

SIS Navigation Paths, Reports & Websites List for Divisions

Last revised by D. Sheldon on 9/28/2009

*Note: Employees may need to contact their college security administrator(s) for job-related access to the SIS, BOExi and R25 systems.

How To Find in SIS	SIS Paths*	Additional Steps/ Description/ Notes
<p>Class Offerings by Prefix (displays days/times, room, instructor & dates, etc.)</p> <p>View Details of Section (displays mode, enrollment, notes, etc.)</p>	<p>Curriculum Management > Schedule of Classes > Class Search</p> <p>This is the same class information that appears in Student Self-Service. Use this SIS path to view all classes by unchecking box named "Show Open Classes Only" and it will display Open and Closed classes. (Note: You are unable to see Cancelled, Tentative & Stop Enrollment classes.) This SIS path does display any <i>Sections Not Shown to Students</i>.</p>	<ol style="list-style-type: none"> 1. Select Institution (EMCC), term & click Go. 2. Enter criteria & click Search button (Note: To view all classes, uncheck box to "Show Open Classes Only") <p>To View Details of Section click section number (ex. 0001-LEC(44904) to view each class section's details.</p> <p>For more info see EMCC Job Aid #1</p>
<p>Class Roster (without student grades)</p>	<p>Curriculum Management> Class Roster> Class Roster</p> <p><i>(Requires Class Number)</i></p>	<ol style="list-style-type: none"> 1. Enter Institution, Term & Class Number and click Search button. 2. The Enrollment Status defaults to Enrolled. The status can be changed to show <u>Dropped</u> students only, <u>Waiting</u> students only or <u>All</u> students. <p><i>Note: Students who are officially withdrawn from credit classes are included in the total number of students enrolled on the Class Roster.</i></p> <p>Click Detail button for specific class information. For more info also see EMCC Job Aid #11</p>
<p>Class Section (one class at a time)</p> <p>(displays days/times, room, instructor & dates, mode, enrollment, notes, etc.)</p>	<p>Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p> <p>This SIS path displays all class statuses: Open, Closed, Cancelled, Tentative & Stop Enrollment classes. This SIS path does display any <i>Sections Not Shown to Students</i>.</p>	<ol style="list-style-type: none"> 1. Enter Institution (EMCC10), Term, Subject/Catalog Nbr. & Search. 2. View a section's Basic, Meetings, Enrollment, & Notes tab/pages 3. Click arrows to view each section (show next row). <p>For more info see EMCC Job Aid #2 & #17</p>
<p>Combined Sections</p>	<p>Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p>	<ol style="list-style-type: none"> 1. Go to MCCCDC Class Data tab/page. 2. Click on the Combined Group ID link: <p>For more info see EMCC Job Aid #2</p>
<p>Course Catalog Search</p>	<p>Curriculum Management> Course Catalog> Course Catalog Search</p>	<ol style="list-style-type: none"> 1. Enter Institution (EMCC), Subject/Catalog Nbr. & Search. <p>Displays: Units (credits), prerequisites, Instructor Contact Hours (periods), Workload Hours (instructor load), General Education Designation values, course competencies & outline</p>
<p>Enrollment Numbers for Classes <u>(Used for Go/No Go)</u></p>	<p>Curriculum Management> Schedule of Classes> Update Sections of a Class</p> <p>Note: Click on <u>View All</u> link to display all rows of all sections.</p>	<ol style="list-style-type: none"> 1. Enter Institution (EMCC10), Term, Subject/Catalog Nbr. & Search. 2. Class Status tab displays: A = Active (Class is open); X = Cancelled; S = Stop Further Enrollment; T = Tentative (used for "Shadow" or "Holds") 3. Class Enrollment Limits tab displays: Enrollment Cap, Enrollment Total, Wait List Cap & Total. <p>For more info see EMCC Job Aid #13</p>

