

## ENTERING A SUBTERM & NON-STANDARD SEMESTER DATES

Subterm fields should be populated when the class will not meet for the full semester. Additionally, the related semester dates should be adjusted when necessary. In this case, when we refer to non-standard dates it is in reference to the semester dates or the first and last day of class.

For our example, the related are being pulled from the Spring 2009 semester.

**Full-Semester:** 01/26/09 – 05/12/09

**Subterm 1:** 01/26/09 – 03/14/09

**Subterm 2:** 03/15/09 – 05/12/09

STEP 1) Enter the course information first (if necessary), then go directly to the section update screen and it should appear as the screen below. Notice that the seats offered is zero (0) and the message at the bottom of the screen (This is a NEW record, update fields and press ENTER).

```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PA1 PA2 PA3 ENT CLR

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update                               SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 6112  SubTrm: _  Seats Issued: 0

Offered:  0  071808          Limit:  0 100 % 071808  Stat:  __ 071808
RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group:  __  Perm:  _ Pub:  _ Center:  __  Resp:  __  Attr:  __  Clus Num:  __
Pub Teacher:  __  Hon:  _ FF:  _ Clus:  _
Dates:  __  __  Default Dates: 01/26/09 - 05/12/09 (Full Term)

==>
F1=Help    F2=Clear    F3=Return    F4 =Delete    F5=Teachers    F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln    F10=Conflict  F11=Attrib    F12=Cancel
This is a NEW record, update fields and press ENTER
1 Sess-1    129.2.128.7    TCP00679    6/10
```

STEP 2) Enter the number of seats that are being offered and press enter to create this section. This is the minimum amount of data entry needed to establish a section. If you are not sure at this point the amount of seats being offered, then enter 1.

STEP 3) Notice the default dates near the bottom of the screen and how it reflects the full semester dates. This is very important to note that if your class is beginning earlier than the first day of classes it must be changed by entering alternative meeting dates in the field to the left of the default dates (see screen below). This will impact the room availability and could create a room conflict if not recorded accurately. If this does not describe your situation please continue to the next step in these instructions.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 6112  SubTrm: _  Seats Issued: 0

Offered: 15 071808          Limit: 15 100 % 071808  Stat: __ 071808
                                     RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group: _____ Perm: _ Pub: _ Center: _ Resp: _____ Attr: _ Clus Num: _____
Pub Teacher: _____ Hon: _ FF: _ Clus: _____
Dates: 01/23/08 05/12/09  Default Dates:

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F5=Teachers      F6 =Print
F7=Prev Sec  F8=Next Sec   F9=Cmd Ln      F10=Conflict    F11=Attrib       F12=Cancel
Make changes and press ENTER to update

4@          1 Sess-1          129.2.128.7          TCP00679          11/2

```

STEP 4) If this class is being offered in either the first or second half of the semester, then a subterm code ( 1 or 2) will need to be entered. An example of each subterm is listed below.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 6112  SubTrm: 1  Seats Issued: 0

Offered: 15 071808          Limit: 15 100 % 071808  Stat: __ 071808
                                     RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group: _____ Perm: _ Pub: _ Center: _ Resp: _____ Attr: _ Clus Num: _____
Pub Teacher: _____ Hon: _ FF: _ Clus: _____
Dates: _____ Default Dates: 01/26/09 - 03/14/09 20090314 (SubT

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F5=Teachers      F6 =Print
F7=Prev Sec  F8=Next Sec   F9=Cmd Ln      F10=Conflict    F11=Attrib       F12=Cancel
Make changes and press ENTER to update

4@          1 Sess-1          129.2.128.7          TCP00679          6/10

```

Notice how the default dates change once a subterm is entered. Additionally, if further adjustments are needed then the alternative dates can be entered in the dates field located left of the default dates.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PA1 PA2 PA3 ENT CLR

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 61112  SubTrm: 2  Seats Issued: 0

Offered: 15 071808          Limit: 15 100 % 071808  Stat: __ 071808
                                     RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group: __  Perm: _ Pub: _  Center: __  Resp: __          Attr: _  Clus Num: __
Pub Teacher: __          Hon: _  FF: _  Clus: __
Dates: __          Default Dates: 03/15/09 - 05/12/09 (SubTerm 2)

