

Schedule Building through EMS CPI

Revised August 23, 2014

The Scheduling Process

1. Registrar's Office builds/rolls the new academic term in Banner. The schedule of courses is copied from the previous year.
2. ****NEW for Spring 2015**** - Departments with a rotating schedule have their courses added to the schedule according to the 2014-2015 College Catalog.
3. Academic term is imported from Banner into the EMS Campus Planning Interface.
4. The EMS Campus Planning Interface is your communication tool for each iteration of the class schedule...new course offerings, deleting courses and course changes.
5. The final class schedule is published on the Registrar's Office website and within [KnowHope Plus](#).



Logging into the EMS CPI

events.hope.edu/CampusPlanningInterface

- User ID = 1Hope username (without “@hope.edu”)
- Password = “schedule”



Forgot your password? Call Marge or Deb in CIT, x7670.

Log In

Please use Firefox for this application.
This will allow you to access
the latest enhancements.

User ID:*

Password:*

Login



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1st Iteration Goals:

Correct course offerings and special notes.

- Delete courses that are no longer being offered
- Add new courses
- If known, edit course days and times
- Revise published notes (text to be displayed online)
 - Meets _____ half of semester.
 - Written permission of _____ required. **A signed permission slip will be required to register for the course.
 - Students must also register for _____. **We will link the courses to force students to register for both.

REMINDER TO THE CHAIRS – FROM YOUR DEAN:

When you submit the first iteration of the schedule, please send your dean a list indicating each instructor's course load and one listing the days/times when courses are to be offered.



Use the Course List Report OR CTRL+A from Academic Browser "Home Screen" to paste into Excel.



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2nd Iteration Goals:

Communicate room features and suggestions.

- Review and revise published notes
- Focus on meeting locations
- Edit course days and times
- Review cross-listed classes (i.e. Women's and Gender Studies)



Use Instructor Back to Back to double check assignments and identify potential room location issues.



3rd Iteration Goals:

Correct errors and publish online.

- Fine tune the schedule
- Resolve any conflicts
- Verify the instructor and supply instructor name for “staff” courses.
 - Newly hired faculty may be assigned to courses after paperwork is processed by Human Resources. Kindly provide their full legal name, not a nickname.
- Are you flooded with last minute changes? Schedule a meeting with Kristen to work through the changes together after the schedule is published.



Selecting the Term

- Click “Term Selector”

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help

- Select the term to edit
- Select Save (*in lower right corner*)

201407	Hope College	Published	
201408	Hope College	Published	
201501	Hope College	1st Iteration due 9/8 Midnight	Goal: Correct course offerings and special notes.

Save



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Viewing/Selecting a Course

- Click “Academic Browser” to view the course offerings.



Term: 201502
Start Date: 1/6/2015 Tue
End Date: 5/1/2015 Fri
Phase: 1st Iteration due 9/8 Midnight
Notes: Goal: Correct course offerings and special notes.



“099” course numbers are used by Career Development for pending placement internships. Let us know if the internship advisor for your department has changed.

- The courses you are assigned to schedule appear in a list format.
- Double click the course you wish to view or edit.

Drag a column header here to group by that column

Course	Shares Space	SIS XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	F
ACCT 099 01			13233	Pending Placement - Internship		LaBarge,Marty							
ACCT 221 01			12661	Financial Accounting	Combined Lecture/Lab	LaBarge,Marty	1/6/2015	5/1/2015	MWF	9:30 AM	10:20 AM	VNZORN 297	C
ACCT 221 02			12662	Financial Accounting	Combined Lecture/Lab	LaBarge,Marty	1/6/2015	5/1/2015	MWF	11:00 AM	11:50 AM	VNZORN 297	C
ACCT 222 01			12663	Managerial Accounting	Combined Lecture/Lab	Geddes,Sheri	1/6/2015	5/1/2015	MWF	11:00 AM	11:50 AM	VNZORN 152	C
ACCT 222 02			12856	Managerial Accounting	Combined Lecture/Lab	Geddes,Sheri	1/6/2015	5/1/2015	MWF	12:00 PM	12:50 PM	VNZORN 152	C
ACCT 322 01			12243	Intermediate Accounting II	Lecture	LaBarge,Marty	1/6/2015	5/1/2015	TR	12:00 PM	1:50 PM	VNDWRF 102	A



Need to Know

- Subject and course numbers are fixed once a CRN is assigned.
- Do not change the course number within the Campus Planning Interface. It causes confusion within the system and makes the reports more difficult to decipher.
- Need to offer a different course at the same time?
 - Step #1: Cancel the course the new course is replacing.
 - Step #2: Add the new course so it gets a new CRN.
- It is okay to change the section number until the schedule is published.



