



# Student Information System

NC STATE UNIVERSITY

# Web Based Format—Not Mainframe

CRS006 SCHEDULE OF COURSES INQUIRY/UPDATE (M581001G)  
 SEM: FALL (2008) 08/17/08  
 CRS ABBR: CS CRS NUM: 063 CRS SFX: SECT: 001 PEANUT PRODUCTION

TIME	MAX	RESTR	UNRESTR	WAIT	VAR
BEG END	SEATS	SEATS	SEATS	LIST	CRED CRED FEE
ARRANG	035	035	000	000	01.00 N

GRD METH: A DELIVERY: BLDG/RM: WMS 02104 INSTR: D L JORDAN

LAB/PROB SESN: EVE CLASS: CLASS TYPE: LAST UPDATE: 08/12/08  
 PAIRED LECT (ACT CD/CRS/SECT):

## SCHEDULING RESTRICTIONS (ACTION CODE/TYPE/VALUE)

1. CLAS 01	2. CLAS 02	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

DELETE CODE: NS BEGIN DATE: / / NS END DATE: / /

DC950005 80 INQUIRY SUCCESSFUL

INQ ADD UPD DEL CRS020 PREV SECT NEXT SECT CRS006 CRS007 NEXT SCREEN  
 PF1 PF2 PF3 PF4 PF6 PF9 PF10 PF11 PF12 ENTER

The screenshot displays a web-based interface for course management. At the top, there are navigation tabs: 'PACK HOME', 'FOR STUDENTS', 'FOR FACULTY & STAFF', and 'MyTAB'. The user is logged in as 'HESWAF'. Below the navigation, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', and 'LMS Data'. The 'Meetings' tab is active, showing details for Course ID 000401, Academic Institution NC State University, Term 2009 Spring Term, Subject Area AGI, and Catalog Nbr 15. The 'Class Sections' section shows Session 1, Class Section 001, Component Lecture, Class Nbr 1524, and Event ID 000021942. The 'Meeting Pattern' section shows Facility ID FOX00306, Capacity 30, Pat MWVF, Mtg Start 8:05AM, Mtg End 8:55AM, and a weekly schedule of M-T-W-T-F-S-S. The 'Instructors For Meeting Pattern' section shows an instructor named Schneider, William Tuckett with the role of Primary Instructor. The 'Room Characteristics' section shows a room characteristic with a quantity of 1. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

# Dates of Importance...

10/10-10/12: Release 2 Data Conversion

10/13: Release 2 Go Live!

10/20: Campus access open for scheduling

1/30: Legacy Student Records System shut down

2/1-2/8: Release 3 Conversion & Validation

2/9: Release 3 Go Live!

# How Will Campus Transition to SIS?

Scheduling Officers will go first and attend 3 training sessions in October:

- Basic Navigation,
- Scheduling Training,
- Workshop (opt.)

Scheduling for Summer '09 will begin :

Oct. 20, 2008

# Students, Faculty, Admin. Staff...

## Late October -February:

SIS Kiosks around campus

## Late October:

New features on SIS website

## January-April:

Targeted training for departmental admin staff, faculty, and advisors

## Late February-Early March:

Registration Info Sheet available to students

# Just In Time Help in SIS...

## "Help links"

### Levels of help:

- Click on a help link for a quick definition or instructions
- Choose to view a 1 or 2 minute video
- Click on a link to a pdf instruction manual

# These “Help Links” lead to more info right where you need it...

The screenshot shows a web application interface for 'Class Sections'. The interface is divided into several sections, each with a title bar and navigation options. The sections are:

- Class Sections:** Contains fields for Session (1), Component (Regular Academic Session), Class Nbr (1037), Class Section (001), and Event ID.
- Meeting Pattern:** Contains fields for Facility ID, Capacity, Pat, Mtg Start, Mtg End, days of the week (M, T, W, T, F, S, S), and \*Start/End Date (01/09/2008 to 04/25/2008). It also has fields for Topic ID and Free Format Topic, and a checkbox for 'Print Topic On Transcript'. A link 'Contact Hours' and a circled link 'Topic ID/Free Format Help' are present.
- Instructors For Meeting Pattern:** Contains a table with columns: ID, Name, \*Instructor Role (Prim Ins), Print (checked), Access, and Contact. A circled link 'What is Access?' is located below the table.
- Room Characteristics:** Contains a field for \*Room Characteristic and a field for \*Quantity (1). A circled link 'What do I enter here?' is located below the quantity field.