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Favorites	My Favorites> Add to Favorites	Add current SIS page to your favorites list for easy accessibility. (Enter a description & click OK)
Grade Roster (View for a Class)	*Curriculum Management> Grading> Grade Roster	1. Enter Institution, Term & Class Number and click Search button. 2. Choose Grade Roster TAB
Grades (View Individual Student Grades)	*Records and Enrollment > Student Term Information> Student Grades	Enter an existing person's system ID or Name and click Search button.
Grading Students (for Faculty)	*Employee Self Service> Faculty Center	Click on link named Faculty Center and you should then see your classes listed Use the Faculty center to manage all your class, student and advisee related activities. For more information Print Faculty Center Quick Reference Guide located at My.maricopa.edu Employees tab at http://my.maricopa.edu/employees/index.php
Instructor Employee ID	Campus Community> Personal Information> Identification> External System ID	Used for doc/sub forms For more info see EMCC Job Aid #10
Instructor Schedule	Curriculum Management> Instructor/Advisor Information> Instructor Schedule	1. Enter term & name. Review an instructor's teaching schedule for a term. For more info see EMCC Job Aid #09
Off-Site Location Addresses	Set Up HRMS>Foundation Tables> Location	For more info see EMCC Job Aid #16
Rooms (View what classes are already scheduled in each room in SIS)	Curriculum Management> Facility and Event Information> Class Facility Usage <i>Note: Non-course events are scheduled in R25.</i>	Class Facility Usage is used to view what classes are already scheduled to use room spaces for a certain semester. 1. SetID: = EMC10 2. Enter Facility ID (room name) (example: OCT 101) 3. Enter required values for Term, Session DD and Day of the Week. 4. Click Fetch Class Meeting button. For more info see EMCC Job Aid #14
Rooms (View what rooms are open in SIS)	Curriculum Management> Facility and Event Information> Search for a Facility <i>Note: Non-course events are scheduled in R25.</i>	Search for a Facility is used to look for available facilities when scheduling classes. 1. Enter Academic Institution: EMC10 & click Search. 2. Enter Search criteria dates, times, days, building, etc. 3. Building: Enter J EST, J MON, J KOM, J OCT, etc. (Note: All EMCC buildings begin with "J" and SWSC with "L".) 4. Click Fetch Facilities button For more info see EMCC Job Aid #15

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Student's Class Schedule	*Employee Self Service > Student Services Center >	Enter an existing person's system ID or Name and click Search button.
Student's Contact Information	*Campus Community > Personal Information > Add/Update a Person	Enter an existing person's system ID or Name and click Search button. View person's address, phone & email For more info see EMCC Job Aid #08
Student's GPA & Transcripts	*Records and Enrollment> Enrollment Summaries> Enrollment Summary or Need security role for employee Self Service Advisor	1. Enter Career, Institution, Term, an existing person's system ID or Name and click Search button. View a summary of class enrollment and term statistics for an individual student.
User Defaults	Set Up SACR > User Defaults	May want to change Term default by clicking on Look Up Term button (magnifying glass) For more info see EMCC Job Aid #05