What do I do now?

1. CANCEL an entire course

Do not change course numbers!! If a new course is to be offered during the same day/time slot, you must enter that course as a NEW course and delete the other.

2. Add a NEW course

Remember #1? Please do not change an existing course number to add a new course.

3. EDIT existing courses

Cancel an Entire Course

To cancel a course that will not be offered:

- Select “Academic Browser”
- Select “Cancel Course” within the Course Details section

Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details Additional Information

Financial Accounting


Term: 201501 **Instructor:** LaBarge,Marty
Department: Dept of Econ, Mgmt & Acct **Credit Hours:** 4
CRN: 12661 **Estimated Enrollment:** 25
Section: 01 **Actual Enrollment:** 0
Course Number: 221 **Subject:** Accounting
State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Course Dates

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/6/2015 Tue	5/1/2015 Fri	9:30 AM	10:20 AM	Van Zoeren Hall	Van Zoeren 297	MWF		Combined Lecture/Lab	

Preferences Final Exam Settings

Preferences

No preferences defined

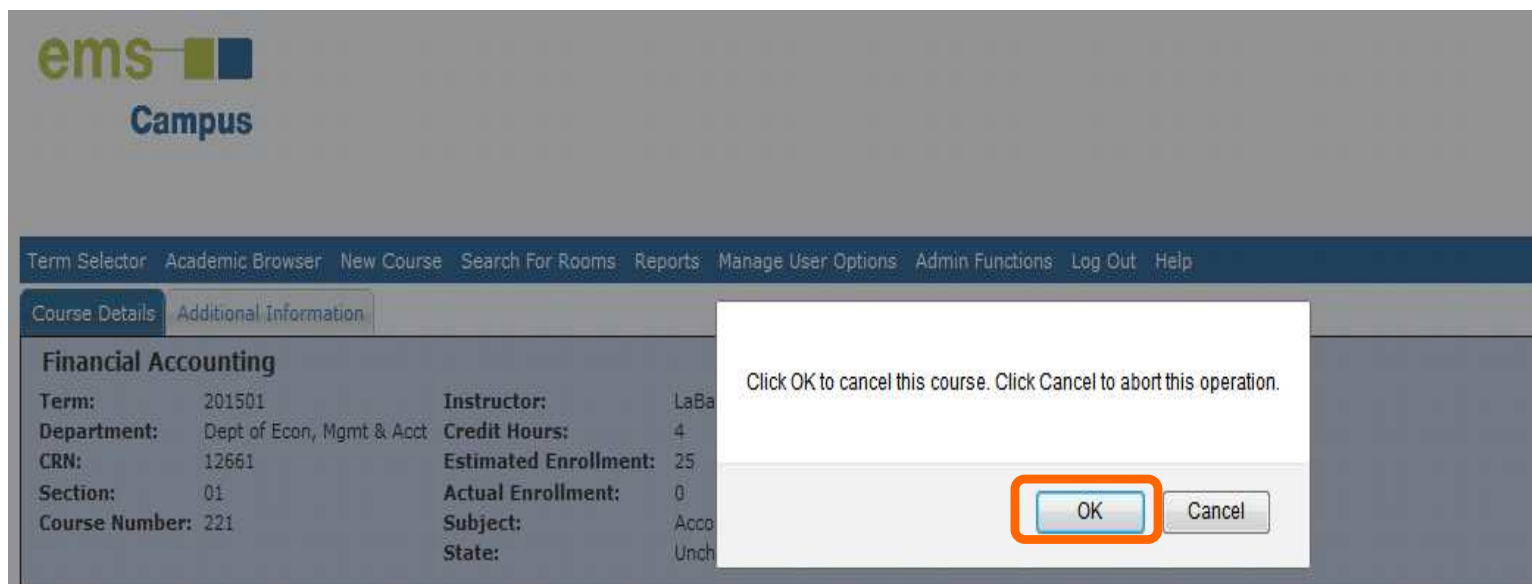
Set Preferences Back



Cancel an Entire Course

Click OK to delete the course from the class schedule.

