Departmental Schedule Validator (DSV) Procedure Manual

What is the DSV?
Departments use the Departmental Schedule Validator (DSV) application to submit scheduling requests to the Office of the University Registrar (OUR), which then updates class information in DukeHub. The application tracks requests and checks for compliance with the Course Scheduling Policy.

Accessing the DSV

DSV Access
1. Submit a SISS Access Request form to gain access to SISS systems including DukeHub and the DSV. Select DSV under Data Access on the form
   www.sissoffice.duke.edu/requestforms/accessreq.html

Logging In
Log in to DukeHub and go to the Department Center. The link to the DSV is in the upper left side of the page. If the DSV does not open when you click the link, make sure your pop-up blockers are turned off.

NetID and password are required to log in.

URL: https://www.siss.duke.edu/dsv

![DSV Link to Department Center](https://www.siss.duke.edu/dsv)
# The DSV Interface

## LINGUISTICS 2017 Spring Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Time/Location</th>
<th>Instructor</th>
<th>Max. Enrl.</th>
<th>Credits</th>
<th>Crosslistings</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINGUIST 201.01 INTRO TO LINGUISTICS</td>
<td>MW 01:25 PM - 02:40 PM Loc: Languages 207: 207</td>
<td>Clements, Gallivynn Davis</td>
<td>40 / 0</td>
<td>1</td>
<td>[edit] [del]</td>
<td></td>
</tr>
<tr>
<td>LINGUIST 202.01 LANGUAGES OF THE WORLD</td>
<td>MW 01:25 PM - 02:40 PM Loc: Languages 207: 207</td>
<td>Baran, Dominika Murta</td>
<td>40 / 0</td>
<td>1</td>
<td>CULANTH 201.01(40) RUSSIAN 362.01(40) ICS 210.01(40) [edit] [del]</td>
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</tr>
<tr>
<td>LINGUIST 205.01 THE LAW AND LANGUAGE</td>
<td>TUTH 09:05 AM - 11:20 AM Loc:</td>
<td>Newcity, Michael</td>
<td>40 / 0</td>
<td>1</td>
<td>CULANTH 205.01(40) [edit] [del]</td>
<td></td>
</tr>
<tr>
<td>LINGUIST 206.01 VARIETY IN LANGUAGE</td>
<td>MW 03:05 PM - 04:20 PM Loc: Languages 207: 207</td>
<td>Clements, Gallivynn Davis</td>
<td>40 / 0</td>
<td>1</td>
<td>ENGLISH 206.01(40) [edit] [del]</td>
<td></td>
</tr>
<tr>
<td>LINGUIST 450S.01 JNSR SEMINAR LINGUISTICS</td>
<td>TUTH 10:05 AM - 11:20 AM Loc:</td>
<td>Andrews, Edna</td>
<td>18 / 1</td>
<td>[none]</td>
<td>[edit] [del]</td>
<td></td>
</tr>
<tr>
<td>LINGUIST 471S.01 LANGUAGE AND POLITICS</td>
<td>TUTH 03:05 PM - 04:20 PM Loc: Languages 207: 207</td>
<td>Price, Gareth O</td>
<td>18 / 1</td>
<td>[none]</td>
<td>[edit] [del]</td>
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<tr>
<td>LINGUIST 480S.01 SP TOPICS IN LINGUISTICS Topic: LANGUAGE AND THE MEDIA</td>
<td>TUTH 01:25 PM - 02:40 PM Loc: Languages 207: 207</td>
<td>Price, Gareth O</td>
<td>18 / 1</td>
<td>[none]</td>
<td>[edit] [del]</td>
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</tr>
<tr>
<td>LINGUIST 494.01 RESEARCH INDEPENDENT STUDY Topic: HUMOR AND BILINGUALISM</td>
<td>Independent study</td>
<td>Newcity, Michael</td>
<td>5 / 1</td>
<td>[none]</td>
<td>[edit] [del]</td>
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<tr>
<td>LINGUIST 494.02 RESEARCH INDEPENDENT STUDY</td>
<td>Independent study</td>
<td>Staff, Departmental</td>
<td>5 / 1</td>
<td>[none]</td>
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<tr>
<td>LINGUIST 494.03 RESEARCH INDEPENDENT STUDY</td>
<td>Independent study</td>
<td>Staff, Departmental</td>
<td>5 / 1</td>
<td>[none]</td>
<td>[edit] [del]</td>
<td></td>
</tr>
<tr>
<td>LINGUIST 590S.01 SPECIAL TOPICS Topic: LANGUAGE AND POLITICS</td>
<td>TUTH 03:05 PM - 04:20 PM Loc: Languages 207: 207</td>
<td>Price, Gareth O</td>
<td>1 / 3</td>
<td>[none]</td>
<td>[edit] [del]</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Owned Cross Listed Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Time/Location</th>
<th>Instructor</th>
<th>Max. Enrl.</th>
<th>Credits</th>
<th>Crosslistings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULANTH 170.01</td>
<td>W 03:00 PM - 05:30 PM Loc: Fried Bldg 204: 204</td>
<td>O'Barr, William M</td>
<td>16 / 1</td>
<td>[SOCIO] [LINGUIST [MATH]</td>
<td>[edit] [del]</td>
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<tr>
<td>SPANISH 302.01 ADVANCED SPANISH GRAMMAR</td>
<td>TUTH 03:05 PM - 04:20 PM Loc:</td>
<td>Staff, Departmental</td>
<td>15 / 1</td>
<td>[LINGUIST</td>
<td>[edit] [del]</td>
</tr>
</tbody>
</table>
Section 1: The Logo

