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Part 1: Introduction

Welcome to the First Year Sectioning System. This web based system assigns newly admitted first term students to required or requested course sections rather than each student individually selecting specific meeting times and locations for her/himself.

This User Guide is designed to provide detailed information about the First Year Sectioning System, assist the Scheduling group with administration and assist the Dean’s Office in modifying Student and Course information.

If you have questions, please contact the Help Desk staff.

Phone: 732-445-4357 - New Brunswick
856-225-6274 - Camden
973-353-5083 – Newark

E-Mail: help@camden.rutgers.edu
       help@newark.rutgers.edu
       helpdesk@nbcs.rutgers.edu

Supported Browsers:

Internet Explorer 6.0+
Firefox 1.5+
Mozilla 1.5+
Netscape 7.0+
Opera 8.0+
Safari 1.2+

Note: Application should work in browsers not listed above; however the look and feel of the application will vary.

Starting First Year Sectioning System:
All Users will be authenticated through the Rutgers Central Authentication Service (CAS) utilizing their NetId and password.
Logging In

First Year Sectioning System is located at https://sims.rutgers.edu/fyss/
When you log into First Year Sectioning System the following web page will appear:

Enter your NetId and Password and click the ‘LOGIN’ button. If you don’t have a NetId click on the link to Create an Account and NetId. If you have a Netid and do not remember what it is click on Netid Lookup.
Part 2: Application Processes for Scheduling Group

- The First Year Sectioning System web-based application has five main functions:

1. Find Course
   - Modify a Course
   - Delete a Course

2. Create Course
3. Extract Courses
4. Initiate Freshman Sectioning
5. Extract Students
6. Download Files
7. Grant/Revoke Privileges
8. Backup Courses
Find Course

A course can be retrieved by using the Find Course function. These courses are the available courses for newly admitted first term students.
Delete Course

Course(s) can be deleted. Select the checkbox in the Del column and click the Update Button.
Modify Course

One or more courses can be modified at the same time.

a) If the course needs a Suffix A select from the drop down list.
b) If the Inactive box is checked, this will mark the course unavailable for the First Year Sectioning System. Note: The course is not physically deleted from the database.
c) Req box denotes the course is a required course for this unit of registration.
d) The Athlete Cd drop down denotes that the course is for athletes.
Create Course

The user can create a new available course. This course must be in the master course table.

a) If the course needs a Suffix A select from the drop down list.
b) If the Inactive box is checked, this will mark the course unavailable for the First Year Sectioning System.
   Note: The course is not physically deleted from the database.
c) Req box denotes the course is a required course for this unit of registration.
d) The Athlete Cd drop down denotes that the course is for athletes.
Extract Courses

The user selects Extract Courses from the menu. This will kick off a backend process that will create files for the new Sectioner system. The process will send an email when the job is completed. Once the user receives the email then the user can download the Course zip file using the Download Files tab.
Download Files

Once the user selects to Extract Courses or Students then the download files for the new Sectioner system can be retrieved in this section.

If the user wants to download the Course file then select courseSection_mm-dd-yyyy.
A popup box is display asking the user to either open or save the zip file. Select save.
Then save the zip file to your local desktop.
Select open once the download is completed. A win-zip popup window will open.
Select extract from the win-zip window.
Extract the files from the zip to your local desktop.
Initiate Freshman Sectioning

This section will setup the newly admitted first-term students with their required courses. When the user select Initiate Freshman Sectioning for the first time they will be brought to this screen.

The user can either Run or Cancel the request. Once the user selects Run the process will setup the newly admitted first-term students with their required courses.
If the user decides to select Initiate Freshman Sectioning after the process was already executed the user will get the following screen:
First Year Sectioning System

CONFIRM INITIATE FRESHMAN SECTIONING

Initiate Freshman Sectioning was already run for this year.

Links to campus web sites: Camden, Newark, New Brunswick/Piscataway, Rutgers University
For assistance, contact the Help Desks in Camden, Newark, or New Brunswick/Piscataway.
Extract Student

The user has a choice to obtain only the students that are in a given unit of reg ex. 30 or to obtain ALL students by entering “ALL” in the unit of reg code box. When the user selects Extract Students - This will kick off a backend process that will create files for the new Sectioner system. The process will send an email when the job is completed. Once the user receives the email then the user can download the Student zip file using the Download Files tab.