- Need to double check your work? Look at the “State” column in the Academic Browser list view.



The screenshot shows the EMS Campus interface. The top navigation bar includes links for Term Selector, Academic Browser, New Course, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, and Help. The main content area displays course details for "Financial Accounting". A dialog box is overlaid on the screen, containing the text: "Click OK to cancel this course. Click Cancel to abort this operation." The "OK" button is highlighted with an orange border.

Financial Accounting			
Term:	201501	Instructor:	LaBa
Department:	Dept of Econ, Mgmt & Acct	Credit Hours:	4
CRN:	12661	Estimated Enrollment:	25
Section:	01	Actual Enrollment:	0
Course Number:	221	Subject:	Acct
		State:	Unch

Adding a New Course

- Select “New Course”
- Add a new course when you need another section and when a new course will be offered.



Managing: Hope College - 201501
Phase: 1st Iteration due 9/8 Midnight
Term Dates: 1/6/2015 - 5/1/2015

Term Selector Academic Browser **New Course** Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details Additional Information

Financial Accounting				Actions
Term:	201501	Instructor:	LaBarge,Marty	<ul style="list-style-type: none">• Add New Course Date• Edit Course Details• Cancel Course
Department:	Dept of Econ, Mgmt & Acct	Credit Hours:	4	
CRN:	12661	Estimated Enrollment:	25	
Section:	01	Actual Enrollment:	0	
Course Number:	221	Subject:	Accounting	
		State:	Unchanged	



Adding a New Course

- Complete all the information for your New Course (section number is not needed, it will be assigned by the Registrar).

Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details

Title:* Credit Hours:*
Section:* Estimated Enrollment:*
Course Number:* Subject:*
Department: Instructor:*
Notes:

Course Dates

Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required
No data to display						

New Edit Delete

User Defined Fields

Course Subtitle (Limited to 30 characters):
Part of Term (1= full term, 2=1st half term, 3= last half term):
Published Notes:
Variable Credit Hours Low:

BE SURE TO SAVE YOUR WORK!



Editing a Course: Add a New Course Date

- Select “Academic Browser” and choose a course to edit.
- Select the “Add New Course Date” action within the Course Details block to add an additional meeting time for the same course and section.
 - If you just need to change the time, see below.



Managing: Hope College - 201501
Phase: 1st Iteration due 9/8 Midnight
Term Dates: 1/6/2015 - 5/1/2015

The screenshot shows the EMS Academic Browser interface. The top navigation bar includes links for Term Selection, Academic Browser, New Course, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, and Help. The main content area is divided into two tabs: 'Course Details' (selected) and 'Additional Information'. The 'Course Details' section displays information for 'Financial Accounting', including Term (201501), Department (Dept of Econ, Mgmt & Acct), CRN (12661), Section (01), Course Number (221), Instructor (LaBarge, Marty), Credit Hours (4), Estimated Enrollment (25), Actual Enrollment (0), Subject (Accounting), and State (Unchanged). To the right of this section is an 'Actions' menu with three options: 'Add New Course Date', 'Edit Course Details', and 'Cancel Course'. Below the course details is a 'Course Dates' section with a table of dates. The table has columns for Start Date, End Date, Start Time, End Time, Location, Room, Days, State, Course Type, and Actions. The first row shows a date from 1/6/2015 Tue to 5/1/2015 Fri, with a start time of 9:30 AM and an end time of 10:20 AM, located in Van Zoeren Hall, Room Van Zoeren 297, on MWF days, with a course type of Combined Lecture/Lab. At the bottom of the page, there is a 'Preferences' section with the text 'No preferences defined' and buttons for 'Set Preferences' and 'Back'.

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/6/2015 Tue	5/1/2015 Fri	9:30 AM	10:20 AM	Van Zoeren Hall	Van Zoeren 297	MWF		Combined Lecture/Lab	



Editing a Course: Edit the Course Details

- Select the “Edit Course Details” Action within the course Details Block.



Managing: Hope College - 201501
Phase: 1st Iteration due 9/8 Midnight
Term Dates: 1/6/2015 - 5/1/2015

Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details Additional Information

Financial Accounting

Term:	201501	Instructor:	LaBarge,Marty
Department:	Dept of Econ, Mgmt & Acct	Credit Hours:	4
CRN:	12661	Estimated Enrollment:	25
Section:	01	Actual Enrollment:	0
Course Number:	221	Subject:	Accounting
		State:	Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1) *	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/6/2015 Tue	5/1/2015 Fri	9:30 AM	10:20 AM	Van Zoeren Hall	Van Zoeren 297	MWF		Combined Lecture/Lab	

Preferences Final Exam Settings

Preferences

No preferences defined

Set Preferences Back



Editing a Course: Required Course Details

- Edit Course Details as needed

Section: No need to worry about the section number. The Registrar's Office manages these, so what you type may or may not be used.