Click the DSV logo to select a schedule and term to view. Only the schedules you have access to will appear in the dropdown box. You can view schedules starting with the 2007 Spring term.

Click find schedule to display the schedules for the term. Typically, there is one primary schedule listed.

You can add additional schedules if you want to test different versions of your schedule before submitting one to the Registrar’s Office. Each schedule can be created as a new blank schedule or copied from an existing schedule and modified.
When you are ready to submit, you must choose a primary schedule. The current primary schedule is noted with primary in parentheses after the schedule name.

Change the primary schedule by clicking [set primary] next to the desired schedule. You must set one schedule as the primary schedule to submit. After the schedule is submitted, you cannot change the primary schedule.
Section 2: Schedule Status and Info

Once you choose a schedule, the top of the page will display the department, term and schedule you are viewing.

It will also display the status of your schedule.

Status

The top of your schedule will display one of four messages:

- **changes in progress; schedule not yet submitted**: Changes have been made, but the schedule has not been submitted to the Registrar’s Office. The changes will not be reflected in DukeHub until the schedule is submitted and processed.

- **changes submitted; schedule locked**: The schedule has been submitted to the Registrar’s Office and is being processed. During this time, no changes can be made to the schedule.

- **schedule released for department use**: The schedule was returned to the department and all requests were processed. The schedule can now be edited – look for the icon that indicate notes from the Registrar
  - Note from Registrar: 

- **schedule released with dept. action required**: The schedule was returned to the department and can now be edited – look for the following icons that indicate notes from the Registrar or items that may have not been processed:
  - Not processed: 
  - Note from Registrar: 

Under Status on the right side of the page, you will see the date/time and name of the person who submitted the schedule, and also the date/time and name of the person who released it back.

Once your schedule is submitted, the send to registrar link will disappear and the status will show where you are in the queue to be processed.
Section 3: Scheduled Courses

All classes scheduled for the selected term are listed in a table, with each class section on its own row. The table displays the following columns of information for each section:

- **Course**: subject, catalog #, short title
- **Time/Location**: meeting pattern, classroom*
- **Instructor**: instructors (up to 3)
- **Max. Enrl/Credits**: enrollment capacity, units of credit
- **Crosslistings**: all crosslisted classes for the term

In the last column, you have the option to edit or delete each section.

*Only department owned rooms that you assign in the DSV appear here. Non-owned rooms assigned in DukeHub do not display in the DSV.

Section 4: Options: Add Courses to Schedule

The **Options** menu allows you to add classes to your schedule in three ways:

- **Add a new course**: manually add classes, one section at a time
- **Upload/download**: upload schedule from a spreadsheet or download schedule to a spreadsheet*
- **Import from previous term**: select classes from previous terms and import class information, then edit; this is the preferred method for creating schedules

From here, you can click **Change schedule/term** to change the schedule you are viewing.

*Uploading is not recommended due to the potential for error and because crosslists cannot be scheduled on the spreadsheet. Crosslists must be manually added after upload. If you want to upload your schedule, email **class-scheduling@duke.edu** to notify the scheduling team.
Section 5: Status

The **Status** section shows whether your schedule is **VALID** or **INVALID** based on the Course Scheduling Policy. You can **view details** for more information or **mark eligible** to see which courses count toward validation on the main schedule view.

Below the status, the **send to registrar** link will be available when your schedule is **VALID** and ready to submit. If your schedule is **INVALID**, the link will be greyed out. This area also displays information about when the schedule was last submitted and released and by whom.

