

# SANDI Newsletter

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A service of the Office of the University Registrar  
University of Chicago  
<http://registrar.uchicago.edu/newsletter.pdf>



Pandora

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## Upcoming Events and Deadlines

- ◆ College student Registrations for Spring 2008 should appear on Time Schedules by Friday, March 14.
- ◆ Winter Quarter grade reports are due to the Registrar's Office on Tuesday, March 25.

## Welcome from the Registrar's Staff

Welcome to the SANDI NEWSLETTER. The Registrar's Office has begun this newsletter to keep you informed about news, policies, and other issues that affect scheduling and other activities with the Registrar's Office. We may also bring you important items about student services from time to time. For access to prior issues:

<http://registrar.uchicago.edu/prior-newsletter.pdf>

You may wish to print and keep a hard copy, or index it and keep it electronically. Our aim is to establish a library of interesting and important items you may want to access from time to time. Copies will be available on the web at: <http://registrar.uchicago.edu/newsletter.pdf>

## News and Important Notes

Gabriel G. Olszewski is the 14<sup>th</sup> University Registrar or Recorder since 1892, (not counting various acting registrars etc.). Gabriel will begin work here on Monday, March 10, 2008. He comes to Chicago from the University of California, San Diego. A meeting/get together with him will be arranged at a later date.

Cathy Cohen is the Deputy Provost for Graduate Education. Requests for non-canonical course times (for those units following the canonical schedule) must be approved by her. Remember to provide her a valid reason for the request! She can be reached at [cjcohen@uchicago.edu](mailto:cjcohen@uchicago.edu)

SANDI MEETINGS are held the 7<sup>th</sup> week of each quarter. The next meeting is to be held FRIDAY, MAY 9<sup>th</sup> at 9:00 a.m. Please put this on your calendars.

AUTUMN QUARTER Course Offering information for COLLEGE courses is due to the Registrar's Office on Friday, April 4<sup>th</sup>. Why so early? College students will request their Autumn courses during the 8<sup>th</sup> week of Spring Quarter, and to code, proof, and configure the Time Schedules before May 19 requires this deadline.

A further note about SANDI meetings, messages from the Registrar's Office, and these newsletters: combined, they represent the University Registrar's efforts to communicate to you important information you need to know to do your jobs. Your cooperation in heeding these notes and deadlines is appreciated. (We can only reiterate the instructions and deadlines so many times!) We know the meeting takes time from your busy days, but the best way to keep informed is to attend each meeting.

## IN DEPTH: COLLEGE STUDENT COURSE REQUESTS (aka "Bidding")

### Instructions and Notes for Academic Department Staff

#### Introduction:

College students have the opportunity during the 8<sup>th</sup> week of each quarter to request the courses they wish to take the subsequent quarter (during Spring they request the courses they will take in the Autumn). The College and Registrar make available a web site, called COURSE REQUEST, for them to log in and make these choices. When they log in, they can search and select any College-level course being offered during the next quarter. Should they select such a course, they can indicate a "ranking" for their request. College students can request up to six courses, ranking them from "1" (highest) to "6" (lowest). These course requests (or "bids") are collected in the Gargoyle student system database.

*Note: Although limits are placed on the number of students that can enroll in courses, there is no limit placed on the number of College students that can request a course. It is thus theoretically possible that hundreds or thousands of College students could request the same course. Likewise, although many courses are flagged as "consent only", meaning students must present signed instructor approval to be added to a course, in the Course Request service, students may bid on such consent-only courses without restriction.*

In addition to the courses students request, many courses are also "pre-enrolled" should they be part of a sequence that incorporates multiple quarters. Thus all the students enrolled in Social Sciences Core sections in Autumn will be pre-enrolled for corresponding sections for Winter. They do NOT have to request these Winter sections as they will see in the Course Request Web site that they are already placed into them. The College Dean of Students determines which courses will have such sequence enrollments.

