

MASTER SCHEDULE FORM

UPDATE and/or CANCEL a Course

Submit

Approve/Deny

The screenshot shows a web browser window with the URL <https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPL>. The page header includes the Bloomsburg University logo and the text "MY HUSKY". A dark red sidebar on the left contains a list of navigation items: Dashboard, Schedule, Enrollment, Class Roster, Class List Generator, Academics, Grade Roster, View Advisees, Lookup Student, Electronic Forms (highlighted with a white background and a mouse cursor), Class Information, Worklist, and MyHusky Full Site. A black arrow points from the "Electronic Forms" menu item to a dropdown menu on the right. This dropdown menu is titled "Electronic Forms" and contains the following links: Grade Change Request, Petition for Exception Request, Incomplete Form, Independent Study, and Individualized Instruction. Below these links are two blue links: "Master Schedule - Add a Course" and "Master Schedule - Update/Cancel a Course", followed by "View Previously Completed - Submitted Forms". At the bottom of the dropdown are two buttons: "Save" and "Notify".

Access for the DEPARTMENT CHAIRPERONS will be via the Electronic Forms link on the dashboard.

Click on Electronic Forms, then choose the form you wish to complete from the form links returned.

ALTERNATELY:

Department Chairpersons may click on the MyHusky Full Site link and proceed by clicking on Work Center from the MyHusky home page and completing the steps that follow for the Department Secretary.

Main Menu	
PASSHE Custom Objects of PASSHE Conversion Programs	GT eForms WorkCenter
Campus Community Maintain bio/demo information about people and organizations, maintain 3C information. Student Services Center Campus Community BU Custom Personal Information 4 More...	Records and Enrollment Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation. CUSTOM SR FOLDER Enroll Students Student Term Information 6 More...
Student Financials Maintain student accounts, payments and collections and calculate tuition. Tuition and Fees View Customer Accounts	Academic Advisement Define rules for degree audit, create student exceptions. Student Advisement Academic Requirements
Set Up SACR Define installation options, security, and product-related set up tables. User Defaults Common Definitions	Worklist Maintain worklist settings and monitor worklist. Worklist Worklist Details
PeopleTools Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications. Lifecycle Tools Utilities Portal 5 More...	Classic Home
My Dictionary Add/delete words in personal spelling checker dictionary.	



Access for the DEPARTMENT SECRETARY will be through the Work Center:



Click on Work Center from your MyHusky home page.

Master Schedule
Add a Course
Update/Cancel a Course
Evaluate Master Schedule Form
View Master Schedule Form



In the Master Schedule section click Update/Cancel a Course.

UPDATE A COURSE


 **TASK : Create a Schedule Change**  eForm ID: 110190


Schedule Change Search


Highlights ON Versions K


COURSE INFORMATION


- Choose the term of the course to be updated or cancelled.
 - The current and 2 future terms will be available
- Each field associated with the course: Subject-Catalog Number-Session will display in succession once the previous field is populated.
- Populate the fields by clicking on the look up (magnifying glass) or drop down arrow and clicking on the desired data.
- **YOU CANNOT TYPE DATA INTO THE FORM FIELDS - THE LOOK UP and/or DROPDOWN MUST BE USED**
- Click "NEXT"


Term*  2021 Spring

Session  Regular Academic Session

Subject Area*  Elementary & Early Child Ed

Catalog Nbr*  LA & LIT DIVERSE EC

Class Section* 

I want to* 

- Follow the bulleted instructions listed on the eForm.
- Each field associated with the course will appear in succession after the prior one is populated beginning with Term.
- ALWAYS use the look ups (magnifying glass) to choose the data to populate the fields.
- All fields are REQUIRED.
- **YOU CANNOT TYPE DATA INTO THE FORM FIELDS. You MUST use the look ups (magnifying glass and/or drop downs).**

CLASS SECTION INFORMATION

First 1 of 1 Last

Term	Subject Area	Catalog #	Class Section	Current Enrollment	Class Nbr
1 2021 Spring	Biological Allied Health Sci	271	01	53	1048

ORIGINAL MEETING DETAILS

First 1 of 1 Last

Course Component	Instructor ID	Name	Facility ID	Meeting Days	Meeting Times
1 Lecture			ONLINE	MWF	9:30 a.m. - 10:20 a.m.

