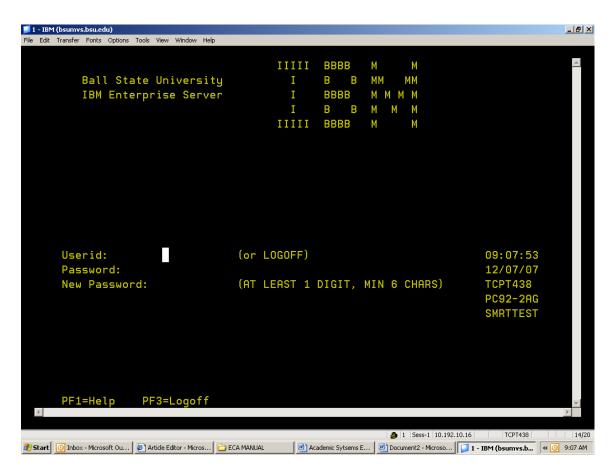**Academic Systems Manual of Instruction 2008-2009**
Prepared by: Laura Helms, Ron Murphy, David Griffey, Evelyn Goss,
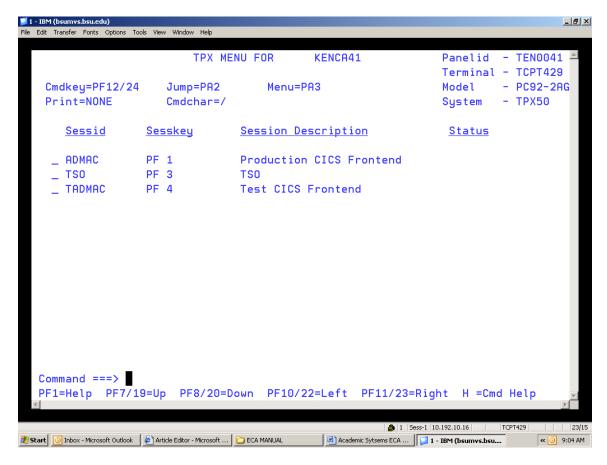**Carol Kenipe, Susan Slaven**

Topics: Accessing Administrative Mainframe, ECA System, List of Departmental Reports, ECA Registration, Facilities Management or FaMM, DAPR's, Instructions for using the on-line scheduling system, University & Academic Systems Calendars 2007-2008, Final Examinations Schedule & Guidelines, Undergraduate & Graduate Program Codes and other tables

Accessing the Administrative Mainframe Computer

Once you have reached the administrative mainframe (using Hummingbird software), the following appears:

Your cursor will appear at the Userid. Type you user id and tab to the password line. Type your password, then enter.

```
1 - IBM (bsumvs.bsu.edu)                                                    _|8|x|
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help

                    TPX MENU FOR        KENCA41         Panelid  - TEN0041
                                                        Terminal - TCPT429
     Cmdkey=PF12/24    Jump=PA2      Menu=PA3           Model    - PC92-2AG
     Print=NONE        Cmdchar=/                        System   - TPX50


       Sessid        Sesskey       Session Description        Status


     _ ADMAC        PF 1           Production CICS Frontend
     _ TSO          PF 3           TSO
     _ TADMAC       PF 4           Test CICS Frontend













     Command ===> █
     PF1=Help  PF7/19=Up   PF8/20=Down   PF10/22=Left   PF11/23=Right  H =Cmd Help
```

Your cursor will appear at the Command arrow. Select ADMAC (PF1) and enter. This will take you to a "sign on is complete" message. Clear your screen and you are in the ADMAC System and able to access the ECA system.

The ECA System

2007-2008

071 – Fall 2007 (082007 – 121407)**
083 – Spring 2008 (010708 – 050208)**
084 – Summer Semester 2008 (051208 – 071808)
085 – 1st Summer Session 2008 (051208– 061308)
086 – 2nd Summer Session 2008 (061608– 071808)

2008-2009

081 – Fall 2008 (082304 – 121304)
093 – Spring 2009 (011005 –2905)
094 – Summer Semester 2009 (051605 – 072205)
095 – 1st Summer Session 2009 (051605 – 061705)
096 – 2nd Summer Session 2009 (062005 –072205)

Advising (catalog, section scheduling, open sections, class lists, etc.)
Catalog
C100 BIO,100,99999   Catalog codes & posting info
C101 BIO,100,99999   Course restrictions
C111 BIO,100,99999   Course description
Section scheduling, open sections, class lists, info lists
C200 M,05,BIO,100,001,071   Limit/credit hours/Taught-with, etc.