==>
F1=Help    F2=Clear    F3=Return    F4 =Delete    F5=Teachers    F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln    F10=Conflict  F11=Attrib    F12=Cancel
Make changes and press ENTER to update

1 Sess-1    129.2.128.7    TCP00679    6/10

```

STEP 5) Whenever the semester dates cross over between the dates for both subterms then the subterm field should be left blank and a set of alternate dates should be entered. Also, when entering alternative dates it should be entered for the week of the class beginning/ending and not a specific date. For example if the class only meets on Wednesday then the dates enter should reflect the dates for a Monday through Friday. An example of a class that will start in subterm 1 and continue through subterm 2 appears below.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PA1 PA2 PA3 ENT CLR

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 61112  SubTrm: _  Seats Issued: 0

Offered: 15 071808          Limit: 15 100 % 071808  Stat: __ 071808
                                     RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
-----
Group: __  Perm: _ Pub: _  Center: __  Resp: __          Attr: _  Clus Num: __
Pub Teacher: __          Hon: _  FF: _  Clus: __
Dates: 03/09/09  05/12/09  Default Dates:

==>
F1=Help    F2=Clear    F3=Return    F4 =Delete    F5=Teachers    F6 =Print
F7=Prev Sec  F8=Next Sec  F9=Cmd Ln    F10=Conflict  F11=Attrib    F12=Cancel
Make changes and press ENTER to update

1 Sess-1    129.2.128.7    TCP00679    6/10

```

STEP 6) If changes are being made for a section that has already been created. It must be unscheduled first, and then either subterm or the semester dates can be changed. Unscheduling is when the LEC, DIS, LAB are blanked out and the enter key is pressed. Once these changes are entered then the meeting times/location/ instructor can be readded. The following screens show the process.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update                                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 61112  SubTrm: _  Seats Issued: 0

Offered:  80  071808          Limit:  80 100 % 071808  Stat: __ 071808
                                           RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
LEC  MWF 10am-1050am        071808  CSS  2324          071808          _____  -
_____                    _____          _____          _____  -
_____                    _____          _____          _____  -
_____                    _____          _____          _____  -

Group: _____ Perm: _ Pub: _ Center: _ Resp: _____ Attr: _ Clus Num: _____
Pub Teacher: _____ Hon: _ FF: _ Clus: _____
Dates: _____ Default Dates: 01/26/09 - 05/12/09 (Full Term)
Type=LEC, Seats=100, Pri=, ASTR, METO, Equip=MN

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F5=Teachers      F6 =Print
F7=Prev Sec  F8=Next Sec   F9=Cmd Ln      F10=Conflict    F11=Attrib       F12=Cancel
Make changes and press ENTER to update

4a 1 Sess-1 129.2.128.7 TCP00679 6/10
  
```

Notice the screen above has a lecture period, classroom, and is a full semester. In order to change the dates appearing at the bottom of the screen this section must be unscheduled. In order to do that the entire line must be removed. This can be done by either blanking out the entire line or blanking out the LEC and then press the enter key. See the next screen below.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH425P1          UMCP Student Information System          07/18/08
SB5-0679          Section Update                                          SE
=====
COURSE: TEST101  INTRODUCTION TESTING (3)
SEC: 0101        TRM: 0901  IDX: 61112  SubTrm: _  Seats Issued: 0

Offered:  80  071808          Limit:  80 100 % 071808  Stat: __ 071808
                                           RM
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
_____                    _____          _____          _____  -
_____                    _____          _____          _____  -
_____                    _____          _____          _____  -
_____                    _____          _____          _____  -

Group: _____ Perm: _ Pub: _ Center: _ Resp: _____ Attr: _ Clus Num: _____
Pub Teacher: _____ Hon: _ FF: _ Clus: _____
Dates: _____ Default Dates: 01/26/09 - 05/12/09 (Full Term)

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F5=Teachers      F6 =Print
F7=Prev Sec  F8=Next Sec   F9=Cmd Ln      F10=Conflict    F11=Attrib       F12=Cancel
Make changes and press ENTER to update

4a 1 Sess-1 129.2.128.7 TCP00679 6/10
  
```