Section 6: Non-Owned Cross Listed Courses

**Non-Owned Cross Listed Courses** are listed at the bottom of your schedule. These are courses that are owned and scheduled by other departments. The department that owns the subject in the far-left column is the one that scheduled the section. All crosslists are listed in the far-right column. The courses in this section are listed in numerical order by the classes in your department.

The courses in this section do not count toward your schedule’s validation. Check this section periodically to see what scheduled offerings are crosslisted in your department.
Course Scheduling Policy
Visit the Registrar’s Office website to familiarize yourself with the University Course Scheduling Policy: http://registrar.duke.edu/faculty-staff/course-schedule-policy

Adding classes to the schedule
At the beginning of the scheduling cycle, the schedule is blank. From here you can either add classes manually, upload from a spreadsheet, or import from a previous term. The recommended method is to import classes from a previous term and then add new classes manually as needed.

Import classes from a previous term
This method is the most efficient if you are adding a large number of sections that were offered in previous terms.

Procedure:
1. Click on the Import from previous term link under the Options on the right side of the screen.

2. A list of Academic Terms is displayed. The four-digit number in parentheses is the term code. Select a term to import classes. You can import classes from multiple terms, one term at a time.

   Academic Terms
   - 2016 Fall Term (1580)
   - 2016 Summer Term 2 (1570)
   - 2016 Summer Term 1 (1565)
   - 2016 Spring Term (1550)

3. Once you select a term, you have the option of rolling in all or some of the classes from that term. To select a class, check the box in front of it. To unselect a course, click the box again to remove the check. To select all classes, check the box next to All? at the top of the list. If you want most of the classes from a term, check the All? box, then go down the list and uncheck the sections you don’t want.

   2016 Spring Term > Classes
   - All?  Course Section
   - 01
   - AMES 805 01
   - AMES 895 01
   - AMES 176S 01
   - AMES 208S 01
4. Scroll to the bottom of the page and choose the schedule to which you want to import the classes. The drop-down menu defaults to the primary schedule. When you are ready to import the classes, click the **Copy Classes** button.

5. After the import has processed, a feedback screen is displayed with a detailed report for each section. The message “No meeting times found that match standard blocks times” is common and means the particular section had a custom end time, which does not roll over. The meeting pattern will need to be added manually.

6. Scroll to the bottom of the screen and click **Return to Schedule** to see your imported schedule. To import additional classes from another term, click the **import from previous term** link and repeat the process.

**Important Notes:**

1. When classes are imported, they are checked against the course catalog to confirm they are still active and to update any information that may have changed since the term you selected (e.g., an added crosslist or credit change).
2. You will notice that lecture sections (001, 002, etc.) do not appear, but the labs and discussions do. Select the desired labs or discussions and their attached lectures will import automatically.

**Upload an Excel Spreadsheet**

To upload your schedule from an Excel spreadsheet, click **upload/download** under the **Options** on the right side of the page.

**upload/download**

There are separate links for uploading and downloading. The file format for uploading is CSV, the same as the format of the download file. To ensure your upload file is formatted correctly, use the download file as a template.
The following criteria must be met for classes to be added correctly:

- File must be saved as CSV format in Excel (Mac users might have to save as ‘CSV for windows’)
- Columns and headers must match those in the download file
- Crosslisted courses must be entered manually
- Leave instructors blank if unknown
- Separate multiple instructors with a semicolon

**Tip:** Download the Excel file from a previous term’s schedule if you don’t want to start from scratch.

**Add a New Course – Manual Entry**

To manually add a new course, click on the add a new course link and go through the steps to add details about the new class.

**add a new course**

Four panels must be completed for each class: Main Details, Time/Location, Crosslisting/Pairing, Component Courses

**Main Details Panel**

Start on the Main Details and enter the following information:

- subject (if there are multiple subjects in a department, choose one from the dropdown menu)
- catalog number
- section number
- enrollment capacity
- number of credits
- topic title (if applicable)
- instructor(s)
- consent (a course must have consent in the catalog for you to modify consent on the schedule)
- component (independent study, study abroad, etc.)
- notes for the Registrar’s Office (Common notes include room requests for non-owned classrooms, reserve caps, course request ID for courses that are not in the catalog or courses with changes, clarification of meeting patterns)

When you select the subject and enter a catalog number, the DSV checks it against the Course Catalog. If the course is active, the title is displayed. If the course is not in the catalog, the message “Course Not in Catalog” is displayed. If the course is not active in the catalog you can still add it to your schedule so it counts toward your validation. Only add not in catalog courses if a course request has been submitted. Include the request ID from the course request system in the notes section of the class.
Section Numbers
The numbering scheme outlined below helps ensure consistency of section numbering across departments. The main purpose of these guidelines is to designate different components of multi-component courses. Please follow the rules below when creating section numbers:

