

# REGISTRAR

## **ISIS Semester Master Schedule Form**

**Registrar's Office, Martin Hall, Room 171, Phone: 482-6296**

**admissions.louisiana.edu/registrar/ISIS%20forms**

The ISIS Semester Master Schedule form, available from the Registrar's Office, is used to create or make changes in a department's course offerings in a given semester. An Administrative Manual for completing the ISIS Schedule of Classes form is available online at **admissions.louisiana.edu/registrar/ISIS%20forms**. Classrooms are assigned according to the ISIS Master Schedule Request. An example of the Master Schedule form follows, along with brief instructions for completing it.

## **ISIS Semester Master Schedule Form**

UNIVERSITY OF LOUISIANA at LAFAYETTE  
 ISIS SEMESTER MASTER SCHEDULE  
 Originals - Change - Add - Cancel  
 Revised Jan. 2005

College \_\_\_\_\_

Term 20 \_\_\_\_\_

Dept. \_\_\_\_\_

Subject \_\_\_\_\_

E-CHANGE A-ADD C-CANCEL	CS SECTMNT							CS SECTMEET				FS SECTINST				P S M A R T	
	COURSE	SEC	MAX	P L A N T	P L A N T	I N T R	D E	TIME & DAY		S E C T I O N	LOCATION		INSTRUCTOR		W O R K L O A D U N I T S		% OF W O R K L O A D U N I T S
								DAVS	BEGIN- END		Y/N	BLDG- ROOM	FLD	LASTNAME- FIRST			

Requested by: \_\_\_\_\_, Dept. Head      Date \_\_\_\_\_      Approved by: \_\_\_\_\_, Registrar      Date \_\_\_\_\_

Approved by: \_\_\_\_\_, Academic Head

## ISIS Forms Instructions

1. Procedure for the creation of a new schedule of classes: Each semester, to create the next semester's list of course offerings, one copy of the ISIS Semester Master Schedule is to be typed, (double spaced) and sent to the appropriate dean. After approval from the Dean, only the top white copy is to be forwarded to the Registrar's Office for approval, official room assignment and processing. The department should keep the yellow copy and the Dean should keep the pink copy. Deadlines for schedule submission are listed on the Administrative Calendar. A copy of the Administrative Manual: ISIS Schedule of Classes which describes how data is to be entered on the ISIS Semester Master Schedule Form is available from the Registrar's Office.
  
2. Update and change procedures: Once the new schedule of classes has been entered into ISIS, a report (or proof) will be sent to each department to review. If changes need to be made, an ISIS Semester Master Schedule Form, all three copies, is to be submitted for each change, addition or cancellation. Copies two and three will be returned to the Deans and departments after they have been officially entered into the system by the Registrar's Office. All three copies should be submitted for each change thereafter throughout the semester.
  - a. If a room is needed, first call 482-6296 to check whether the room that is being requested is available before submitting the ISIS form.
  
  - b. Max changes can ONLY be done over the phone. You do not have to submit an ISIS Semester Master Schedule Form. Enrollment limits may be changed by those in the departments who have access to do so.
  
  - c. Cancelled classes: If you cancel a class, the Registrar's Office will send letters out to the students who were enrolled in the class before the semester starts. If the semester has already started, the department is responsible for contacting the students or putting a sign on the door of the class.
  
  - d. To un-cancel a class: list on the ISIS form the course and section of the class you are re-opening along with the Max enrollment limit, time and day, location and instructor's social security number and name. Type un-cancel underneath the course and section number.
  
