- 4). Include the specific reason for the one off.*
- 5). Click 'Send One-Off'.*

The following page shows an example of how to process the Modification One-Offs listed above.

UC SANTA CRUZ SS ANTH CLP Database Campus CLP Welcome, Corinne O'Connell ANTH 11-12

Sched Dev AIS Sched Cat Dev AIS Cat Faculty Support Reports Admin Welcome

Offer# 4170 Div /1 SS ANTH Subject ANTH Course # 124 Credits 5.0 Status  Cancelled

Course Name Anthro of Religion

Upper Division Workload 1.0 Cat Dev Quarterly Override

Section 01 Record Sunc'd

Instructors TA/CAs Reader/Tutors Enrollment Lg Room Request Scheduling Misc Sent To AIS

Schedule + Enroll in lecture and associated discussion section Registrar\* Please do not schedule sections at the same time as ANTH grad

Act	Proj	AIS	Init	Day	Start	End	Room	Name	Dept	GA	Features	Set
Type	Enrl	Enrl										Features
LEC	70	70	MW		05:00 PM	06:45 PM	S	Soc Sci 2 071			18	

Ltr Secondary Sections:

Ltr	DIS	Enrl	Day	Start	End	Room	Name	Dept	GA
A	DIS	24	T	08:30 AM	09:40 AM	9	Soc Sci 1 149		
B	DIS	23	TH	06:00 PM	07:10 PM	9	Soc Sci 1 149		

1). In Sched Dev, click 'Start One-Off'.

2). Choose an appropriate task for the change you are going to make (see list below).

A. To cancel a primary or secondary section, or to add a secondary section:

- To cancel a class (and all its secondary sections), click the 'Cancelled' checkbox.
- To cancel an individual secondary section, click the 'Scheduling' tab, then open the secondary section popup, then click the 'Cancelled' checkbox.
- To add a new secondary section, click the 'Scheduling' tab, then click the + sign.

B. To modify meeting info:

- Click the 'Scheduling' tab (or for secondary sections open the secondary section popup), then click the Day (or Start Time, End Time, or Room) to change the meeting information.

Sections Enter Section Info

Sec ltr B Proj Enrl 15 AIS Init Enrl 15  Cancelled

Days	Start	End	Room	Name	Dept	GA
T	02:00 PM	03:10 PM	9	Soc Sci 1 317		

CruzID# Name (Last, First) Instr Type

Continue

UC SANTA CRUZ SS ANTH **Campus CLP** Welcome, Corinne O'Connell  
 CLP Database ANTH 11-12

Sched Dev AIS Sched Cat Dev AIS Cat Faculty Support Reports Admin Welcome

Offer#	Div	Dept	Subject	Course #	Credits	Status	Cancelled	Lecture
4170	1	/1	SS ANTH	ANTH 124	5.0	Active	<input type="checkbox"/>	\$8,282.88

Course Name: Anthro of Religion  
 Course Level: Upper Division  
 Workload: 1.0  
 Cat Dev Override: Quarterly  
 AIS Eff. Date: 3/31/1986

Section Yr/Term Offered: 2118 Fall 11-12

Record Sunc'd

TA/CA: \$5,545.67  
 Reader/Tutor: \$13,828.54  
 locked, One Offs Allowed: .5

Instructors TA/CAs Reader/Tutors Enrollment Lg Room Request Scheduling Misc Sent To AIS

Schedule+ Enroll in lecture and associated discussion section  
 Registrar+ Please do not schedule sections at the same time as ANTH grad

Expand Meeting Times Registrar Room/Features List

Act Type	Proj	AIS Inlt	Enrl	Day	Start	End	Dept	GA	Room Name	Features	Set Features
LEC	70	70	MW		05:00 PM	06:45 PM	S	S	Soc Sci 2 071	18	

Ltr Secondary Sections:

Ltr	Section	Day	Start	End	Dept	GA	Room Name	Features	Set Features
A	DIS 24	24	T	08:30 AM	09:40 AM	9	9	Soc Sci 1 149	
B	DIS 23	23	TH	06:00 PM	07:10 PM	9	9	Soc Sci 1 149	

Send One-Off to AIS

C. To add/delete instructors or modify the Hire/App checkbox (on the Instructors tabbed area).

- To add or delete instructors, click the 'Instructors' tab.
- To change the Hire/App status of a Temp instructor, click the 'Instructors' tab, then click the Hire/App checkbox.

Reason For One-Off

Enter Reason For This One-Off

This field has a maximum of 300 characters. Please indicate the specific reason for your one off. (For example: adds/deletions of specific instructor(s) or TAs. addition/deletion/cancellation of a class or secondary section(s) or meeting time changes, etc.)

Include your specific reason for one-off:

Examples:

New course, section 02  
 or  
 Cancelled section 01 and its secondaries  
 or  
 Cancelled section 01C  
 or  
 Changed meeting from TTH TO MW (same time)  
 or  
 Modified the Hire/App checkbox for instructor Smith

[Send One-Off](#)

Your One-Off will be sent to the Registrar's Office tonight.  
 One-offs are then processed by the Registrar's Office on an ongoing basis.

3). Final Step – SEND ONE-OFF:

- Click 'Send One-Off' once all changes have been made. A 'Reason for One-Off' dialog box will appear.
- Input your specific 'Reason for One-Off'.
- Click 'Send One-Off'

## **V: Requesting a Larger Room / Enrollment Field Definitions:**

### **Proj Enrl (CCLP) / Requested Room Capacity (AIS)**

- The 'Proj Enrl' field is used during the 'batch' to find a room assignment based on the number projected.
- This field will remain unlocked after the batch is sent.
- If you require a smaller or larger room, you must create a one-off and send your new projected enrollment number to the Registrar's office.

### **AIS Init Enrl (CLP) / Enrollment Capacity (AIS)**

- The 'AIS Init Enrl' field is used during the 'batch' to set the initial 'enrollment capacity' for the class. In most cases Proj Enrl and AIS Init Enrl are the same value.
- This field will remain locked after the batch (or in the case of Sched Dev records that weren't sent in the batch, after the first one-off is sent).
- All changes to the 'enrollment capacity' after the batch has been sent must be done directly in AIS.