SGS Learning Café: Overview of the Registration and Course Rollover Processes

Janina Rosonke, Student and Administrative Systems and Services Representative
March 9, 2017
Agenda

1. Timeline of SGS Rollovers

2. The Registration Rollover
   a) What is the Registration Rollover?
   b) What happens during the Reg Rollover?
   c) How can graduate units prepare for the Rollover?
   d) What happens if…?

3. Maintaining Academic Activities
   a) What happens during the Academic Activity Rollover?
   b) What do graduate units have to do after the Rollover?
1. Timeline of SGS Rollovers

Rollovers are procedures in ROSI that copy various types of information from one session to the next. They are run by SGS.

- **Academic Activities Rollover (January/February)**: Completed
- **Compulsory Activities Rollover (early February)**: Completed
- **Registration Rollover (March for Summer session, May/June for Fall/Winter session)**
2. The Registration Rollover

What is the Registration Rollover?

- There are two types:
  - *Admission to Registration Rollover*: the original registration record is created by the admission to registration process
  - *Registration to Registration Rollover*: registration records from a previous session are copied into the next session, e.g., registration records for 20175 are created based on the registrations in the current winter session of 20171
What happens during the Registration Rollover?

During this process ROSI will check the following:

- Students will be enrolled in activities listed on the Compulsory Academic Activity table (1 B A F) for their POS and year of study.
- Enrolment in continuous courses, e.g. RST9999Y, will be copied into the next session.
- A student’s year of study will be calculated or incremented and summer fees waived depending on the nature of the program and the student’s history.

4 A C B
What happens during the Registration Rollover?, cont.

What will prevent a student from rolling over?

- Permanent withdrawal or graduation from a POSt
- The student has reached the time limit for the POSt (last permitted registration session)
- An outstanding severe or non-severe condition exists for a student
- Doctoral candidacy not met by deadline
How can graduate units prepare for the Rollover?

- Follow the instructions sent out in SGS Memos, specifically the ‘Dual Registrations and Simultaneous Registration’ memo, the ‘Deadline to Achieve Candidacy’ memo, the ‘Students with Outstanding Conditions’ memo and the ‘Program Extensions’ memo.

- Ensure that your M07/MAZ sessional event dates are adjusted on 1 A D A if you do not want students to enroll in courses before you are ready (SGS M07/MAZ start on Monday, March 20 for 20175).

- Ensure that academic activities have been created for next year’s sessions and that enough space is available in all academic activities to accommodate the number of students being copied over → check the Max Reg Quantity on 1 B A C and enrollment limits on 1 B A D.
How can graduate units prepare for the Rollover?

- You may also want to check the ‘Max PT/ FT Course Load’ fields on 1 A A B: you can use these fields to limit the number of courses a student can take.
- The SWS indicator controls whether students are allowed to enroll via ACORN.
- You cannot modify this screen yourself, you will have to run it by Sofia or me.
Consequences of a ‘failed’ rollover

If the rollover for a student fails when it shouldn’t have, this can have serious consequences for both the student and the university:

- The year of study may be incorrectly assigned/calculated. As a result, the student:
  - May be ineligible for certain types of funding
  - Could be denied access to TA-ships, to U of T Services, or to courses

- If a student’s REG record has not been updated BEFORE the count date, s/he is not ‘counted’ for governmental funding

- If past beginning of term, SSAs need to adjust T2202A records of attendance

→ It is important to ensure that all information in ROSI is accurate before the rollover takes place to prevent these kinds of issues from happening.
3. Maintaining your Academic Activities

a) What happens during the Academic Activity Rollover?

b) What do graduate units have to do after the Rollover?
Academic Activity Rollover

Before the registration rollover can take place, you must ensure that your academic activities are scheduled properly, so that students can be placed into the correct activities.

The majority of academic activity information will have been rolled over either completely or partially during the Academic Activity Rollover, specifically the following ROSI screens:

- Academic Activity Offering (1 A B D)
- Maintain Sections to be Offered (1 B A A)
- Maintain Activity Meeting Sections (1 B A C)
- Maintain Teaching/ Coordinating Assignments (1 B A B A/ 1 B A B B)
- Maintain Activity Section Enrolment Limits (1 B A D)
However, some information will likely have changed from last year, so you may need to make some modifications to your academic activities, for example, you may need to:

- add meeting sections that didn’t exist last year
- modify information that is no longer accurate, such as meeting times, locations, or instructor information
- purge cancelled courses
If you want to see a full list of academic activities for a given session, you can use ROSI screen 1D A (using Entire Connect) or 1D B (to TSO Dataset). Sofia and I can assist you with this process, if you’re not familiar with it.

You can then more easily review your academic activities and make note of any changes that might need to be made.
How to maintain your Academic Activities in ROSI

In order to add, modify or purge academic activities you will need four main screens, all accessible from the 1 B A menu screen in ROSI:

- **1 B A, A**: View/ Maintain Sections to be Offered
- **1 B A C**: Maintain Activity Meeting Sections
- **1 B A B A/ B**: Maintain Teaching/ Coordinating Assignments
- **1 B A D**: Maintain Activity Section Enrolment Limits
1 B A, A: View/ Maintain Sections to be Offered

- This screen establishes the availability of an activity in a given session. It is the first step to create a section: an academic activity must exist on this screen before you can do anything else.
- Enter your Acad Act Cd and Session Cd – if the section already exists, it will appear and you can ‘D’isplay it, otherwise enter ‘A’ to add a new section.
Creating a multi-session course: if you have an activity that spans multiple sessions, e.g., 20169 and 20171, you can tie these two sessions together on the ‘registration session’ field.

This will ensure that students will automatically be enrolled in both sessions and ROSI will not ask you for grades to be entered at the end of the first session.