UPDATED MEETING DETAILS

- Course Component cannot be changed - this is a static field.
- Change the Instructor from the look up by clicking on the magnifying glass- only instructors associated with the subject of the course will be returned.
 - TBA will be available if the instructor has not yet been determined.
- Change the facility from the look up by clicking on the magnifying glass.
 - "Need Room" will be available if you do not wish to request a specific room or if there is a conflict with the room you wish to request.
- Change the Meeting Days from the drop down.
 - When choosing By Appt the field for meeting times will not display.
 - When choosing Non-Standard you must check the boxes below each day the course will be taught.
- Change the Meeting Times from the drop down.
 - When Standard Meeting pattern days are chosen standard meeting pattern times will be returned.
 - When Non-Standard Meeting days are chosen you must populate the start and end time of the course from the dropdowns.

****If the Instructor has a conflict on the days/times -OR- if there is a room conflict for the facility requested on the form the Office of the Registrar will recycle the form back to you for updates. You will receive an email notification upon recycling of the form.**

First 1 of 1 Last

Course Component	Instructor ID	Name	Facility ID
1 Lecture	<input type="text"/>	<input type="text"/>	ONLINE

First 1 of 1 Last

Facility ID	Meeting Days	Meeting Times
ONLINE	T-TH	9:30 a.m. - 10:4

- Original course information will populate the form.
- Changes to the meeting details of the course will be made in the “Updated Meeting Details” segment.
- You may change the:
 - Instructor – look up will populate only Faculty associated with the subject chosen on the form.
 - Facility – (Room) drop down will populate facility ID’s and room descriptions.
 - Meeting Days – drop down will populate with standard meeting day patterns.
 - Meeting Times – drop down will populate with standard meeting times for the meeting days chosen.
- **Instructions for Non Standard Meeting Patterns follows on the next page.**

- Course Component does not change.
- Update the Instructor from the look up by clicking on the magnifying glass- only instructors associated with the subject of the course will be returned.
 - TBA will be available if the instructor has not yet been determined.
- Update the facility from the look up by clicking on the magnifying glass.
 - "Need Room" will be available if you do not wish to request a specific room or if there is a conflict with the room you wish to request.
- Update the Meeting Days from the drop down.
 - When choosing By Appt the field for meeting times will not display.
 - When choosing Non-Standard you must check the boxes below each day the course will be taught.
- Update the Meeting Times from the drop down.
 - When Standard Meeting pattern days are chosen standard meeting pattern times will be returned.
 - When Non-Standard Meeting days are chosen you must populate the start and end time of the course from the dropdowns.

****If the Instructor has a conflict on the days/times -OR- if there is a room conflict for the facility requested on the form you will receive a message and will not be able to submit the form unless the information is changed.**

First 1 of 1 Last

	Meeting Days	Start Time	End Time	M	T	W	R	F
1	Non-Standard	10:45 AM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When using NON STANDARD Meeting Times

- First choose Non Standard in the drop down for Meeting Days.
- Choose the start and end times of the course from the look up next to each field.
- Check the days the course will be taught by clicking on the box under the days of the week.

Original Mode of Instruction will populate the form.

ORIGINAL MODE OF INSTRUCTION

Instruction Mode Online 100%

**50% or more Y
asynchronously?**

Section Notes

Enrollment Capacity 32

Wait List Capacity 32

UPDATED MODE OF INSTRUCTION

- Change the Instruction Mode from the drop down. Only those modes of instruction the course is approved for will be returned.
- If "In Person" is not selected as the mode of instruction the Asynchronously question will display. This must be answered to continue with the form.
- Update/Enter course topic or any notes or information necessary for the course in the "Course Topics/Notes" section. This is free text and must be entered manually.
- Update/Enter enrollment capacity.
 - If the enrollment capacity exceeds that of the requested room you will be notified by the Office of the Registrar.
- To Update Waitlist Capacity:
 - Enter the updated number in the text box.
 - If the course is NOT enabled for waitlisting and you would like to enable it enter the number of the waitlist capacity in the text box.
 - To retain the current waitlist capacity do not change this field.
- Update/Enter enrollment requirement group information if applicable.
- File Attachments may be used to submit any necessary documentation but is not required.
- Additional information can be entered by clicking the arrow next to "Comments". This will open the free text box and you may manually enter additional remarks.

