User Guide

SECTION REQUEST SYSTEM (SRS)
OFFICE OF THE REGISTRAR|SCHEDULING

TEXAS A&M UNIVERSITY | General Services Complex Suite 1501
Departmental Scheduler

Outside Texas Info
The state requires the university to report courses that are taught off-campus and outside of the state. Please enter the appropriate response, “yes” or “no”, for all active sections. Access to edit active sections will remain locked until outside Texas responses are provided. Responses may be updated at any time a term is available for update.

Users are required to indicate “yes” or “no” in the questionnaire for each active section. If an answer of “yes” is provided, the user is prompted to include additional information about content delivered outside the state. This information should include, but is not limited to, number of meetings, and percentage of content occurring outside Texas. Users should also indicate state(s) in which the contact occurs.

Entry Methods
Select [Outside Texas Info] from the side menu bar to access your Outside Texas questionnaire for active sections. Remember, access to edit or cancel active sections will be locked until answers are saved for all active sections for a term.
**Individual Entry**

Users can enter answers section-by-section by using the “yes” “no” radio buttons and text fields provided. Use the save button to **Save** button to save your answers.

**Set All “No” Feature**

Alternatively, users can use the **Set All No** button to indicate “no” for all active sections when appropriate. Users can roll back this action prior to saving by using the **Undo Changes** button. Use the **Save** button to save your answers.

**Hybrid Approach**

Users can utilize the **Set All No** feature in combination with individual entry when providing both “yes” and “no” answers to Outside Texas information. Using a hybrid approach will minimize entry time. Set all to “no”, then update sections with content outside Texas to “yes” and save.
Export Control

In response to TAMU System Policy 15.02 – Export Controls, all Distance Education sections now require compliance certification. Export control compliance questions have been incorporated for existing and new sections. Departments are required to certify compliance with System Export Control policy. Distance Education sections found to have controlled course materials may be cancelled.

Active Sections

Certify Export Control compliance for active Distance Education sections using the Export Control questionnaire. The questionnaire is accessible from the left bar menu using the button.

Users are prompted to provide responses to four certification questions. Responses will be used to determine if export controlled course materials are present. Please complete questionnaires for each Distance Education course and submit.

Note: Distance Education sections will remain locked to Edit requests until questionnaire responses are reviewed and approved. Responding “no” or “unknown” to one or more question(s) advances your questionnaire for further review/approval in workflow.
The Export Control questionnaire is also incorporated on the request form. The form prompts users for responses if the Distance Education or Web Based on Campus indicators are selected.

Note: Responding “no” or “unknown” to one or more question(s) advances your questionnaire for further review/approval in workflow. Section requests involving Export Controlled course materials may be denied.
Active Sections List

Use the button on the left menu bar to display your department’s active sections list. The list is filterable by term and subject. Only sections associated with your department will display.

Users can initiate two scheduling actions from the Active Sections list, Edit or Cancel this Section, by opening the Actions link for the desired section.
Users can edit section content by using the **Edit** button. Editable content includes:

- **Grade Mode** (assuming the course has multiple valid grade modes). The radio button in the new value pane is used to set a specific grade mode, or users can allow students the option to select from valid grade modes during registration.
- **Start Date**. Use the calendar widget to adjust start date. **Note: only courses approved for non-traditional delivery allow alternate dates.**
- **End Date**. Use the calendar widget to adjust end date. **Note: only courses approved for non-traditional delivery allow alternate dates.**
- **Section Note**. Enter/update the section note field to display desired information. Section Notes are visible to students in Howdy schedules.
- **Teaching Site**. Use to change the teaching site for existing sections. **Note: option to update site is available for sections previously listed as at a designated teaching site.**

When an edit is opened, the SRS displays side-by-side panes for current value and new value. Comments can be included using the comments field at the bottom of the form. These comments are internal to the SRS and are intended to communicate critical information to the Dean Approver or Registrar Reviewer (e.g., section restrictions, justification for change, etc.). These comments will not be visible to students in Howdy.

Click the **Update** button to save and advance your edit request to the Dean Approver.

**Important:** existing meeting information (i.e., meeting day(s), times, building, and room) will be removed when edits to Start Date or End Date are processed. Users are responsible for establishing meeting and location information in Ad Astra once the section imports with date changes.
Cancel

Users can request a section be cancelled by using the button. Once a cancel request is approved by the Dean Approver and Registrar Reviewer the section is removed from the term data. This action is appropriate if a department does not intend to offer a section during the scheduling term.
New Section Request

Use the New Section button on the left menu bar to request new sections. New section requests are used to request additional sections that do not exist as active sections.

<table>
<thead>
<tr>
<th>Section Attribute(s)</th>
<th>Term Code</th>
<th>Grade Mode</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Education</td>
<td>2019/11</td>
<td>Student Option</td>
<td></td>
</tr>
<tr>
<td>In-Absentia</td>
<td></td>
<td>Letter Grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Satisfactory/Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

Select Term, Subject, and Course Number

Use the form to select the desired scheduling term, subject, and course number. Please note, only active courses associated with your department are available. The form is dynamic, and will load other field options (e.g., course title, schedule type(s), instructional method(s), grade mode, and credit hours) based on the course selected.