*Note: Because students are placed into the same sections of sequence courses from one quarter to the next, it is vitally important that corresponding sections meet at the same days and times in succeeding quarters. If a department offers section 02 of its course #10100 at 10:30 MWF in Autumn, and plans to offer section 02 of course 10200 at 1:30 TuTh in Winter . . . then the students in section 02 in Autumn CAN NOT be pre-enrolled into section 02 in Winter as it meets at other days and times. Both the College Dean of Students and the University Registrar strongly advise departments to maintain identical meeting patterns for sequenced sections, as changes play havoc with student schedules, often causing students to be unable to complete a required sequence in the same year.*

At the start of the 9<sup>th</sup> week of each quarter, the University Registrar prepares a summary report of all the courses and how many, and which, students bid on them during the 8<sup>th</sup> week, as well as any pre-enrollments that have been processed for sequence courses. These Bidding Reports are sent to the Collegiate Masters, their Administrative Assistants, and via the SANDI listserve, the scheduling administrators of all the academic departments.

The Bidding Reports allow these administrators the opportunity to review the interest students expressed in their courses and to provide them the chance to adjust the course offerings to allow more, or fewer, or specific students into the courses as enrollments are made official. Again, the Bidding Reports reflect REQUESTS, not actual enrollments. Departments have from Monday of 9<sup>th</sup> week when the bidding reports are distributed through noon of Wednesday of 9<sup>th</sup> week (roughly 48 hours) to determine what changes, if any, are to be made to their offered sections that will allow MORE or LESS student requests to become "official" enrollments.

### Notes on the Bidding Reports:

Two reports are generated, one for each Collegiate Division, and a Master report of all courses.

If a course is cross-listed (IDENTS), then it will appear as many times in the reports as there are crosslistings: Thus if ENGL 10100 is IDENT to ISHU 10100 and PHIL 10100, then to see all the bids on the course the administrator will have to look at all three courses and combine. The Master report sorts the courses by title for this function. Hence, it is important to list the same title for each IDENT.

The Columns:

Course Name = The course designation and number

Sec. = Section number

Title = Title of Course

Act. = Activity Designator, used for Labs/Discussions if that is how students register

Coll.Div. = Collegiate Division of the Course (IDENTS will list corresponding Collegiate Divisions)

X = Relationship of IDENT courses, either "P" (parent) or "C" (one of the Children)

REQUESTS BY YEAR OF STUDY

These columns display the total number of students by Year-of-Study who requested course

Y1 = Freshmen

Y2 = 2<sup>nd</sup> Year students

Y3 = 3<sup>rd</sup> Year students

Y4 = 4<sup>th</sup> Year students

Total = Total of all requests

ENROLLMENTS BY YEAR OF STUDY

These columns display the total number of students in sequence courses who are "pre-enrolled"

Y1 = Freshmen, etc.

Grand Total = the Sum of the Requests and the Pre-Enrollments by Year of Study

Total Seats = The number of Seats the Registrar was told to reserve for College Students

Instructor = The name of instructor of course (note, if course is CHILD, report does not display)

Course-Level = The "level" of the course provided by the department

Undergraduate= All enrolled students are taught and graded at the same, College level

Graduate = All enrolled students are taught and graded at the same, Graduate level

Co-Undergraduate/Graduate = Enrolled students are taught/graded depending on whether they are College or Graduate Students

### Changes that can be accommodated from the Bidding Reports:

Departments can cancel sections that they do not believe have sufficient requests.

Departments can raise the Total Seats to accommodate more of the requests

Departments can lower the Total Seats to let in fewer requesting students

Departments can request the names and related information of students who request specific courses.

Send these requests to Andrew Hannah, Sr. Assoc. Univ. Registrar and copy your scheduling assistant in the Registrar's Office.

These changes/requests must be received by the University Registrar's Office by noon on Wednesday of 9<sup>th</sup> week.