Protocol for section order is day of the week (Monday first) then time off day (morning first).

Title:*	Intermediate Accounting II	Credit Hours:*	4
Section:*	01	Estimated Enrollment:*	35
Course Number:*	322	Subject:*	Accounting
Department:	Dept of Econ, Mgmt & Acct	Instructor:*	LaBarge,Marty
Notes:	More than one instructor? Include team taught notes in this section with the percentage of responsibility for the faculty profile contact hour calculation. Primary instructor will submit the final grades.		

Notes: Information you would like to communicate to the Registrar's office. These are for information only, are not entered in Banner, and will not appear on the next iteration of the schedule.



Editing a Course: User Defined Fields

- Additional information needed for the schedule building process

Variable Credit Hours:

When the instructor is the same, all students may register for the same section. Students have the ability to change the number of credit hours during the registration process. The credit hours are displayed on your class list.

Term Selector Academic Browser New Course Search For Rooms Reports

Course Details

Title:* Intermediate Accounting II
Section:* 01
Course Number:* 322
Department: Dept of Econ, Mgmt & Acct
Notes:

Credit Hours:* 4
Estimated Enrollment:* 35
Subject:* Accounting
Instructor:* LaBarge,Marty

User Defined Fields

Course Subtitle (Limited to 30 characters):
Part of Term (1= full term, 2=1st half term, 3= last half term): 1
Published Notes:
Prerequisite: ACCT 321

Variable Credit Hours Low: 4
Indicate "TO" or "OR":
Variable Credit Hours High:
Course Attribute 1:

Instructor:

The names of retired instructors and those on sabbatical are no longer available. See a name that should be removed? Contact CIT.

Tip

Click in the Instructor Field and start typing the last name to quickly choose from the list. Enter/Return key will select the name.



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Editing a Course: User Defined Fields

Course Subtitle: Limited to 30 characters

Part of Term: 1 for full term, 2 for 1st half of term, 3 for last half of term

Published Notes: Course notes that appear on the on-line schedule

Variable Credit Hours: Indicate low, and whether it is TO/OR, and High. If your course is not a variable credit course, leave these fields blank.

Course Attributes: Usually courses that fulfill General Education (core) Requirements. If you do not know what the codes are, ask your chair of dean. If no course attributes, leave these fields blank

Final Exam: Select YES or NO from the drop down menu

User Defined Fields

Course Subtitle (Limited to 30 characters):
Subtitle test #2

Part of Term (1= full term, 2=1st half term, 3= last half term):
1

Published Notes:
fees apply; 2 Credit Course
Fee = \$180, 2 Credit Mus
Education Fee =

Variable Credit Hours Low:
2

Indicate "TO" or "OR":
OR

Variable Credit Hours High:
3

Course Attribute 1:
FA2

Course Attribute 2:

Course Attribute 3:

Final Exam Room Required?:
No

Cancel Save

Click and drag to make box larger

Save



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Final Exam Room Required?

- NO = A room is **not** needed for the final exam.
 - Choose this if the instructor requires a final paper, project, or performance.
 - We assume that drills, labs, and discussions do NOT have final exams during exam week.
- YES = A final exam will be offered in the same or similar classroom.
 - “Notes” in Course Detail Section: Indicate combined section exams or the use of different technology during exam week.



Editing a Course: Deleting a Course Meeting Time

- To delete a course meeting time click the red X under “Actions” in the Course Dates section.



Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details Additional Information


Intermediate Accounting II

Term: 201501 **Instructor:** LaBarge,Marty
Department: Dept of Econ, Mgmt & Acct **Credit Hours:** 4
CRN: 12243 **Estimated Enrollment:** 35
Section: 01 **Actual Enrollment:** 0
Course Number: 322 **Subject:** Accounting
State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/6/2015 Tue	5/1/2015 Fri	12:00 PM	1:50 PM	VanderWerf Hall	VanderWerf 102	TR		Lecture	

Preferences Final Exam Settings

Preferences

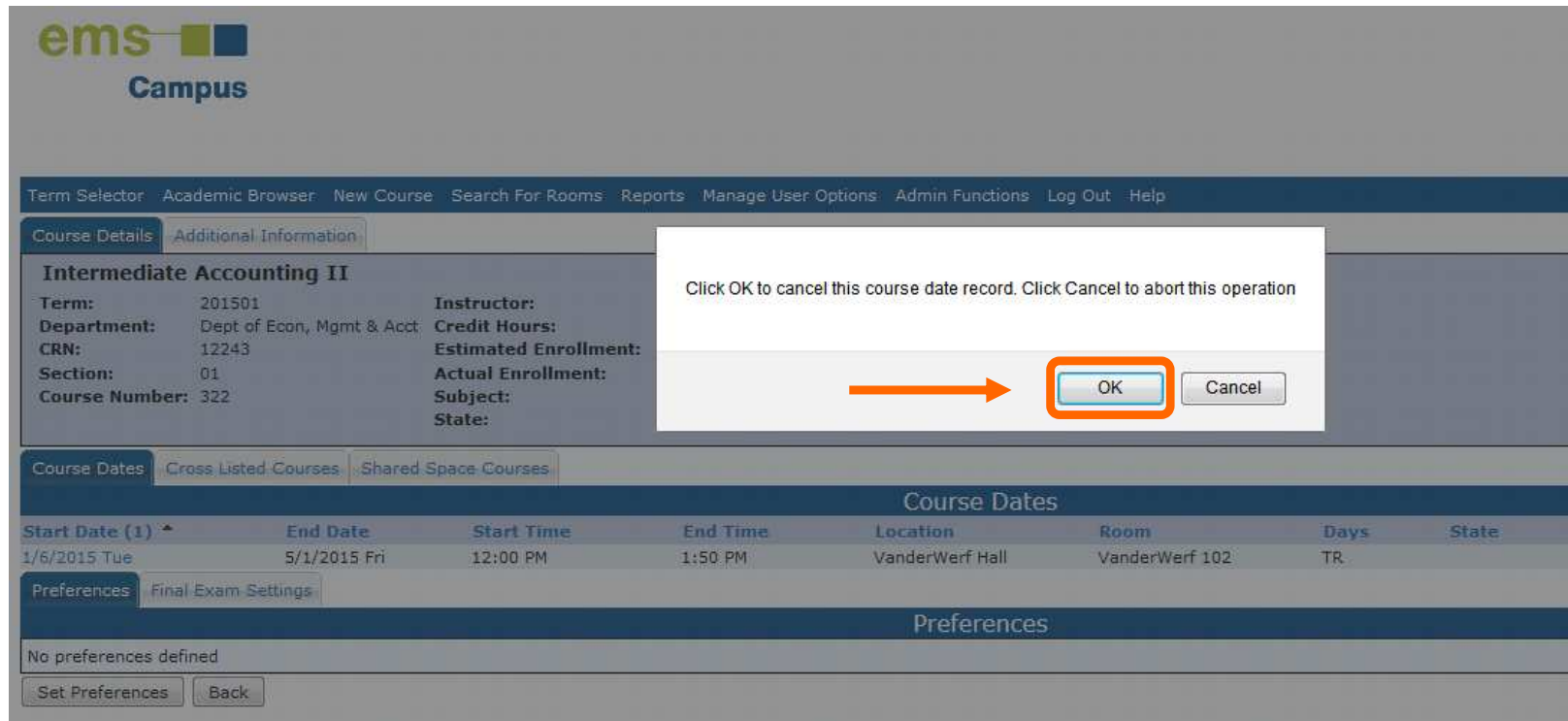
No preferences defined

Set Preferences Back

- If time/days are changed on a course, you could lose your room assignment. Add the room preference within “Set Preferences.”

Editing a Course: Deleting a Course Meeting Time

- For Example: Confirm that you want to delete the meeting time on Tuesday. This class would then be scheduled to meet MWF only.