Instruction Mode

50% or more*
asynchronously?

Section Notes

Enrollment Capacity

Wait List Capacity

Enrollment Requirement Group

FILE ATTACHMENTS

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

COMMENTS

Update Mode of Instruction: Follow the instructions in the segment on the form:

Update the Instruction Mode by choosing one from the drop down.

- *If the mode of instruction is not IN PERSON the Asynchronously question will populate and must be answered.*

Section Notes or any important information related to the course can be manually entered in the Section Notes text box.

Update enrollment capacity by changing the number in the box. This defaults to the current cap but can be updated.

Update the waitlist capacity by changing the number in the box. This defaults to the current waitlist cap but can be updated. If this course is not enable for waitlisting the number will default to 0. You can enable waitlisting by entering a number greater than 0 here.

Update/Enter applicable enrollment requirement group information in the box.

Attach any necessary documentation, this is optional.

Enter any additional information in the Comments box.

CLASS SECTION INFORMATION

Term	Subject Area	Catalog #	Class Section	Current Enrollment	Class Nbr
1 2019 Fall	Biological Allied Health Sci	101	01	30	1392

ORIGINAL MEETING DETAILS

Course Component	Meeting Days	Meeting Times	Instructor ID	Name	Facility ID
1 Lecture	MW	4:30 p.m. - 5:45 p.m.	383549	TBA	HARTLNG40

UPDATED MEETING DETAILS

Changes to the day(s) and time(s) the course will be taught can be made by using the appropriate drop downs under Meeting Days - Meeting Times

If this is an Online course By Appt must be chosen under Meeting Days and Online must be chosen under Facility ID

Change the Instructor from the look up under Instructor ID

Request a different Room by choosing from the look up under Facility ID

Type	Meeting Days	Meeting Times	Instructor ID	Name	Facility ID
1 Lecture	M	6 p.m. - 9:00 p.r	<input type="text"/>	Chamuris, George F	<input type="text"/>

MODE OF INSTRUCTION

Unless a selection is made in the Instruction Mode below it will be assumed that this course will be offered face to face.

If anything other than In Person is chosen under Instruction Mode you must answer the "Asynchronously" question.

Instruction Mode

50% or more* asynchronously?

Section Notes

Enrollment Capacity

COMMENTS

Update Course

Previous

- Changes to any of the fields for Meeting Details or Mode of Instruction will be highlighted on the form.
- Fields designated with an (*) asterisk are required.
- Once all desired changes are made click "update course".
- The form will then route to the appropriate approver.
- If conflicts with the requested updates exist the Office of the Registrar will recycle the form back to you for corrections.
 - Once updated and resubmitted the form will route the approval process.
- Once the update is complete you will receive an email notification.

CANCEL A COURSE

+ TASK : Create a Schedule Change eForm ID: 110191

Schedule Change Search

Highlights Versions

COURSE INFORMATION

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- **YOU CANNOT TYPE DATA INTO THE FORM FIELDS - THE LOOK UP and/or DROPDOWN MUST BE USED**
- Click "NEXT"

Term* 2021 Spring

Session Regular Academic Session

Subject Area* Elementary & Early Child Ed

Catalog Nbr* LA & LIT DIVERSE EC

Class Section*

I want to*

- Follow the bulleted instructions listed on the eForm.
- Each field associated with the course will appear in succession after the prior one is populated beginning with Term.
- Choose “Cancel this Course” in the drop down, then click Next.

