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.

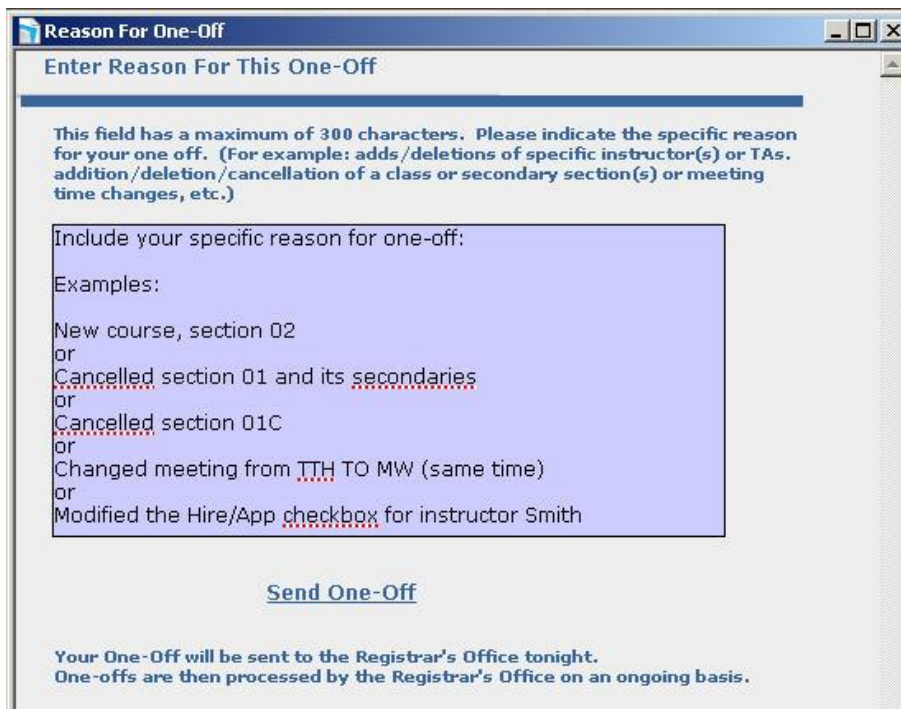*4). Include the specific reason for the one off.*

5). Click 'Send One-Off'.
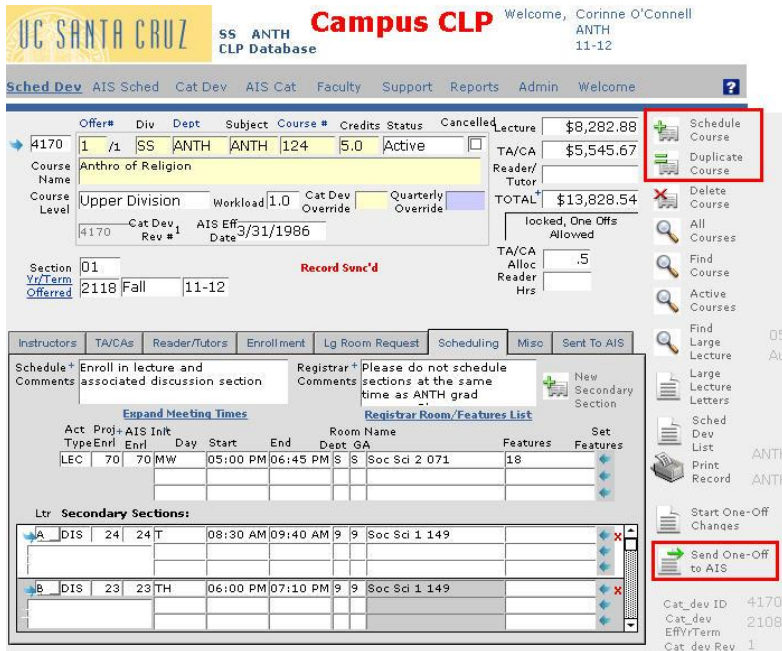
1). Choose an appropriate task in Sched Dev:

    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.

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.

Updated 6/8/11

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.

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'

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.