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How to Find Reports containing SIS Data	BOExi Report Names*	Additional Steps/ Description/ Notes
Academic Orgs	EMC_QC01_AcademicOrgCheck MCCD_SR_3150 Catalog to Schedule Mismatches	Used for checking that classes are assigned to the correct Academic Orgs in SIS. Examples: COM080-COM095; ENG056-ENG071; POS099; SPA005-SPA096 offerings must be manually assigned to 10DVLEDU.
Cancelled Classes	MCCD_SR_2970 Canceled Classes EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i>	To provide the college with list of canceled classes. <i>(Note: Many reports have parameters for selecting various class statuses.)</i>
Class Enrollment	See "Enrollment"	
Class Offerings	EMC_CR001 Class Staffing Report Overview EMC_CR003_PCC9 Class Enrollments EMC_SR_105 Course Sections Overview EMC_SR_105s Course Subject Selection MCCD_SR_2013 Class Master List by Course or Class Number EMC_CR013_PCC_0150 Proofing Department Class Schedule EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i>	Reports display course prefix, days/times, rooms, instructors, dates, instruction mode, enrollment, notes, etc.
Class Offerings by Associated Number	EMC_CR002 Class Staffing with Associated Param MCCD_SR_3480 Class Section Association Discrepancies	Sort auto enroll courses by Association# Use MCCD_SR_3480 report to find associated class numbers that do NOT match 4-digit class section number.
Class Offerings by Class Notes	EMC_CR01_CGC30 Courses by Note Number MCCD_SR_1500 Class Notes EMC_CR013_PCC_0150 Proofing Department Class Schedule <i>[HelpDesk #863589 submitted in Aug09 for this report to be a new District-Level Maintained report]</i>	Parameter requirement is to enter 4 digit Class Note Number. Example uses: 0034 = ACE 1019 = APS Apprenticeship 1020 = APS Internship 1034 = E-Learning Pilot Course 1025 = Gallery 37 1064 = Guaranteed Schedule Section 1035 = Honors Cohort 0011 = Honors Program Only 0033 = Learning Community 1041 = Learning Community- Concur Req 1027 = Media Arts Camp 1032 = Winter Intersession
Class Offerings by Instruction Mode	MCCD_SR_2070 Class Master List by Instruction Mode EMC_CR003_PCC9 Class Enrollments EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i>	<i>Note: Many reports have parameters for selecting various class instruction modes such as:</i> FB - Field Based MM - Mixed Media HY - Hybrid P - In Person IN - Internet PB - Print Based IS - Independent Study PI - Private Instruction Run EMC_CR014 and sort data by Mode column.
Class Offerings, Off-Site	EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i> MCCD_SR_2490 Class Schedule Location & Facility Synchron	Run report and sort data by Location column.
Class Offerings by Start or End Date	MCCD_SR_2086 Class Master by Start or End Date, Course MCCD_SR_2760 Classes with Start Dates and Days out of Sync EMC_CR003_PCC9 Class Enrollments (sort by dates)	Sort classes by Start or End Date Option

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How to Find Reports containing SIS Data	BOExi Report Names*	Additional Steps/ Description/ Notes
Class Notes	MCCD_SR_1480 Class Notes Table Also see: "Class Offerings by Class Notes"	List of all SIS class notes that are available to EMCC.
Class Rollover & Class Schedule Proofing	EMC_CR013_PCC_0150 Proofing Department Class Schedule <i>[HelpDesk #863589 submitted in Aug09 for this report to be a new District-Level Maintained report]</i> MCCD_SR_2760 Classes with Start Dates and Days out of Sync MCCD_SR_2830 Classes with Incorrect or Missing Class Rules [for Dynamic Dates Maintenance] MCCD_SR_2880 Classes Scheduled to Print (Print Schedule not checked indicates **Section not shown to student on web) MCCD_SR_3460 Combined Section Setup Issues MCCD_SR_3480 Class Section Association Discrepancies	Use this report for class rollover (prior term copy), and for proofing classes during division schedule building each term. Reports to assist in proofing the class schedule.
Class Roster (without student grades)	MCCD_SR_1650 Class Roster MCCD_SR_1650s Class Roster (One Class) MCCD_SR_1653 Class Roster Labels One Class	Can Print Addresses <i>(Requires Class Number)</i>
Class Roster with Assessment Scores and Prerequisite Courses by Class	MCCD_SR_2351 Class Roster with Assessment Scores and Prerequisite Courses by Class	Report includes student historical information including prerequisites (which are entered for comparison as prerequisite) and grades with student placement test scores from all institutions for all dates.
Class Status	MCCD_SR_2013 Class Master List by Crse or Class Nbr EMC_CR003_PCC9 Class Enrollments EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i>	<i>Many reports have parameters for selecting various class statuses:</i> A - Active S - Stop Enrollment T - Tentative X - Cancelled W - Wait Listed Capacity
Classes with Fees	MCCD_SR_2260 Classes with Fees EMC_CR011 CheckClassFees <i>(Note: Report Format defaults to MS Excel)</i>	Note: MCCD_SR_2260 report may not list classes if fees are missing.
Combined Sections	MCCD_SR_2075 Combined Classes MCCD_SR_3460 Combined Section Setup Issues EMC_CR008 CheckCombinedSections <i>[New report in-progress of being written]</i>	Combine sections are held in same room, same time, with same instructor and students are only able to register for one of the combined sections. Mostly used for offering a general public & an honors section.
Dual Enrollment Classes	MCCD_SR_2116 Class Master List for Dual Enrollment by Class EMC_CR014 Class List <i>(Note: Format defaults to MS Excel)</i> EMC_CR015 ClassListEnrollments <i>(Note: Format defaults to MS Excel – Run report & sort data)</i>	Note: On several reports there's a Parameter for Dual Enrollment. Only choose Yes - dual enrollment classes.