  - e. Changing time and/or day of a class: If you change the meeting times and/or days of a class, the Registrar's Office will send letters out to the students who were enrolled in the class before the semester starts. Once the semester has started, only the Registrar can give permission to move the time and/or day of a class. The department may not change the time and/or day without justification and an assurance that ALL students can be accommodated by the change. Each student currently enrolled in the class needs to sign a statement that he/she is in agreement with the change and that the change does not conflict

with other classes the student has scheduled. After obtaining signatures from the students, you may send all paperwork including your ISIS Semester Master Schedule Form to the Registrar's Office.

f. Always submit the CLID and the instructor's name if you are adding or changing instructors for a section. Please make sure the correct CLID is being submitted for that particular instructor.

g. List only the information that needs to be changed on the ISIS Semester Master Schedule Form.

3. Credit hours cannot be changed using an ISIS Semester Master Schedule Form. This change has to be approved by the Curriculum Committee.
4. Once the Allow Subtitle flag in the Course Catalog module has been changed from N to R, you must submit a subtitle for that particular course or the section cannot be added.
5. Check the ISIS Semester Master Schedule Form for the correct term (upper right hand corner), delivery plan and instruction type.
6. If the course you are adding is in the evening (after 5:00 pm), please mark your ISIS form as E for evening classes (or D for daytime classes).
7. If a section is to be cross-enrolled with another section, please indicate the subject, course and section it is cross-enrolled with on the ISIS form.
8. If you received your copy of the ISIS form back and it has a note of "Added as Unofficial Instructor" or "No match on PID" this means that the instructor is new on campus and has not yet completed his/her paperwork with the Human Resources office; therefore, he/she is not in the ISIS system. You will receive a report approximately 3 weeks after the semester has started indicating that certain sections have "No instructor assigned" or a "Temporary Instructor has been assigned". At this time, you will need to re-submit the instructors name and CLID on an ISIS form to add him/her to the section or cancel the section.
9. If you are printing your own ISIS forms on your PC, please change the signature line for Vice President or Dean of Enrollment Management, whichever you are typing, to Registrar.

If you have any questions, please call 482-6296.

**Request for Use of Academic Facilities**

**Registrar's Office, Martin Hall, Room 171, Phone: 482-6296**

If you want to use an academic facility for meetings scheduled outside normal operating hours, you must submit a "Request for Use of Academic Facilities" form. Instructions and a copy of the form follow. The form is available online at:

[http://admissions.louisiana.edu/registrar/academic\\_facilities.shtml](http://admissions.louisiana.edu/registrar/academic_facilities.shtml)

**INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES  
(FOR UL LAFAYETTE DEPARTMENTS)**

Fill out all applicable areas of the request form. Please read the University policies and procedures carefully. Your signature on the request form indicates your intent to comply with the policies and procedures.

**Secure all signatures**

Departmental Requests require signatures of

1. Department Representative (person making request)
2. Department Head or Director
3. Dean
4. Department Head or Dean of requested building

**The University President's approval is needed for the following:**

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to the request form.

Food and Beverages are not allowed in academic facilities without prior approval from the University President. The University President's signature is required on the request form. Submit the request form to the President attaching a separate letter requesting approval. The letter must state where the funds are coming from as well as an estimated dollar amount. Upon approval of the President, the only food or beverage allowed in academic facilities is from the University's food service area.

**UNIVERSITY OF LOUISIANA AT LAFAYETTE  
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES  
ON EVENINGS, WEEKENDS AND/OR UNIVERSITY HOLIDAYS**

Adopted and Approved by the University Council.....December 2002

In order to provide for security of University facilities which are used on weekends or holidays, and to insure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the following policies and procedures are promulgated.

- I. Events Sponsored or Co-Sponsored by University Administrative Units
  - A. The University employee who signs the Authorization Sheet and Request for Use of Academic Facilities Form as the person making the request will be held responsible for security and cleanup of the facilities to be used and will sign a statement to the effect. In the event that University Police personnel (482-6448) and/or University Custodial (482-2001) assistance are desired, arrangements for these services can usually be made for the standard rates of compensation.
  - B. The University employee who signs the request form will be held responsible for opening facilities and securing facilities after the scheduled event has concluded.
    - 1. If this employee, as a result of his/her regular University duties, possesses a key to the facility to be used, he/she may use this key to open and secure the facility.
    - 2. If this employee does not have a key to the facility to be used, then the employee will assume the responsibility for timely request, 2 weeks prior, and contact the Physical Plant (482-2001) in order to have the facility opened prior to the event and locked after the event is completed.
  - C. The University employee will be responsible for insuring that all facilities used on weekends or holidays are in order, cleaned and ready for classes and/or other scheduled University activities on the next regular class day.