NOTE: this only works for ‘regular’ multi-session activities, i.e. only ones that span 20169 and 20171, not 20171 and 20175 or other variations.
1 B A C: Maintain Activity Meeting Sections

On this screen you would define the characteristics of an activity, such as:

- Whether you want to allow a waitlist for this meeting section (*Waitlist Ind: Y/N*)
- The maximum number of students allowed in this meeting section (*Max Reg Quantity*)
- Whether or not a student requires professor approval to take an activity (*Prof Approval Ind: Y/N*)
- When and where it will be taught (*Meeting Day, Times, Room*)

**SMP0362** Student Information System *xx*xx

Mar 8, 17 - MAINTAIN ACTIVITY MEETING SECTIONS -

**Action (A,B,C,D,M,N,P)**

**Acad Act Cd.:** MST1000Y  **Section Cd.:** Y

**Teach Method:** LEC  **Meeting Section Nr:** 0101

**Activity Title:** MEDIEVAL LATIN I

**Reg Sessions 1:** 20169  **Start Date:** 2016-09-12

**2:** 20171  **End Date:** 2016-12-09

**3:**  **Proj Enrolm.:** 19

**Nr**  **Day**  **Times**  **Room**  **Weeks**  **(A,E,M)**

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1  MO 14:30 16:30  AP_ 120__ E

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**Waitlist Ind:** Y

**TBA:**

**Cancel Ind:** N

**Max Reg Quantity:** 25

**Prof Approval Ind:** N

**Open Limit Ind:** N

**Peak Reg Qty:** 19

**Hours per Week:**

**Weeks per Session:**

**Delivery Mode:** CLASS

**Evaluation Form:** LECT

Direct Command:
1 B A B A/ B: Maintain Teaching/ Coordinating Assignments

- On these screens you can maintain the instructor(s) or coordinator(s) for an activity.
- The employee type should always be HR.
- Press F1 on the ‘Instructor field’ to search by surname and select the instructor you wish to add.
- In activities with multiple instructors, you can assign one of them as the coordinator by typing ‘Y’ in ‘Do you want to add this instructor as coordinator’ field or add him/her via the 1 B A B B screen.

**Student Information Systems**

Mar 8, 17

*Action (A,B,C,D,M,N,P) *

*Acad Act Cd.: MST1000Y  Section Cd: Y_  Session Cd: 20169_

*Teach Method: LEC  Section Nr: 0101__

Activity Title: MEDIEVAL LATIN I  Number of Instructors in this section: 2

Reg Sessions 1: 20169  2: 20171  3:

Employee Type: HR_

*Instructor Name (Surname/First Name):*  

David Robert__________

Instructor Org: MST

Evaluation Method: ONL  *Evaluation Timing: APR

Teaching Percentage Override: ___  Do you want to add this instructor as a coordinator? (Y/N): N
1 B A D: Maintain Activity Section Enrolment Limits

- Enrolment controls or enrolment limits allow you to specify which criteria a student must fulfill in order to get into an activity.

- Enrolment controls are important for multiple reasons:
  - To ensure that a student who needs the activity is able to get in, i.e. if a course is required for first year students you want to make sure that enough space is reserved for them.
  - To ensure a specific mix of students, i.e. reserve space for students from different programs.
  - To prevent certain groups of students from taking the course, e.g., visiting students.

- **Note**: course scheduling must be completed (i.e. you must have created a meeting section on screens 1 B A A and 1 B A C) before you can modify enrolment limits.
1 B A D: Maintain Activity Section Enrolment Limits, cont.

- A basic enrolment control is automatically created as soon as a meeting section is added on 1 B A C – at the very least you will need to modify this to limit your activities to SGS students only (i.e. ‘Primary Org’ = ‘SGS’)

- You can limit enrolment to certain groups: by Degree or Subject POST, a combination of primary, secondary organization, collaborative group, year of study and/ or type of program

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Action (B,D,M,N)

*Acad Act Cd.: MST1000Y   Section Cd: Y_  *Session Cd: 20181_

*Teach Method: LEC   Meeting Section Nr: 0101_

Title........: MEDIEVAL LATIN I

Open Limit Ind(Y/N/C): N

Updated by Userid: GRADEJR   Updated Date: 2017-03-08

Projected Enrol......:

Max Reg Qty............: 35_

*Enrolment Ind......: ___

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<th>Des Y Sub Cd</th>
<th>Type Org</th>
<th>Prim Org</th>
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1 B A D: Maintain Activity Section Enrolment Limits, cont.

- You can specify the enrolment quantity permitted for each category of student, but you cannot exceed the max reg qty on any given line.
- If a certain number of spaces are reserved for a certain category of student then this should be the first line and succeeding lines should be reduced by the number reserved.

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<th>Section Cd: Y_</th>
<th>*Session Cd: 20181_</th>
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<td>Open Limit Ind(Y/N/C): N</td>
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<td>Updated by Userid: GRADEJR</td>
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<td>Total Space Avail: 35</td>
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<td>Enrolment Ind.....: ___</td>
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- 30
If all categories of students are equally eligible for a spot in the activity, then you can use the maximum quantity on each line → no need to calculate!
1 B A D: Maintain Activity Section Enrolment Limits, cont.

- The order of the enrolment limit rows is very important: ROSI processes individual student requests by looking at each category in the order they are listed. If a student meets the category of the first row and there is no room, ROSI will stop at that line and not proceed any further.

- Do *not* use this screen to create an exception for a single student. Ensure that the student has permission from the home unit as well as the unit/instructor offering the course (usually through a Course Add/Drop form), then have the registrar’s office enroll the student using the enrolment exceptions screen 1 B A I.
Thank you!

Questions?