

MASTER SCHEDULE FILE BUILD (MSFB) SCREEN INSTRUCTIONS

(Available only through WIUP at <http://mvs.wiu.edu>)

After you have updated PRCO and identified on MSFS how you would like the schedule to be generated, you are ready to build the class schedule using the Master Schedule File Build (MSFB) screen.

1. Sign on to WIUP (mvs.wiu.edu).
2. In the display field type "MSFB" and click on the "Enter" button.
3. On the Master Schedule File Build (MSFB) screen you will be asked to select a Department from the dropdown menu. You will only be able to select the Department(s) that you are authorized to update. Select the Department from the dropdown menu and click the "Enter" button.

FIRST PAGE OF MSFB

The first page of MSFB shows you the courses on your blank schedule for the given term.

To update a course:

If you want to update a course in the list, click on the STAR number of the course. The STAR number will be **red** if a course has not been updated and will turn to **blue** after updates have been made to the course.

To add a section:

To add another section of a course already listed on this page, click the radio button ☐ next to that course, and then scroll to the bottom of the page and click the "Add Section" button.

To delete a section:

To delete a course section listed on this page, click the radio button ☐ next to that course, and then scroll to the bottom of the page and click the "Delete Section" button. You do not need to delete sections that you do not intend to offer.

To add a new course:

To add a course that is NOT already listed on this page, scroll to the bottom of the page and click the "Add Course" button.

To print the course schedule:

To print the entire department course schedule, scroll to the bottom of the page and click the "Print Schedule" button. **Only the courses that have been successfully updated will be printed. After you have finished updating your schedule, you must print the entire schedule to submit to your Dean's Office.** Save a printed copy for your records.

SECOND PAGE OF MSFB

The second page of MSFB shows information for a specific course section. Changes made on the second page of MSFB will be reflected on the first page of MSFB and when you print the entire schedule.

IMPORTANT INFORMATION

To save updates to the course you **must** click on the “Submit” button. To clear information entered that you do not want to save, click the “Refresh” button. To return to the full schedule of courses click on the “Back to List” button. NOTE: You must click on the “Submit” button to save changes to the course before you click on “Back to List.” **Changes you have made to a course will not be saved if you click on “Back to List” without first submitting the course updates by clicking on the “Submit” button.**

Dept

When adding a new course, select the department abbreviation of the new course from the list.

Crs

When adding a new course, enter the course number of the new course. If the new course has a suffix of "N", enter that with the course number now. If the course will have any other suffix, you will be able to enter that in the next step.

Title

When adding a new course that has multiple titles, select the title of this new course from the list of approved titles.

Suffix

Select a course suffix from the list if applicable. Only those suffixes that are valid for this course will be available in the list. Example:

Suffix:

Credit Hours

If this is a variable credit hour course, you may select the minimum and maximum hours for this course. Any variable credit course that you wish to offer for a fixed number of hours must be designated at the time class schedules are submitted, and must be within approved limits. To specify a fixed number of hours select the blank option in the first Credit Hours field and select the fixed number of hours you wish to offer in the second Credit Hour field. Example:

Credit Hours:

Maximum Enrollment

Enter the maximum number of students allowed to enroll in this course. This number should not exceed room capacity. *This field is required.* Example:

Maximum Enrollment:

Course Type

Select the course type that best describes this course. This field determines the section number that will be assigned to the course. *This field is required.* Example:

Course Type:

Session

Select the session for this course. You must identify the session for summer courses. For courses that are irregularly scheduled, you must enter the course begin date and end date in the appropriate fields. Example:

Session: If Irregular, enter begin/end dates:

Time

Select the begin and end times of this course. These fields are required unless "Arranged" is selected for the Days. For summer term, please refer to the "Summer School Scheduling" instruction sheet. Example:

Time: : PM - : PM

For spring and fall semesters, please use the appropriate begin and end time designations:

Intended for 3-hr course three times a week (MWF):

8:00-8:50 1:00-1:50
 9:00-9:50 2:00-2:50
 10:00-10:50 3:00-3:50
 11:00-11:50 4:00-4:50
 12:00-12:50

Intended for 3-hr course twice a week (TTh):

8:00-9:15 12:30-1:45
 9:30-10:45 2:00-3:15
 11:00-12:15 3:30-4:45

Please indicate the specific time for an evening class:

Meeting Two Evenings Per Week:

2 sem. hrs. class meets 6:30-7:20
 3 sem. hrs. class meets 6:30-7:45
 4 sem. hrs. class meets 6:30-8:10