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How to Find Reports containing SIS Data	BOExi Report Names*	Additional Steps/Description/ Notes
Dynamic Dates Maintenance	MCCD_SR_2830 Classes with Incorrect or Missing Class Rules	Report list classes that need Dynamic Date Page Recalc and reason session rules were not matched or were found to be missing.
Enrollment Numbers Highlighted by Class	EMC_CR003_PCC9 Class Enrollments	Report displays classes on one line and groups data by each academic org (division). Parameter available to highlight classes with less than a certain amount of students enrolled. Can also be sorted by course, class number, class status, combined ID, start time, end time, start date, end date, instructor, seats taken, seats available, seats max, or building/room. Bottom of report includes division's class totals.
Enrollment Numbers for Classes	MCCD_SR_2780 Go-No Go EMC_CR003_PCC9 Class Enrollments EMC_CR015 ClassListEnrollments <i>(Note: Format defaults to MS Excel – Run report & sort data)</i>	<u>(Used for Go/No Go)</u> Used to determine which classes will have high enough enrollment to teach. EMC_CR015 can display dual enrollment, honors, & wait list enrollments.
Enrollment, Minimum (Classes with less than a minimum number of student enrollments)	MCCD_SR_1030 , Classes with Less than Specified Number of Students	Uses Minimum Enrolled for Record Selection parameter: Enter the minimum enrolled number in a class for this report (less than or equal to)
Grading Basis for class	MCCD_SR_3150 Catalog to Schedule Mismatches	Use to check class grading basis (i.e. Graded, PZ, etc)
Grade Roster (for 1 class)	MCCD_SR_2770 Grade Roster 1 class	<i>(Requires Class Number)</i>
Honors Designated Classes	MCCD_SR_2840 Honors Designated Classes EMC_CR015 ClassListEnrollments <i>(Note: Format defaults to MS Excel – Run report & sort data)</i> EMC_CR008 _CheckCombinedSections <i>[New report in-progress of being written]</i>	EMC_CR015 displays honors class enrollments.
Instructor Load	EMC_GCC_HR_0603 PayType Report EMC_CR003_PCC9 Class Enrollments (sort by instructor)	
Instructors' Schedules (sorted by class)	EMC_CR001 _Class Staffing Report Overview EMC_CR014 Class List <i>(Note: Format defaults to MS Excel) Sort data by instructor)</i>	Class staffing report used for viewing what instructors are assigned to a class.
Instructors' Schedules (sorted by instructor name & includes workload hours (instructor load)	MCCD_SR_2036 Instructor Class Master List	Parameter selections by: Academic Orgs (division) & Faculty (All or individuals by last name)