The screenshot displays the EMS Campus interface. At the top left is the logo "ems Campus". A navigation bar includes links for "Term Selector", "Academic Browser", "New Course", "Search For Rooms", "Reports", "Manage User Options", "Admin Functions", "Log Out", and "Help". The main content area is divided into several sections:

- Course Details:** Shows information for "Intermediate Accounting II", including Term (201501), Department (Dept of Econ, Mgmt & Acct), CRN (12243), Section (01), and Course Number (322). It also lists Instructor, Credit Hours, Estimated Enrollment, Actual Enrollment, Subject, and State.
- Course Dates:** A table with columns for Start Date (1/6/2015 Tue), End Date (5/1/2015 Fri), Start Time (12:00 PM), End Time (1:50 PM), Location (VanderWerf Hall), Room (VanderWerf 102), Days (TR), and State.
- Preferences:** A section with "Final Exam Settings" and a note "No preferences defined", with buttons for "Set Preferences" and "Back".

A modal dialog box is overlaid on the screen, containing the text: "Click OK to cancel this course date record. Click Cancel to abort this operation". An orange arrow points to the "OK" button, which is highlighted with a red border.

Editing a Course: Changing the Days/Times

- Click the pencil under “Actions” in the **Course Dates** section to edit, start, and end times of a course.



Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details **Additional Information**


Intermediate Accounting II

Term: 201501 **Instructor:** LaBarge,Marty
Department: Dept of Econ, Mgmt & Acct **Credit Hours:** 4
CRN: 12243 **Estimated Enrollment:** 35
Section: 01 **Actual Enrollment:** 0
Course Number: 322 **Subject:** Accounting
State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/6/2015 Tue	5/1/2015 Fri	12:00 PM	1:50 PM	VanderWerf Hall	VanderWerf 102	TR		Lecture	

Preferences **Final Exam Settings**

Preferences

No preferences defined

Set Preferences Back



Editing a Course: Changing the Days/Times

- Check the days and times that the course will be offered.
- Save your changes.

Course Details

Intermediate Accounting II

Term:	201501	Instructor:	LaBarge, Marty
Department:	Dept of Econ, Mgmt & Acct	Credit Hours:	4
CRN:	12243	Estimated Enrollment:	35
Section:	01	Actual Enrollment:	0
Course Number:	322	Subject:	Accounting
		State:	Unchanged

Start Date: 1/6/2015 Tue Start Time: 12:00 PM Course Type: Lecture

End Date: 5/1/2015 Fri End Time: 1:50 PM Building: VanderWerf Hall

Room: VanderWerf 102

M T W R F S U Time Blocks

Seat Fill %: * 100

Room Not Required

Final Exam Required

Cancel Save

Processing the Changes

- Don't forget to always Save your changes.
- Missing an option at the top? Click on "Academic Browser," this is your "home screen."
- Everything you enter, changes, or cancel in the EMS Planning Interface will be entered in Banner and will appear in the next iteration of the schedule.
 - Two exceptions that may not be entered: The general *Notes* field and room preferences where there is a conflict.
- Need to double check your work? Look at the "State" column in the Academic Browser list view. You can see what courses have been edited, cancelled, or new.



Viewing Other Courses

- You can view other courses offered, not in your department, by using the filter option in the top right of the course results page.
 - This is a great tool to look up cross-listed courses.

1. Choose Filter
2. Select a Department
3. Unselect “show course dates” (if selected)
4. Get Data

The screenshot shows a user interface for filtering course results. At the top, there is a blue bar with the text "Welcome". Below this, there are several menu items: "Options", "New Section", "Tools", and "Filter". The "Filter" menu item is highlighted with a starburst labeled "1". Below the menu items, there is a form with the following fields: "Department:" with a dropdown menu showing "Kinesiology" (indicated by a starburst labeled "2"), "Subject:" with a dropdown menu showing "(all)", and "Modified Only:" with a checked checkbox. Below these fields, there is a checkbox for "Show Course Dates" which is unchecked (indicated by a starburst labeled "3" and the text "Uncheck"). At the bottom of the form, there is a "Get Data" button (indicated by a starburst labeled "4").



Set Preferences



- From the Academic Browser, select a course from your list.
- Click the Set Preferences button



Managing: Hope College - 201501
Phase: 1st Iteration due 9/8 Midnight
Term Dates: 1/6/2015 - 5/1/2015

Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Course Details Additional Information

Independent Studies in Acct

Term: 201501	Instructor: LaBarge,Marty
Department: Dept of Econ, Mgmt & Acct	Credit Hours: 1
CRN: 12764	Estimated Enrollment: 10
Section: 01	Actual Enrollment: 0
Course Number: 490	Subject: Accounting
	State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates

No Course Dates

Preferences Final Exam Settings

No preferences defined

Set Preferences Back

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Set Preferences



Here you can set room preferences and room features.

