

eTUSC Tips and Tricks – new for Fall 2015

Effective with the Fall 2015 term, hard allocations are in place for each college, limiting the number of courses that can request General Purpose classrooms at any given time. For the 2015-2016 academic year, the allocation breakdown is as follows:

Coll		Allocation		Allocation after 3:00	Allocation after 5:00
AL		85	▼	85	81
BA		18	▼	16	16
EG		15	▼	13	13
SC		30	▼	28	28
UN		5	▼	5	5

Use the allocations link available on the first page of eTUSC to review the current availability of time slots for a college. For a complete overview, select Full Term, or you may review week-to-week. In this example, you can see that Business still has availability on the Tuesday/Thursday 12:30-1:45 (1255 slice), Tuesday/Thursday 2:00-3:15 (1410 slice), etc. The red cells indicate there is no more availability for the college at a certain time; for example Monday-Thursday, Business has used up their allocations of space at the 11:00 time slots.

Remaining Allocations (BA)							
Time	Sunday (U)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)	Saturday (S)
835	18 (0/18)	12 (6/18)	18 (0/18)	12 (6/18)	18 (0/18)	15 (3/18)	18 (0/18)
940	18 (0/18)	0 (18/18)	0 (18/18)	0 (18/18)	0 (18/18)	12 (6/18)	18 (0/18)
1100	18 (0/18)	0 (18/18)	0 (18/18)	0 (18/18)	0 (18/18)	12 (6/18)	18 (0/18)
1150	18 (0/18)	2 (16/18)	0 (18/18)	2 (16/18)	0 (18/18)	14 (4/18)	18 (0/18)
1255	18 (0/18)	0 (18/18)	3 (15/18)	0 (18/18)	3 (15/18)	13 (5/18)	18 (0/18)
1410	18 (0/18)	0 (18/18)	2 (16/18)	0 (18/18)	2 (16/18)	11 (7/18)	18 (0/18)
1535	16 (0/16)	-1 (17/16)	9 (7/16)	-1 (17/16)	9 (7/16)	11 (5/16)	16 (0/16)
1715	16 (0/16)	14 (2/16)	13 (3/16)	14 (2/16)	14 (2/16)	16 (0/16)	16 (0/16)

Click on a time to view the Subject breakdown. In this 1150 view, Accounting is offering 4 of their 41 courses with a MW/MWF meeting pattern and another 3 of their 41 courses on the Tuesday/Thursday meeting pattern. Details of the courses offered are viewable by selecting the subject and meeting pattern cell. For example, the four courses offered on MW/MWF for Accounting are:

Remaining Allocations (BA)							
Time	Sunday (U)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)	Saturday (S)
835	18 (0/18)	12 (6/18)	18 (0/18)	12 (6/18)	18 (0/18)	15 (3/18)	18 (0/18)
940	18 (0/18)	0 (18/18)	0 (18/18)	0 (18/18)	0 (18/18)	12 (6/18)	18 (0/18)
1100	18 (0/18)	0 (18/18)	0 (18/18)	0 (18/18)	0 (18/18)	12 (6/18)	18 (0/18)
1150	18 (0/18)	2 (16/18)	0 (18/18)	2 (16/18)	0 (18/18)	14 (4/18)	18 (0/18)
ACCT	(0/41)	(4/41)	(3/41)	(4/41)	(3/41)	(3/41)	(0/41)
							(0/50)
							(0/19)
							(0/20)
							(0/18)
1255	18 (0/18)	0 (18/18)	3 (15/18)	0 (18/18)	3 (15/18)	13 (5/18)	18 (0/18)
1410	18 (0/18)	0 (18/18)	2 (16/18)	0 (18/18)	2 (16/18)	11 (7/18)	18 (0/18)
1535	16 (0/16)	-1 (17/16)	9 (7/16)	-1 (17/16)	9 (7/16)	11 (5/16)	16 (0/16)
1715	16 (0/16)	14 (2/16)	13 (3/16)	14 (2/16)	14 (2/16)	16 (0/16)	16 (0/16)

CRN	Subject/Course Number/Section	Title	Days	Times	Dates
14664	ACCT 20100 05	Accountancy I	M, W, F	1130 - 1220	08/25/2015 - 12/10/2015
15889	ACCT 20100 19	Accountancy I	M, W, F	1130 - 1220	08/25/2015 - 12/10/2015
11244	ACCT 20200 02	Accountancy II	M, W, F	1130 - 1220	08/25/2015 - 12/10/2015
13882	ACCT 30210 03	Strategic Cost Management	M, W	1100 - 1215	08/25/2015 - 12/10/2015

Classes which will use Departmental Space

Classes which will use departmental space can meet at any time; they are not required to follow the University standard class times.

In eTUSC, classes which plan on making use of departmental space should be left empty (no checkmark) in the Reg Room field. This then opens up the use of the Building and Room fields to enter more information. Select the proper building from the pull down menu and enter a room number (or TBD).