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Off-Site Classes	See "Class Offerings, Off-Site"	
Required Class Contact Time	MCCD_SR_1990 Class Contact Hour Check	Use to identify classes by term that do not meet minimum contact hours.
Rooms (classes sorted by room)	MCCD_SR_2010 Class Master List by Facility (DayEve) EMC_CR014 _Class List <i>(Note: Format defaults to MS Excel) Sort data by room Facility ID)</i> EMC_CR016 _RoomsClassesAssigned <i>[New report in-progress of being written]</i>	<i>Note: Non-course events are only scheduled in R25 (not SIS).</i> Used to view what classes are already scheduled to use room spaces for a certain semester.
Schedule Print (unchecked box)	MCCD_SR_2880 Classes Not Checked to Print in Schedule	When Schedule Print is unchecked in SIS: 1) Students are unable to view class section on web 2) Staff will see **Section not shown to student on SIS Class Search and 3) Class section will NOT download into print schedule.
Team Taught Classes	MCCD_SR_2072 List of Team Taught Classes	
Unstaffed Classes (List of classes showing "STAFF")	MCCD_SR_2046 Classes with Staff Indicated EMC_CR014 _Class List <i>(Note: Format defaults to MS Excel) Sort data by instructor)</i>	Used to find unstaffed classes.
Wait List, Classes	MCCD_SR_3430 Classes with Waitlist EMC_CR015 _ClassListEnrollments	MCCD_SR_3430 Identifies classes with Waitlist. EMC_CR015 displays wait list enrollments.

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Websites	Used To Find	Additional Steps/ Description/ Notes
EMCC Class Schedule at http://www.estrellamountain.edu/sch/	Classes on Web Use search for "All Classes" and it will display Open, Closed and Cancelled classes.	Data is about 2 hours old This website does NOT display any <i>Sections Not Shown to Students</i> .
MCCCD Find A Class Webpage at http://classes.sis.maricopa.edu/	Classes on Web & Honors Class Offering Use search for "All Classes" and it will display Open and Closed classes. This website does NOT display any <i>Sections Not Shown to Students</i> .	Data is about 24 hours old To view Honors Class Offerings: 1. Open More Search Options link 2. Check box for "Show Only Honors Classes" 3. Enter any additional search criteria & Search
My.maricopa.edu Employees tab> SIS login http://my.maricopa.edu/employees/index.php	Class Search in SIS	Log onto SIS Data is live
My.maricopa.edu Employees tab> BOEXI login http://my.maricopa.edu/employees/index.php	Maricopa Reporting System (BOEXI)	Log onto BOExi and run reports of SIS data Data is 24 hours old
Academic Scheduling Resources on Instructional Services website http://www.estrellamountain.edu/instructservices/AcademicSchResource.html	Classroom Scheduling Books (online) Classroom Setups & Equipment Course Fees & Enrollment Caps Required Time Class Must Meet Charts Schedule Production Calendar	
Course Equivalency Guide (CEG) https://az.transfer.org/cgi-bin/WebObjects/Admin_CEG	Shows how courses transfer to ASU, NAU, or UA	
Curriculum (MCCCD) Center for Curriculum & Transfer Articulation (CCTA) http://www.maricopa.edu/academic/ccta/	District Curriculum Info Course & Program Search Engines Find Courses, course credits, Periods , prerequisites, etc.	View current courses Note: Terms ending in 9999 are considered to be open, active courses available for college offerings.
EMCC Curriculum Office Information https://sharepoint.estrellamountain.edu/curriculum/default.aspx	Curriculum Due Dates and Processing Calendar Check Sheets for all EMCC Occupational and Academic Degrees and Certificates	
Employee Calendar http://schedule.maricopa.edu/EMCE	EMCC List of Events Room Request Form	(College R25 system) To request rooms for campus events, meetings, etc.
Student Calendar http://schedule.maricopa.edu/EMCS	EMCC List of Student Events	(College R25 system)