Meeting One Evening Per Week:

1 sem. hr. class meets 6:30-7:20
 2 sem. hr. class meets 6:30-8:10
 3 sem. hr. class meets 6:30-9:00
 4 sem. hr. class meets 6:30-9:50

Evening classes with labs should meet longer: 2 hour lab = 1 hour lecture

Days

Put a check mark below the days this course will be offered. You may also select "Arranged" if this is an arranged course. Example:

Days: M T W H F SA SU
☒ ☐ ☒ ☐ ☒ ☐ ☐ or ☐ ARRANGED

Location

Enter the location of this course. The drop down menu contains the Macomb campus buildings and a list of other locations. If you select a Macomb building, you may also enter a room number from your list of general usage and departmental usage classrooms. Please make sure that room capacity meets your needs and that the maximum number of students allowed to register in the course does not exceed room capacity. If you do not know what room you might use, leave the room number field blank. If you select one of the other locations, you may not enter a room number. You may select "Arranged" from the list if the location of this course is arranged. The location entered must correspond with the course type. If you need to enter a location not found in the drop down list, enter it in the "Other" field.

Location Example 1:

Location: Room: or Other:

Location Example 2:

Location: Room: or Other:

Location Example 3:

Location: Room: or Other:

Instructor WIU ID

Select the instructor's name from the drop down list. If you do not know who the instructor will be, you may select "STAFF" from the menu. If the instructor's name is not listed in the drop down menu, enter the instructor's WIU ID in the box provided. If this is a graduate level class you may only select an approved graduate faculty member as instructor. *This field is required.* Example:

Instructor WIU ID:

00000000

STAFF

Status

If you want to place this course on hold, put a check mark next to "ON HOLD." Example:

Status:



ON HOLD

Also Meets/Lab fields

If you need to add additional meeting times for this course, click the "Add More Meeting Times" button. Select the Type, Time and Days, Location, and Instructor for each additional meeting time. Example:

Also Meets/Lab

Type:

Also Meets

Time:

9

00

AM

4

00

PM

Days:

M T W H F SA SU



or

ARRANGED

Location:

SPRINGFIELD

Room:

or

Other:

Instructor WIU ID:

00000000

STAFF

Special Permission

If this course requires special permission, select "Yes" from the list. NOTE: Please include a footnote specifying who provides the special permission. Example:

Special Permission:

Yes

Permission to Drop

If this course requires permission to drop, select "Yes" from the list. Example:

Permission to Drop:

No

Class Level

If this course requires the student to be at a specific class level in order to enroll, select that level from the list. Please note: You do not need to restrict FYE courses to freshman only. This restriction is automatic. Example:

Class Level:

Junior

Course-Specific Prerequisites

If this course has course-specific prerequisites, you may select if you want to enforce prerequisites. If you select “Yes,” students who do not meet identified prerequisites will be automatically dropped from the course before the semester begins. If you select “No,” students who do not meet prerequisites will not be automatically dropped.

Course-Specific
Prerequisites:

CS 101

Enforce prerequisites:

No

Other Required Course

If this course has another required course associated with it, select the department from the list and enter the course number in the box provided. You may also enter the specific section number of the required course if applicable.

Course Restrictions

If this course has any restrictions, enter them here. A course may have up to 3 restrictions. For each restriction, select the code from the appropriate drop down list. You may only select ONE option per restriction. Example:

Course Restrictions

Please select only one code per restriction.

First Restriction:

Major code:

GENERAL ORIENTATION (42)

Minor code:

Program code:

Sport code:

Footnotes

All course sections may have up to 2 footnotes. You may select an existing footnote from the drop down list, or if the footnote you need is not already in the list, you may define a new footnote. Enter the new footnote text in the box provided. If the information included in the footnote should print on the student’s schedule (for example, dates the course meets for irregularly scheduled courses), then click on the radio button to the left of “Yes,” otherwise click the radio button to the left of “No.” Include a footnote for courses that require special permission stating who provides the permission. *NOTE: Including a footnote for special permission DOES NOT automatically add the special permission code to a course. You MUST also select “Yes” from the Special Permission field (see instructions above).* Footnotes should be brief and used sparingly. Example:

Footnotes (For IRREGULAR courses, specify meeting dates)

Select an existing footnote from this list,

1.

or to define a new footnote code, enter the footnote definition below.

&

Class Meets Second 8 Weeks

Should the above footnote print on the student schedule confirmation? ☒ Yes ☐ No