**You no longer need to type it in the course notes, but you're welcome to as a double-check.*

- Be sure to **SAVE** your preferences
- “Seat Fill %” is not currently being used.
- This is only a request, it's not guaranteed.
- We will do our best to honor your preferences!

Condition & Weight Training							
Term:	201501	Instructor:	Ricketts, Michael				
Department:	Kinesiology	Credit Hours:	0				
CRN:	12657	Estimated Enrollment:	20				
Section:	011	Actual Enrollment:	0				
Course Number:	112	Subject:	Kinesiology				
		State:	Unchanged				

Course Dates						
Start Date	End Date	Start Time	End Time	Location	Room	Days
1/6/2015 Tue	5/1/2015 Fri	6:30 AM	6:55 AM	DeVos Fieldhouse	*DeVos Volleyball Court	MWF

Seat Fill %: ignore Term Excluded Dates

Room Settings

Set Standard Room Preferences

Room Not Required

Publish In SIS Room (No Optimization)

Require SIS Room

Same Room

Requires Different Room

Building: (no preference) Required

Room 1: (no preference) Required

Room 2: (no preference)

Room 3: (no preference)

Notes:

The list of matching rooms will be narrowed down based on the features selected below.

Within the “Matching Rooms” list, you can view pictures of the room and see the basic set up.

Matching Rooms (134)

Building - Room

AWFCTR - *AWF CLASSROOM B01 (Early Education Only)

AWFCTR - AWF CLASSROOM 250

AWFCTR - AWF CLASSROOM 203



Report Feature



NEW

- **Recommended option for report output is PDF.**
- Although Excel is available, the data cannot be filtered easily once exported.
- If selecting the HTML output, be sure to allow “pop-up” windows in your browser.
- **Course List Report**
 - Default is set to “Course List – by instructor” for each department *
 - If you would like it changed to “Course List – by course number,” ask CIT.
- **Instructor Back to Back report**
 - Default is set up for each department
 - Output displayed:
 - List of instructors who are teaching courses “Back to Back” and the location of their class is different.
- Other report names are listed, but they’re not available at this time.



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Course List Report



- The default report output is currently set to “Course List – by instructor” for each department*
 - If you would like it changed to “Course List – by course number,” ask CIT.

- Select the name of the report

- Select your department in the Report Setup



Term Selector Academic Browser New Course Search For Rooms **Reports** Manage User Options Admin Functions Log Out Help

Report Setup: (user specified)

Date Range Departments **Course Types** Buildings Room Types

Domain: Hope College

Term: 201501

Scenario: * SIS Active Scenario

Format: By Course

Report Comment:

Output Format: HTML Generate Report



Instructor Back to Back Report



- Select your department in the Report Setup
 - Displays a list by instructor who teaches “back to back” courses.
 - The end time of the first course and start time of the second course is 10 minutes or less.

Select your department

- We do our best to keep instructors in the same building.
- Based on the class time block, room preferences and classroom size, this may not be possible.

ems Campus

Term Selector Academic Browser New Course Search For Rooms Reports Manage User Options Admin Functions Log Out Help

Report Setup: (user specified)

Date Range Departments Course Types Buildings Room Type Preferences Summary

Domain: Hope College

Term: 201501

Scenario: SIS Active Scenario

Format: By Course

Report Comment:

Output Format: HTML Generate Report

Course List
Course Preferences Report
Preferences Summary
Instructor Back To Back Report
Instructor Summary
Final Exam Schedule



Instructions & Timeline

hope.edu/registrar/sched

- User ID = 1Hope username (without “@hope.edu”)
- Password = 1Hope password

SPRING 2015 CLASS SCHEDULE TIME LINE

Iteration #	Available to	Return to
<u>Communicate through EMS CPI</u>	<u>Departments</u>	<u>Registrar</u>
1st Iteration:	8/4/14, Monday	9/8/14, Monday
2nd Iteration:	9/22/14, Monday	10/6/14, Monday
3rd Iteration:	10/13/14, Monday	10/17/14, Friday



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Enhancement Feedback

- We welcome your suggestions for enhancement. Keep us informed as you work through each iteration.
- Feedback or Frustrations? Give us a call!
- Kristen Kernstock x7760
- Marge Wiersma or Deb Dumez at CIT x7670

