



SIS Class Records Training for Division Chairs

EMCC Academic Affairs Instructional Services
Last revised by D. Sheldon 4/28/2009

Agenda April 2009

I. Websites for Finding Class Information:

- EMCC Class Schedule website
- MCCCCD Find A Class website
- My.maricopa.edu Employees tab> SIS login (Class Search online)
- Academic Scheduling Resources on Instructional Services website
 - Classroom Scheduling Books (online)
 - Classroom Setups & Equipment
 - Course Fees & Enrollment Caps
 - **Required Time Class Must Meet Charts**
 - Schedule Production Calendar
- Curriculum websites
- EMCC Employee Calendar

II. How to Find in SIS:

- Use Class Search to view Class Offerings by Prefix (EMCC Job Aid # 1)
- Use Maintain Schedule of Classes to view Class Section (one class at a time) (EMCC Job Aid # 2)
- Update Sections of a Class to view Enrollment Numbers for Classes (Summer09 screen prints) (Used for Go/No Go)
- How to add Favorites in SIS

III. How to Run & Read BOExi Reports:

- EMC_CR012_ProofDivClassSchd_wNotes
- EMC_SR_105 Course Sections Overview
- EMC_CR001_Class Staffing Report Overview
- MCCD_SR_2013 Class Master List by Crse or Class Nbr
- MCCD_SR_2780 Go-No Go

SIS Packet Handouts: SIS Navigation Paths, Reports & Websites List for Divisions
How to Use the Maricopa Reporting System (BOExi) & report examples
EMCC Job Aids #1, #2 & Favorites

SIS #2 Packet with additional reference materials & job aids