Or use the Course Reference Number, year/term for all C2-level screens
C200 10953,021
C201 M,05,BIO,100,001,071   Section restrictions
C210,M,05,BIO,100,001,071   Meeting days/times, instructor, etc.
C220 M,05,BIO,100,001,071   Section tally
C221 M,05,BIO,100,001,071   Open section tally
C230 M,05,BIO,100,001,071   Class list
C250 M,05,BIO,100,001,071   Section request list

C260 M,05,BIO,100,001,071   Taught-with family tree display
C270 BIO,,,,071   Discipline Tally (regardless of location)
C271 BIO,,,,071   No Instructor Tally (regardless of location)

Course Requests
D100 student id number,071   Course requests

Students Schedules
E100 student id number,071   Current schedule
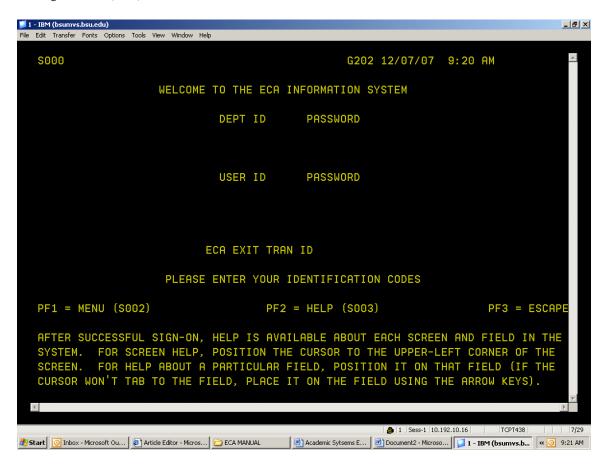E110 student id number,071   Original schedule (with drops, etc)

Facilities Management (space, room searches, etc.)

F110 CL,167,0708   Room (capacity, type, priorities, etc.)
F130 CL,0708   Building list (building codes)
F140 CL,,0708   Room list (capacity, VIS, etc.)
F200 CL,278,082007,0800,0015   Weekly room schedule
          (bldg, room, date, begin time, duration)
F210 CL,278,082007,0800,0015   Daily room schedule
          (same as F200)
F220 **,,0708   Room search
F230 CL,278,082007,0800,0100   Room conflict search
          bldg, room, date, begin time, end time)
F240 CL,278,0708   Room index (attributes)
F250 **,,0708   Room search (within time range)

Scheduling/Course Master Quick Reference

Access ADMAC in usual manner (as instructed above)

ECA sign-on **S000** (enter)

PF1 key or **S002** takes you to the initial ECA menu

Choose G (Course Schedule Development menu), (enter) then
Choose B (Course Schedule) (enter) or
 C (Course Schedule – Department) (enter)

Follow on screen prompts and menus (**HELP is available by pressing the PF2 key**)

ECA sign – off **S999**

KEY* (EXAMPLE) M,05,BIO,100,001,031

Location code   Year/Term
(M=main campus) College   Course   Course Section
   code prefix   number

*Alternate Key: The course reference number and year/term can be substituted for the above key (for C2-level transactions only).

College Codes:
 01 = College of Applied Sciences & Technology (CAS&T)
 02 = College of Architecture & Planning (CAP)
 03 = College of Business (COB)
 04 = College of Fine Arts (CFA)
 05 = College of Sciences & Humanities (CS&H)
 06 = Teachers College (TC)
 07 = College of Communications, Information and Media (CCIM)
 99 = Interdepartmental (ID)

To "toggle" between ADMAC and ECA:

 To ADMAC from ECA - PF3
 To ECA from ADMAC - type S002 (enter)

To scroll forward (wherever "MORE PAGES FOLLOW" appears) press enter/return (the C220 "Section Tally", C221 "Open Sections", C270 "Discipline Tally" & C271 "No Instructor Tally" transactions scroll backward with the PF7 key; the PF8 key also scrolls forward on these transactions).

Departmental Reports List

OAS = Office of Academic Systems 5-5735   CONT = Controller 5-8444
MM = Mike McCauley   William McCune
RM = Ron Murphy
SS = Susan Slaven   IR = Institutional Research
CK = Carol Kenipe   Debbie Atkinson   5-8919
* items sent from OAS via Advising
BOOK = Bookstore Toni Rains 5-8085
REF = Registrar 5-1722
NC = Nancy Cronk
JD = Julia Dotson
PAY = Payroll Wendy Heathcote 5-8461
Transcripts Records 5-5627

Report Title	**Report Number** (if available)	**Contact**
Academic Assignment Reports		IR
Academic Calendars		OAS – MM
Advisees by Department (see "Students by Department")		

All Classes by Dept for All Students	REG10630	REG – NC
Booklists		BOOK – TR
Budget Records		
Class Lists		
(temporary, official,mid-term, & final)		REG – LT
Course Demand Profile	BD6002	REG – NC
Course Section Detail	COS1005	OAS – SS
DAPR's DPR1000		OAS – RM*
Faculty FTE Summaries & Updated Profiles		IR
Financial Records System – Acc't Statement	FBM090	
	FBM091	
	FBM092	
Grade Audit Report	GRD1021	REG – LT
Labor Distribution by Account	EBC 440	
	IDFBM092	
Labor Distribution Report	HRS3000	
Lists of Majors/GPA's		
(see "Students by Program")		
Mock Tallies	BD6006	REG – NC
Payroll/Vacation Updates for Staff		PAY – WH
Prerequisite Checking	DPR1000	OAS-RM
Registry of Courses		OAS-RM
Requirement Checking		
(see "Prerequisite checking")		
Schedule Build Tally	BC4007	OAS-SH
Schedule Tally	BD6002	REG-NC
Students by Advisor	CIN1015	OAS-RM*
Students by Department	CIN1015	OAS-RM*
Students by Program	CIN1023	OAS – SS
Tally Reports	REG1026	REG-JD