II. Events Sponsored by Individuals or Groups from National, State or Local Public Agencies

- A. These events must have at least one University Police Officer (482-6448) assigned from at least thirty minutes prior to the start of the event until the event has concluded and the facilities are secured. This University Police Officer will open and secure the facilities and will be responsible for their security during the course of the event.
- B. In general, the sponsoring agency will be responsible for contracting with the University Physical Plant Department (482-2001) to have the facilities cleaned after their use.

**REQUEST FOR USE OF ACADEMIC FACILITIES  
(FOR UL LAFAYETTE DEPARTMENTS)**

Please Print

Application Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Position of Representative: \_\_\_\_\_

Date(s) of Event (please include day of week): \_\_\_\_\_

Time(s) of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Building(s) and Room(s) Needed: \_\_\_\_\_

Type of Event (Workshop, Tournament, etc.): \_\_\_\_\_

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Are Registration and/or Admission Fees Being Charged? \_\_\_\_\_

If yes, Amount Being Charged? \$ \_\_\_\_\_ Account Deposited: \_\_\_\_\_

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to this form.

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Are food and/or beverages being served? \_\_\_\_\_

Food and Beverages are not allowed in academic facilities without prior approval from the University President. See instructions on page 1.

\_\_\_\_\_  
Approved by University President Date

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Are accommodations needed for persons with disabilities? If so, please specify the requirements:

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**By my signature below, I certify that I have read the policies and procedures regarding this reservation request.**

\_\_\_\_\_  
Department Representative Printed Name Date

**Approvals Required:**

\_\_\_\_\_  
Department Head or Director Printed Name Date

\_\_\_\_\_  
Dean Printed Name Date

\_\_\_\_\_  
Dept Head or Dean of Requested Building Printed Name Date

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**REGISTRAR'S OFFICE USE ONLY**

**FACILITIES USE APPROVAL**

Building(s) & Room(s) Assigned: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Registrar Date

**ISIS Quick Reference**

<b>If you want to know a student's ...</b>	<b>Go to ...</b>	
Address	gp persadrm	HO, LO (mostly for mailing), PA
Advisor	ah termsumm	Upper Division
Application	ad aplnlist	Admitted? Folder has been printed? 1000's - Fall 2000's - Spring 3000's - Summer
Class Schedule	rg reginq	Only good for the 1 <sup>st</sup> 4 days of a regular semester
GPA (Cumulative & Adjusted)	ah termsumm	
Grades: Chronological Order Department Subject	ah chrnlist ah deptlist ah subjlist	View Transfer: Y Check for Repeats
Holds	gp pershold	Affects registration, etc.?
Major	ah termmajr	Upper Division
Registered	ah termaudt	How they registered?
Soc. Sec. #	gp name	T= term A= address
Test Scores (ACT, CAAP, SAT, TOEFL)	ad testlist	"L" breaks down scores
Transcripts	ah tranauth	Advanced Placement - only after the 14 <sup>th</sup> day
Withdraw	rg termwthd	

<b>If you want to know about ...</b>	<b>Go to ...</b>	
Advisees	fs facsadvn	
Class Roster	rg uslclas	DW = drop with a "W" EN = enroll
Course Availability	cs sectisec	
Course Instructor	cs sectmnt	
Course Location	cs sectmnt	
Courses offered in a term	cs crseterm	
Course prerequisites and corequisites	cc crseprrq - cc crsecorq	