Single Component Class (Seminar, Lecture, Lab, or Discussion)

- 2 digits, no suffix (01, 02, 03, etc.)
- Example: HISTORY 101.01

Multiple Component Class (Lecture with Lab or Discussion or both):

- Primary Component “Parent Section” (typically Lecture)
  - 3 digits, has a leading zero, no suffix (001, 002, 003, etc.)
  - Example: ECON 101D.001
- Secondary Component
  - 2 digits, with suffix (L or D)
    - Lab: 01L, 02L, 03L, etc.
    - Discussion: 01D, 02D, 03D, etc.
  - Example: ECON 101D.01D

Crosslisted Class: When possible, give crosslists the same section number. Example: CHINESE 101.01 should be crosslisted with AMES 101.01 (not AMES 101.05).

- If courses are hard crosslisted in the catalog, they should have the same section numbers
- If you are crosslisting special topics courses, contact the crosslisting department(s) to request a section number that is not already being used by the department(s)

Maximum Enrollment
The only restriction on this section is for undergraduate seminars, which cannot exceed 18 seats.

Credits
This option will be greyed out for fixed credit courses. If a course has variable credit, you can specify the number of credits for the section or leave it as variable. If credits are left as variable, students choose the number of credits they want to enroll in at the time of registration.

Save and Continue
Once you have added all the information on this panel, click the Save and Continue button to assign a meeting pattern and room.

Time/Location Panel

On the Time/Location panel, there are links to add meeting time and add room characteristics. All classes are required to have a meeting time with the exception of independent study and study abroad/away courses.
Meeting Time
Click **add meeting time** to add a meeting pattern. Three dropdown boxes are displayed: **days**, **start-end time**, and location. You must choose the days before selecting a time. Once you select a time, a link for adding a custom end time will appear.

The **start-end** dropdown displays standard meeting pattern times. All classes, regardless of length, must begin at a University approved start time.

The table below shows the standard meeting patterns and all approved start times. All classes meeting in 50-minute sessions must start at the times in the left column and those in 75-minute sessions must start at the times in the right column. Classes not meeting for either 75-minute or 50-minute sessions (e.g., a one day per week, 150-minute class) may start at any one of the start times listed below.

<table>
<thead>
<tr>
<th>Period</th>
<th>50 Minute (MWF)</th>
<th>Period</th>
<th>75 Minute (TTH, MW, WF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:45-9:35 a.m.</td>
<td>1</td>
<td>8:30-9:45 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>10:20-11:10 a.m.</td>
<td>2</td>
<td>10:05-11:20 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>12:00-12:50 p.m.</td>
<td>3</td>
<td>11:45 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>1:40-2:30 p.m.</td>
<td>4</td>
<td>1:25-2:40 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>3:20-4:10 p.m.</td>
<td>5</td>
<td>3:05-4:20 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>4:55-5:45 p.m.</td>
<td>6</td>
<td>4:40-5:55 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>6:30-7:20 p.m.</td>
<td>7</td>
<td>6:15-7:30 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>7:30-... p.m.</td>
<td>8</td>
<td>7:30-... p.m.</td>
</tr>
</tbody>
</table>

Meeting Location
If your department owns classrooms, they will appear in the location dropdown box. The DSV does not check for room scheduling conflicts, so it will allow you to double-book a room. However, DukeHub will not allow two classes to be scheduled in the same room at the same time, so if the room is attached to two classes with overlapping meeting patterns, one class will not be assigned a room.

Once you have finished entering the meeting pattern, click the **save meeting time** button. Your meeting pattern will then appear above the **add meeting time** link and you will have the option of entering additional meeting patterns.

Room Characteristics
If you don’t want to assign an owned classroom but require certain characteristics for a room, add these under room characteristics. You can add up to three room characteristics.

Room Characteristics will help us assign the correct room for the class. When adding room characteristics, the system checks for rooms that meet ALL characteristics. If you enter multiple characteristics and there are no rooms that simultaneously match all of them, no room will be assigned. For example, if you enter Room Characteristic: East Campus and Room Characteristic: West Campus, no room will be assigned.
To choose room characteristics, click **add room characteristic** and choose the desired characteristic from dropdown box, then click **save**. When you have added three characteristics, the **add room characteristics** link will disappear.

**Save and Continue**

When you are done, click **continue** at the bottom of the page. The **continue** button does not save work on the page. However, if you click **continue** without having saved the meeting time, the DSV will prompt you to go back and save your work or continue and lose your changes.