At the bottom of the interface, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify. A footer contains a list of links: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface.

# An Example of a Help Link on a Scheduling Screen...

NC STATE UNIVERSITY

## Registration & Records

### What do I enter here?

This quantity field refers to the number of room features (ex.: 10 computers). However, entering a number here will not have any bearing in Astra. Leave this set at "1."

## Just in Time Help for Registration: Registration Sheets for Students

- One-page “cheat sheet” to guide students through log in process, and navigation to enrollment screens
- Information about swapping a class or building a wish list
- These will be created by Registration & Records and distributed to all academic advisors prior to registration period in March 09.

# STUDENT GUIDE TO ENROLLMENT

Enrollment through MyPack Portal: [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar)

## HOW TO GET STARTED

- Open [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar) in your computer's web browser.
- Click on the **MyPack Portal** icon.
- Access to **MyPack Portal** requires a valid Unity ID and password.
- If you do not know your Unity ID and password, contact ITD at (919) 515-HELP (4357).
- Once you have entered your login and password, select **Enrollment** from the **Enrollment** menu under **Student Self Service** OR the **FOR STUDENTS** tab in **MyPack Portal**.
- **Personal Identification Numbers** are no longer used. Access to enrollment requires that you meet with your adviser who will then release the enrollment hold on your record so you will be eligible for enrollment during your appointment time.
- During your enrollment appointment, you may **Add a class** by entering the (4-5 digit) **Class Number** or, if you do not know this number, you can search for classes.

Questions?  
Call Registration and Records  
at (919) 515-2572  
or e-mail [rr\\_comments@ncsu.edu](mailto:rr_comments@ncsu.edu)

## TO SEARCH

- Select **Search for classes** and click **SEARCH**.
- Enter the **Class Search Criteria** which includes Course Subject, Number and Career.
- Click **SEARCH**.

The screenshot shows the 'Add Classes' section of the MyPack Portal. At the top, there are navigation tabs: 'my class schedule', 'enroll now', 'class search', 'add', 'drop', 'drop', and 'add'. Below the tabs is the 'Add Classes' heading and a sub-heading '1. Select classes to add'. A message states: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' The page is for the '2008 Fall Term | Undergraduate | NC State University'. There are two search options: 'Add a class using one of the following:' with a 'Search for Class' input field and a 'Search for Classes' dropdown menu, and 'Enter Class No:' with a 'Number' input field. Both search options have a 'search' button.

## TO ADD

- Choose the **Select a class** button to the right of the course information.
- You will be prompted to select **Class Preferences**. Once all preferences are selected, click **NEXT**.
- The course has now been added to your cart. To continue, click **PROCEED TO STEP 2 OF 3** to complete enrollment in the class.
- You must confirm that you wish to enroll in the courses in your cart. Click **FINISH ENROLLING** to complete enrollment.

## TO DROP

- Click the **drop** tab at the top or bottom of the screen.
- Find the course listed in your schedule and check the **Select** box to the left of the course.
- Click **DROP SELECTED CLASSES**.
- Confirm that you wish to drop a course by clicking **FINISH DROPPING**.

# Training Opportunities

**Watch for Classes Designed for Advisors, Faculty,  
and Dept. Staff starting in January 2009**

[www.ncsu.edu/sis](http://www.ncsu.edu/sis)

Follow the links for Training