## RESOLUTION

The process that then determines which students who requested courses “get” them, is called Resolution. It commences the afternoon of Wednesday of 9<sup>th</sup> week immediately upon the Registrar’s Office staff finishing the coding of the changes it received from departments by the noon deadline. The resolution process takes the better part of a week to run, and involves many steps and checks. Departments should understand the following:

1. Students will be resolved into “workable” schedules of non-conflicting courses for the next quarter.
2. Priority is given to the Pre-Enrolled sequence enrollments, and then to requested courses.
3. Priority is given to requests made by Seniors, then to 3<sup>rd</sup> year students, then to 2<sup>nd</sup> years, etc.
4. A student’s Major is NOT considered by resolution.
5. Courses that are “consent only”, although they may be requested, are NOT assigned enrollments  
Courses with both Lectures and Labs . . . the Standard model is that students REQUEST the lecture and the resolution process will assign them to both the Lecture and a Lab that does not conflict with any other courses the student may be taking.
6. Courses where specific students are to be allowed in . . . These must have requested-student-lists (item 4 in the “bidding changes” list above) turned over and submitted back to the Registrar’s Office by the Wednesday noon 9<sup>th</sup> week deadline. The Registrar will assign the approved students to “pre-enrollment” status, guaranteeing them seats in the course via resolution.
7. Lists are available at any time thereafter from the Registrar of students who were NOT resolved into a course, either because it was “consent only” or because it was filled with other students.

The results of resolution are displayed on the Web Time Schedules and on-line STAFF and FACULTY class rosters usually sometime toward the end of 10<sup>th</sup> week, and chalk sites shortly thereafter.

## TIME SCHEDULES

The Web Time Schedules during the 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> weeks of the quarter will display for courses that have IDENTs at both the Graduate and Undergraduate level, several numbers:

Enrolled = The number of officially enrolled students (graduate students only until end of 10<sup>th</sup> week)

College Reserve = The number of seats that are reserved for College students via resolution

Total Seats = The total number of students that can be registered without special consent

Once the College enrollments have been resolved and made official, then the “College Reserve” column will change to reflect the total number of College students officially enrolled in the course.

## RATIOS

Because Graduate students officially register before College students, and often are taking the same courses, a process has been established to “reserve” a certain number of seats in each course for the College students. This is done via a Ratio . . . A department will submit to the Registrar the total seats for a course, and a ratio/percentage of that number that is to be reserved for College students. So, for example, a course has a limit of 25, and the instructor wants up to 20 College students . . . the Ratio would be set at 80%. By default, the Registrar will assign a ratio of 50%.

## COLLEGE ADD/DROPS

Starting the 11<sup>th</sup> week of the Quarter (finals week), College students are able to log into the on-line add/drop web service and change the courses into which they were resolved. They can add any course as long as it is not already filled nor is “consent only”. For courses that have common lectures and separate labs, students

usually ADD into the labs (different from the "request" process before where they bid on the lecture). Filled or consent courses can only be added with a signed "Consent to Register" form (aka pink card) which the University Registrar will accept and process starting the first day of the quarter.

Departments can arrange for their courses to become "consent only" at any time following resolution. Several departments do not allow add/drops without consent starting the first day of the quarter. Without such special instructions, all courses become "consent only" as of the end of the first week of the quarter. Thereafter, students can only add with Pink Cards through the end of the third week of the quarter. Drops can be accommodated on-line at any time through the end of the third week.

### From the Archives of the University Registrar, Student #1

THE GRADUATE SCHOOL. No. 1  
The University of Chicago.

APPLICATION CARD.

Name (in full) Theodore Elias DeButts  
Home address Hartland, Iowa  
Address for Academic year 3630 Ventura St. Ave.  
Degrees attained with date of each and institution  
Ph. B. Cornell College, Iowa  
Degree sought Ph. D.  
Principal subject pursued for degree Chemistry  
Secondary subjects } Physics  
Date Sept. 23, 1892

901-1000-0-92

Theodore Elias DeButts, a graduate student in Chemistry, having done one year of work at The Johns Hopkins University following his graduation from Cornell College in Iowa, matriculated at the University of Chicago on September 23, 1892. Although Thomas Wakefield Goodspeed, the first Registrar, in his *History of the University of Chicago*, suggests that no particular record was kept of the name of the first student to matriculate that day . . . there is no dispute that Mr. DeButts was assigned the first UCID.