INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
COURSE SCHEDULING	EFFECTIVE DATE : 01/07/2020
DOCUMENT NO. : IIUM/CFS/CP/03	PAGE : 01/09

COURSE SCHEDULING

Prepared By :-	Approved By :-
Name : Mohd Sufie Abdul Razak	Name : Tuan Haji Murshid bin Kassim
Position : Assistant Director Academic and Industrial Linkages	Position : Dean Centre for Foundation Studies, IIUM
Date 01/07/2020	Date 01/07/2020

1. OBJECTIVE

The purpose of this document is to ensure that proper steps are taken in preparing the course scheduling for the following semester as outlined by the Centre for Foundation Studies.

2. SCOPE

The procedure covers the course scheduling activities at the Centre for Foundation Studies.

3. DEFINITION/ABBREVIATION

3.1	DDAIL	Deputy Dean of Academic and Industrial Linkages
3.2	HOD	Head of Department
3.3	AD	Assistant Director
3.4	AAO	Assistant Administrative Officer
3.5	AA	Administrative Assistant
3.6	APT	Arabic Placement Test
3.7	EPT	English Placement Test
3.8	ITD	Information Technology Department
3.9	ODDAIL	Office of Deputy Dean Academic and Industrial Linkages

4. REFERENCES

4.1 Student Academic Performance Evaluation (CFS) Regulations 2016 - SAPER (CFS)

5. RESPONSIBILITY AND DETAILED PROCEDURE

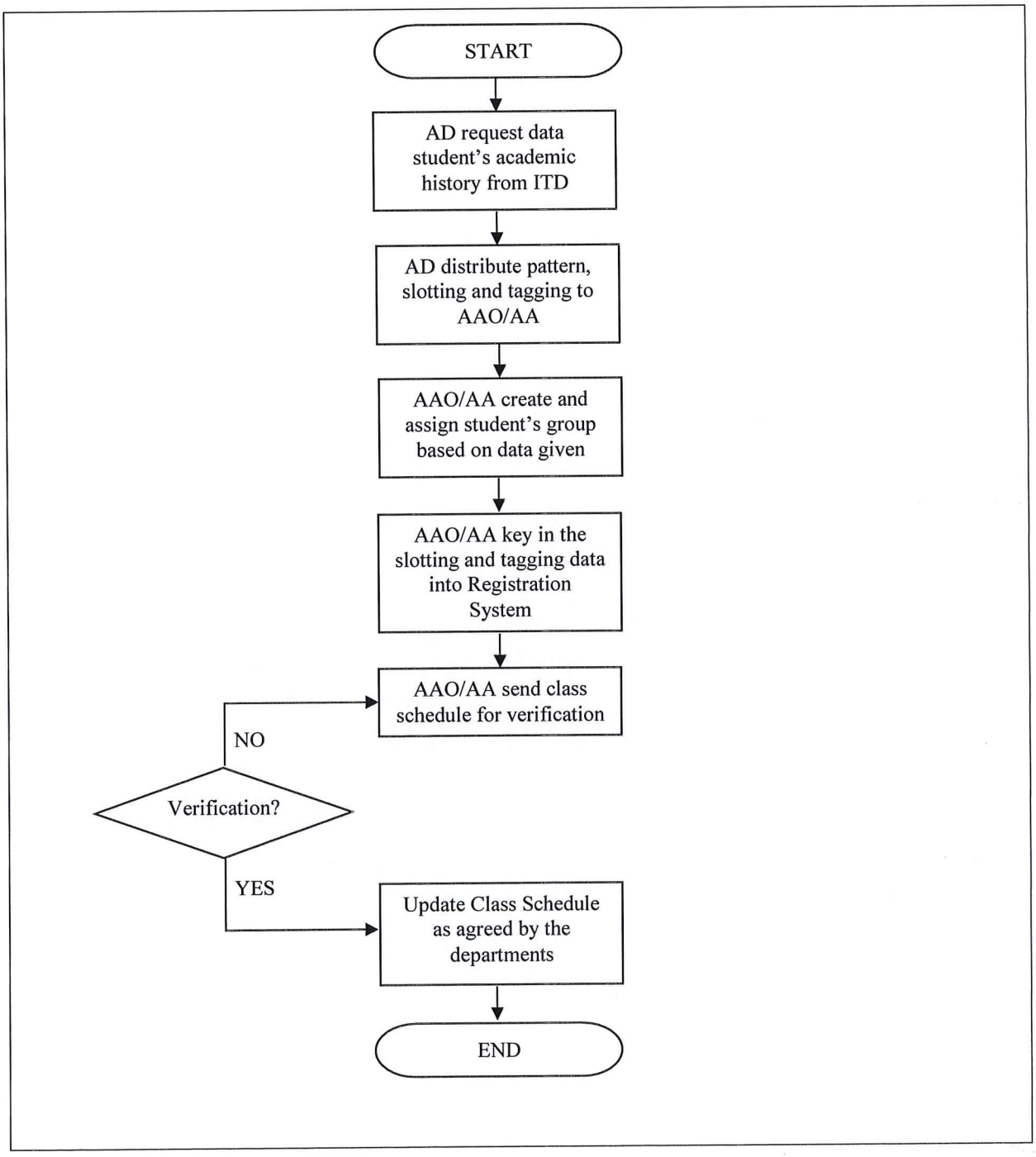
RESPONSIBILITY	DETAILED PROCEDURE
AD	5.1 Request data student's academic history from ITD.
AD	5.2 Distribute pattern, slotting / tagging and student's academic history to AA according to the programme.
AAO/AA	5.3 Create and assign student's group based on data given.