Section Attribute(s)

Use the Section Attributes area to indicate special section types (e.g., Distance Education, Web Based on Campus, Honors, Writing Intensive, Communication Intensive, In-absentia). Note: only courses approved for non-traditional delivery permit Distance Education and Web or Video Conference Based on Site requests.
Section-specific titles and required section notes will populate based on your selection. Please note, the form has section type validation that will prohibit inappropriate section types based on other course information.
Schedule Type and Instructional Method

Schedule type is typically fixed for courses based on their curricular approval. Schedule type describes the course format (e.g., lecture, lecture-lab, etc.). Instructional Method describes the method of delivery (e.g., Traditional Face-to-Face, Web-based, etc.). Some courses are only approved for traditional delivery. Select courses are approved for non-traditional deliveries (e.g., web-based, video conference, etc.).

Use the dropdowns to select the appropriate schedule type and instructional method. Please note, Distance Education and Web-based or Interactive Video Conference on Site sections require instructional method Web-based or Interactive Video Conference.
**Teaching Site**

All sections being offered via face-to-face or web/video conference based on site instructional methods require a teaching site. Teaching sites should indicate the approved site where instruction will occur. For example, CS campus courses being taught face-to-face in College Station should be submitted with the College Station teaching site. Courses meeting at alternate sites (e.g., City Center Houston, McAllen, etc.) should be submitted with the appropriate Teaching Site selected. Some section types do not require a Teaching site (Distance Education & In-absentia).
Grade Mode

Courses with more than one valid grade mode enabled in inventory will prompt users to select a grade mode setting. Users can allow a student option during registration, or fix grade mode for the section. Fixing grade mode limits grade mode the selected mode during registration.

Courses with one valid grade mode in inventory do not provide an option on the form.
Credit hours

Courses approved with fixed credit hours are indicated in the form. Hours cannot be adjusted for fixed credit courses.

Courses approved as variable credit prompt users to choose a grade mode approach. Users can allow the range or choose a fixed value within the approved range.

Allowing the range permits students/advisors to select hours during registration.
Selecting a fixed value within the approved range limits registration to the selected credit hour value.

**Enrollment Maximum**

Use this field to indicate the desired opening limit for your new section. The Registrar will use this information to set the initial max, but once the section is active in Compass users are responsible for updates to this setting on SSASECT.
**Start Date/End Date**

Start and End dates default to the standard semester dates for the scheduling term selected. Alternate start and end dates may be requested using the calendar widgets in these fields. This is appropriate for minimesters and other condensed format courses or courses with offset schedules. **Note: only courses approved for non-traditional delivery allow alternate dates.**
**Section Note**

Users can add section notes (optional) in the Section Note field. These notes will display in the schedule under the CRN active link.
Comment

The comment field can be used to communicate information to the Dean Approver or Registrar review about your request (e.g., preferred section number, registration restrictions, etc.). These comments are not published in the schedule and are only retained within the SRS.

Submission

Use the Submit Request button to submit a completed request to the Dean Approver. Users can reset the request form using the Reset Form button.
Request History

Dashboard View

Users can view request status for any previously submitted edit or new section request by accessing the Request History area in the left menu bar. The dashboard view is ordered by request date and includes status indicators for each workflow stage: ✓ Approved, × Denied, or ? Pending.

Detailed View

Use the Details link to display all request information, including details specific to approval status (i.e., requestor info, request date/time, requestor comments, Dean Approval info, Dean Decision date/time Dean Comment, etc.).

Please note, Dean Approvers and Registrar Reviewers are required to enter comments on denials. Dean Approvers have the option to comment on approvals.
Dean Approver

Review Section Request

Dashboard View

Use the button in the left menu bar to access the request list. The list defaults to requests pending approval before they can advance in workflow to the Registrar Reviewer.

Filters are available that allow users to search by subject and course number. Alternatively, users can view previously approved and denied requests by using the Dean Approval Status filter.

The Dean Approver request dashboard details high-level request information, request type (new, edit, cancel), and status in workflow. Users have the option to select and approve multiple requests from the dashboard view using the select check boxes. Select all using the check box in the header.
Use the **Approve Selected Section(s)** button to submit your approval and advance in workflow to the Registrar Reviewer. Please note, this feature is only available for submitting approvals. Once approved, requests will drop from your pending list. They can still be tracked by using the Dean Approval Status filter to search ‘Approved’.

**Detail View**

Use the **Details** link to display details for each request and approve or deny each request. Dean Approvers can initiate two actions in the detail view: **Approve** or **Deny**. Detail views vary by request type.
New and Cancel requests display section details, approval status information, and options to or each request.

Entering approvals from the detailed view allows users to include optional comments along with their approval. These comments display in SRS history in the Approval Status Details area. They do not appear in Howdy to students.
Comments are required when issuing a denial. These comments display in SRS history in the Approval Status Details area. They do not appear in Howdy to students.

Once approved or denied from the detailed view, requests will drop from your pending list. They can still be tracked using the Dean Approval Status filter by filtering for ‘Approved’ or ‘Denied’. Approved requests are promoted in workflow to the Registrar Reviewer.