NSCI 10101 Introduction to Naval Science Credits: 2.0 Var? Total Seats: 40 Grade Mode: Std Letter Repeatable? Cancel All Sections

Clear All Section Numbers Sort Add a new Section of this Course

Basic - NSCI 10101 Section 01 (crn: 12155) Crosslisting Section Restrictions Section Attributes Pre-requisites Co-requisites Reserved Seats Comments

Section	CRN	Instructor (Primary Ist)	Title	Credits	Grade Mode	Max
01	12155	Hood, Michael (mhood2)	Introduction to Naval Science	2.0	Std Letter	19

Part of Term Start Date End Date Meeting Time Reg Room? Begin Time End Time M T W R F S U

1 - Full Term-excluding 1s 08/25/2015 12/10/2015 Non Standard Times/Dat 11:00a 11:50a +

Building and Room 1102 - Pasquerilla Center 220

Classes which need a General Purpose Room (Reg Room)

NOTE: All courses which are marked as needing a General Purpose Room count in the allocations table. We strongly encourage the following standards:

- Use standard meeting times to reduce the number of courses overlapping multiple meeting patterns. Classes with a non-standard meeting time are subject to review and can be rejected if they meet during prime-time hours.

- Classes meeting one day a week are difficult to schedule. Whenever possible, pair-up courses (matching Mondays/Wednesdays, Tuesdays/Thursdays) so rooms are used as efficiently as possible.
 - If a Monday course is offered from 12:30-3:15, make use of the Wednesday 12:30-3:15 time slot for another class.
 - NOTE: Tuesdays always seem to carry an abundance of one-day-a-week meeting patterns. This results in many rooms remaining open on Thursdays.

Classes which plan on using a General Purpose Room should have the Reg Room box checkmarked.

- The Building and Room fields are not used when a class is marked as needing a Registrar Room. The field is not intended to capture course preferences.

If a meeting pattern is selected that is no longer available, you will receive a warning message as follows:

The record will be returned to the original meeting pattern (the unavailable meeting time is removed).

Swapping times between two courses

Currently, there is no easy way to “hold onto” a time slot. ***As soon as you drop a meeting pattern for a course, that meeting pattern is made available to the entire college.*** More than likely, you’ll lose that meeting pattern. Please read through these recommendations carefully in order to reduce the likelihood of that happening.

- The example on page 1 shows that Business has used up the allocation of rooms at the Monday/Wednesday 9:30 time slot. Accounting decides that section 04 must be taught at that time slot and section 02 can be moved to another time.

Section	CRN	Instructor (Primary 1st)	Title	Credits	Grade Mode	Max								
04	14593	Martinez Jerez, Francisc	Strategic Cost Management	3.0	Std Letter	36								
Part of Term		Start Date	End Date	Meeting Time	Reg Room?	Begin Time	End Time	M	T	W	R	F	S	U
1 - Full Term-excluding 1s		08/25/2015	12/10/2015	MW 12:30p - 01:45p	<input checked="" type="checkbox"/>	12:30p	01:45p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Room														

1. On section 04, remove the checkmark for Reg Room.
2. Select the building (or any building) Mendoza and type in “TBD” in the room field.
3. Update the meeting pattern to MW 9:30-10:45. eTUSC will permit this as you have indicated the course is using department space. Now you have the meeting pattern correct.

For now, leave this record and move to the course you are changing/canceling.

Section	CRN	Instructor (Primary 1st)	Title	Credits	Grade Mode	Max								
04	14593	Martinez Jerez, Francisc	Strategic Cost Management	3.0	Std Letter	36								
Part of Term		Start Date	End Date	Meeting Time	Reg Room?	Begin Time	End Time	M	T	W	R	F	S	U
1 - Full Term-excluding 1s		08/25/2015	12/10/2015	MW 09:30a - 10:45a	<input type="checkbox"/>	09:30a	10:45a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Room 1148 - Mendoza College of Business tbd														

4. The course below no longer needs the MW meeting time as the course is being canceled.

DO NOT CANCEL THE COURSE JUST YET! NOTE that the meeting patterns for the two courses are now the same. The only thing left to do is to swap the Reg Room flag

Section	CRN	Instructor (Primary 1st)	Title	Credits	Grade Mode	Max								
02	10943	Leady, James (jleady)	Strategic Cost Management	3.0	Std Letter	36								
Part of Term		Start Date	End Date	Meeting Time	Reg Room?	Begin Time	End Time	M	T	W	R	F	S	U
1 - Full Term-excluding 1s		08/25/2015	12/10/2015	MW 09:30a - 10:45a	<input checked="" type="checkbox"/>	09:30a	10:45a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Room														

5. On the record for Section 2, remove the Reg Room checkmark.
6. Populate the building and room fields- you can clean this up later.
7. ***IMMEDIATELY OPEN*** the Section 4 record and change the Reg Room box to Yes (add checkmark).
8. You can now go back to the Section 2 record and cancel the section or change the meeting pattern.