Note: If you first select unit of reg cd ➔ 30 (You will get a list of students who are in that school). If you decide to enter ALL for the unit of reg cd, you will obtain all the other schools excluding school 30 that you obtained earlier.
Grant/Revoke Privileges:

View Access:

To view access, the user must enter the Net Id of the person in the search page.

If the Search finds the requested results, then the following screen will be displayed to showing the current access (if any) and option to grant or revoke their access.
Note: You cannot grant Admin access if he/she currently has a Dean access to a school. You must revoke their Dean access first then grant Admin access.
Grant/Revoke Privileges:

Revoke Access:

To remove access, select the unit(s) that you want to revoke and then select the Revoke Access button. You should get the following screen:
Grant/Revoke Privileges:
Grant Access:

For Dean’s access – select Dean Role and then enter Unit you want access to and then select Grant Access.
For Admin access just select the Admin Access button and then select Grant Access.
Delete Suffix A

When the user selects Delete Suffix A tab the user will see a list of the current Suffix A. Select Delete on the bottom of the page to delete one or more Suffix A’s.
Create Suffix A

The user will select the Create Suffix A tab to create the new Suffix A.
Backup Course

When the select selects Backup Course, this will create a snapshot of the Course Information for that time of day. It will store this information into an oracle table that will be used later for Discovery reports that will compare the current Course Information against this snapshot data.
Part 3: Application Processes for Scheduling Group & Deans

Student Request

This screen will allow the Deans or the Scheduling Group to search for the newly admitted first-term students so they can view or update Student and Course Information.
The Sectioning Student Request Screen provides two functions:

a) Displays the existing Student Record information concerning an incoming first-year student.

b) Permit the Dean’s Office to add course requests for each student, update student information and activate that Student’s record for use in the Student Sectioning process.
Dictionary

Student Information:

The **Priority** Check-box is used to indicate students who must be processed ahead of all other students within your school due to special needs. The most common use is to ensure that student athletes receive priority assignment to course sections that do not interfere with their mandatory Athletic Practice sessions.

The **Curriculum** box permits the input of a three-digit curriculum code for the student if desired.

The **Other Code** box is similar to the Academic code box. It provides a list of classifications that can be used in addition to the Academic code.

The **Activation** check box is initially unchecked when the student request record first appears on the screen. No student will be downloaded if the Student Activation box is not checked by the Dean of her/his Unit of Registration. If you are adding course requests for the student, make certain also to check the box for Activation. Contrariwise, if you have input requests for a student who subsequently informs you that she/he is not going to enroll in your unit, leave the Activation box unchecked and that student’s request will not be used in the Sectioning run.

The **Notes** box allows the input of up to eighty (80) characters of free-form annotation.

The **Academic Code** box provides a drop down list of Academic classification codes for the student. Codes such as Honors, Gateway, etc. are provided.

Course Information:

**Category:** The Category of a request is the value that associates alternate choices with a preferred choice.

**Choices:** A course request may represent the preferred, or first, choice request; or may be an alternative choice. Since one cannot have an alternate without a first choice, a preferred choice must be entered before any alternate choice will be permitted for a given category. When you select Req. (1) – Req. (9) as the Category the Choice can only be preferred. Also you can only have one Category & Choice – they must be unique. Example: Category (R1) Choice (Pref)

**Course ID:** This is the Offering Unit, Subject and Course to be used for the request. The Course ID is checked against the Available Course table. If the value that is input is not
found on the table, an error message is displayed (This is not a valid course). You cannot enter a course not found on the Available Course table. Contact the University Scheduling Office to have the particular course added to the table if it is needed.

To Add one or many new courses: Select the Add check box and enter the required information (Category, Choice and Course Id). Once you are completed, select Update Student & Course Information button.

To Delete one or many courses: Select the Del check box. Once you are completed, select Update Student & Course Information button.

**Suffix A:** Suffix A is used to distinguish groups of sections devoted to special student populations such as Honors or Gateway.

**Suffix B:** Suffix B identifies the Preferred Campus for a multi-campus course. When a course has sections offered on more than one campus, including the one “preferred” for the students whose requests are being entered by the present Dean’s Office, the sections meeting on that campus are identified by Suffix B. The student’s requesting the course will be placed in sections on that preferred-campus sections; they will be placed in a section on the next nearest campus.

**Section:** In some cases it may be necessary to pre-assign a student to a specific course section. This *pre-sectioning* of a student means that the student cannot be placed in any other section of the requested course; even if that means that the student may not be sectioned into other needed courses. The course/section combination must exist on the Course Section table before any student can be pre-sectioned into it.