**Crosslisting/Pairing Panel**

The process for crosslisting and pairing is the same. A crosslist is the same class being offered under multiple subject codes, while a pairing is two separate classes that meet in the same room at the same time and are taught by the same instructor (the work may be different depending on which class the student is enrolled in). Classes are typically paired when an undergraduate and graduate version are taught together.

If a course has hardwired crosslists at the catalog level, the subject codes and catalog numbers will appear in this panel automatically along with the total number of seats in the class. You will be required to enter the section number for each crosslist.

**Crosslisting and Pairing**

If the course does not have hardwired crosslists, but you would like to add one, click **add crosslist course**. Before adding any crosslists that are not owned by your department, check with the owning department to request a section number. For help assigning section numbers, please see the paragraph about Section Numbers on page 11.

If another department crosslists with one of your classes, it will not affect the validation of your schedule. It will appear beneath your schedule in the DSV under “**Non-Owned Cross Listed Courses**.” Please review classes that are listed here to ensure that crosslists are accurate.
Component Courses Panel

The last panel required for adding a new class is the Component Courses tab. If the class you are adding has a lab or discussion, you will be required to schedule at least one section for each component in the catalog. Required components will already be listed. You can add as many sections as you want as long as there is at least one section for each component. To add a lab/discussion section, click on the appropriate add link to go to the Main Details page for the secondary component section.

The procedure for adding secondary components is the same as for adding primary components. You will see the same four panels and follow the same steps to add each component. For help assigning section numbers to secondary components, please see the paragraph about Section Numbers on page 11.

Validation

As you add classes to your schedule, the DSV will continue to check your changes against the scheduling policy and will show you if your schedule (as is) is VALID or INVALID. There are several reasons that the schedule could be invalid. Click on view details for more information.

Validation Rules:

- All courses eligible for validation and their related components must have at least one meeting time.
- Departments may schedule UP TO 50% of all classes below the 700 level during periods 2-4 (“prime time”).
- AT LEAST 40% of all departmental course offerings below the 700 level must meet in some combination of three or more days per week or, for two days per week, in the MW, WF, or MF pattern.
- MW count must equal WF count.
- Departments may schedule UP TO 50% of their classes below the 700 level in the TUTH meeting pattern.
- All courses and their related components with crosslists must specify class section and number of seats.
- All crosslisted courses with components must crosslist each component.
- All courses must possess required components.
View Details
Under **view details**, click **Toggle Details** to see details of each point of validation.

Departments that wish to appeal any aspect of their course validation may do so in writing to the chair of the University Schedule Committee, Frank Blalark, by emailing frank.blalark@duke.edu and copying class-scheduling@duke.edu.

Wild Card
Each department can use one "wild card" when scheduling for a particular semester. This allows you to be out of validation by one class under one of the validation criteria. Policies that fail but are eligible for wild card use are noted in the validation details. The wild card is applied automatically.

Mark Eligible
On the right side of the page under validation status, click **mark eligible** to see which classes are being counted toward validation.

A green or red icon will appear next to each class indicating if that class is going to be checked against the course scheduling policy.

Sections that are not included in validation include independent studies, secondary components, study abroad/away courses, and 700-level and up courses.
Submit Schedule to Registrar
When your schedule is complete and VALID, click send to registrar to submit it for processing. During the first round of scheduling for a term, all schedules are processed within the same batch, as long as the schedule is submitted by the first deadline. After the first round, schedules are processed in the order in which they are received and are entered manually by Registrar Office staff. Schedules cannot be released back to the department until they are fully processed.

Communication Tools

Notes
The Registrar’s Office has the ability to send notes back to the department after processing requests. The notes will be attached to specific class sections as needed. The notes may be informational or may request further actions that are required of the academic department for the class to be scheduled. Your class section may have a note attached, whether the course was processed or not. If a note is attached this icon will appear:

Click the icon to expand the note.

Dot Color Scheme
Dots will appear in varying colors beside each class section to indicate the status of the class section. No dot means the class section was processed in a previous submission and no changes were made to the class in the most recent submission.

- Yellow – You have added and/or modified a class section but your schedule has not been submitted to the Registrar’s Office.

- Gray – Your schedule has been submitted to the Registrar’s Office and your schedule is locked.

- Green – Your schedule has been released by the Registrar’s Office and the class section was processed by the Registrar’s Office and successfully added to the schedule. (Be sure to check for a possible note from the Registrar’s Office).

- Red – Your schedule has been released by the Registrar’s Office and the class section was not processed or added to the schedule and requires further action. All classes that are not processed will be returned with a note that explains why the Registrar’s Office was unable to process your request.

- Black – You have deleted a course.