RESPONSIBILITY	DETAILED PROCEDURE
AAO/AA	5.4 Enter the Slotting and Course Code with specified venues into the Registration System a) Check all credit hour and contact hours for courses to be offered. b) Check and create ID for new teachers (if any). see WI:CS/01/2011 (a) c) Check and create new venue (if any). see WI:CS/01/2011 (b) d) Key in the course code, section, class limit, day, time, teacher/lecturer assigned and venue.
AAO/AA	5.5 Send the Class Schedule with list of subject offered, group no. to all HOD for verification and give feedback to ODDAIL. 5.6 Update the changes including assignment of teachers in the class schedule based on the feedback from the HOD of the respective departments.
	5.7 End of process.

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Correspondence Letter: a. IIUM/501/DAIL/13/10/3 (Course Scheduling)	1 year	Filing Cabinet	AAO/AA
2	List of course offering	1 year	Filing Cabinet	AAO/AA

7. FLOWCHART


START
AD request data student's academic history from ITD
AD distribute pattern, slotting and tagging to AAO/AA
AAO/AA create and assign student's group based on data given
AAO/AA key in the slotting and tagging data into Registration System
AAO/AA send class schedule for verification
NO
Verification?
YES
Update Class Schedule as agreed by the departments
END

8. WORK INSTRUCTION

WI:CS/01/2011 (a) HOW TO QUERY/UPDATE/CREATE LECTURER'S ID

Click Registration Module icon on desktop

> key in username and password
> click at Time-table
> choose Lecturer's Biodata
> click F7 for query on Staff ID
> type '%lecturer name%
> click F8 (execute query)
> To update
Follow step 1 to 5
> After finding staff ID and the correct name/biodata, update the changes
> To key in ID of new lecturer/teacher, query an ID which is not unused/not used
> Click on create
System will show the transaction is saved

WI:CS/01/2011 (b) HOW TO CREATE NEW VENUE AND HOW TO CREATE SLOT

Click Registration Module icon on desktop

> key in username and password
> click at Time-table
> choose Venue Setting
> Enter Session and Semester
> Click on Location then press F7
> Scroll down until end, then type the name of venue in the Location, the room at the Place and enter capacity
> Press F10 to save
To create slot for venue, click on create slot where a right marker will appear

WI:CS/01/2011 (c) HOW TO TRANSFER TITLE

Click Registration Module icon on desktop

> enter username
> type password
> choose Time-Table
> click Course Title
> type e.g. Session '2010/2011' and Semester '1'
> Type course code at button code
> enter
> click diskette button to save or press F10

WI:CS/01/2011 (d) DATA ENTRY FOR COURSE SCHEDULING

Click Registration Module icon on desktop

> key in username; tab
> key in password
> click at timetable
> choose course offered
> type session e.g. 2010/2011
> type semester 1
> Enter
> click F7 (query)
> type course code e.g. 'SHE1114'
> type section, lecture or tutorial, time, day and lecturer/teacher ID
> enter the venue
> transfer title for confirmation of course offering

WI:CS/01/2011 (e) PRINTING OF CLASS SCHEDULES ACCORDING TO KULLIYYAH

Choose Registration Module icon on desktop

> key in username : tab
> key in password
> choose Reports
> click Class Schedule
> key in Kulliyyah in Report Parameter
> key in Session
> key in Semester
> Enter
> click printer image to send to printer
> click printer type, printer range, no. of copies and click OK to execute printing