Term	Subject Area	Catalog #	Class Section	Current Enrollment	Class Nbr
1 2021 Spring	Elementary & Early Child Ed	324	99	27	1636

First 1 of 1 Last

ORIGINAL MEETING DETAILS

Course Component	Instructor ID	Name	Facility ID	Meeting Days	Meeting Times
1 Lecture		\ ONLINE		T-TH	9:30 a.m. - 10:45 a.m.

First 1 of 1 Last

UPDATED MEETING DETAILS

- Course Component does not change.
- Update the Instructor from the look up by clicking on the magnifying glass- only instructors associated with the subject of the course will be returned.
 - TBA will be available if the instructor has not yet been determined.
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Course Component	Instructor ID	Name	Facility ID	Meeting Days	Meeting Times
1 Lecture		ONLINE		T-TH	9:30 a.m. - 10:45 a.m.

First 1 of 1 Last

ORIGINAL MODE OF INSTRUCTION

Instruction Mode Online 100%

50% or more N
asynchronously?

Section Notes

Enrollment Capacity 32

FILE ATTACHMENTS

Status	Action	Description	File Name	Delete
1	Upload			Delete

Add Row

COMMENTS

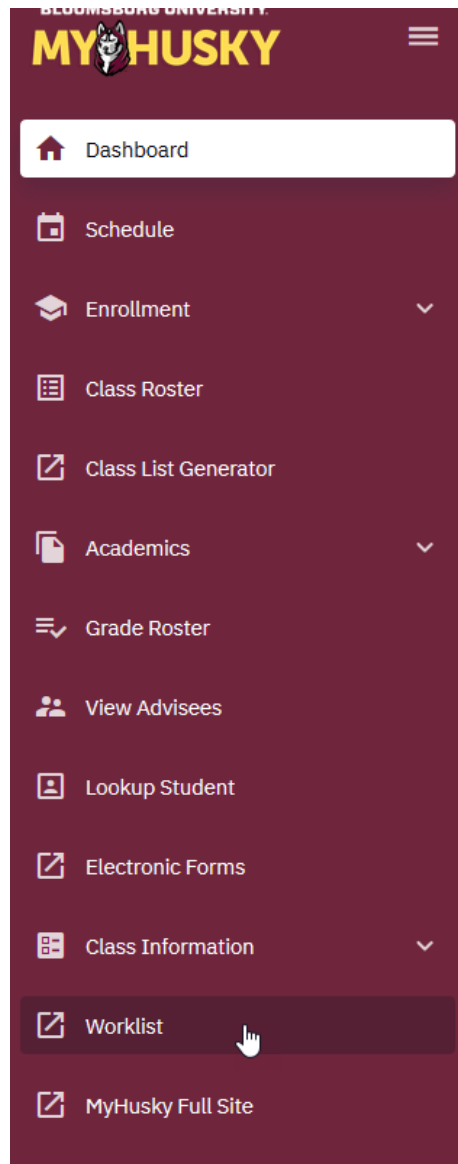
Submit

Previous

- Once the course to be cancelled is chosen the next “page” containing the course information will appear.
- All fields on this page are static and cannot be changed.
- Simply click “Cancel Course”.
- The form will then route to the appropriate approver.
- Once the cancellation is complete you will receive an email notification.
- Students enrolled in the cancelled course will be dropped from the course and will receive an email notification alerting them to the cancellation.

DEPARTMENT CHAIRPERSON - DEAN

How to Approve a Master Schedule Form



Department Chairperson and Dean will have 2 options of accessing their eForms.

1. Go to MyHusky and click on “Worklist” in the upper right corner. This will open all eForms pending your approval.
2. Each time an eForm is submitted for your approval you will receive an email notification containing a link to the form requiring an action from you. First, you must be logged into MyHusky, **then** when you click on the link in the email the form will open.
3. Changes to the original course details will be highlighted as in the examples above.
4. Once you take action on the form an email notification will be generated and the form will follow the appropriate workflow to completion.

**** If the Department Chairperson is the submitter of the form they will receive an email notification and a worklist item to also approve the form they submitted.****