Opening a Course in CUP

2. On the Revise a Course in CUP page, select Graduate or Undergraduate from the Academic Career drop-down box.
3. Type the 4-digit code for the Term.
4. Type or lookup and select the subject code.
5. Type the three-digit catalog number for the course in the Catalog Nbr field, or to work through a list of courses, leave the Catalog Nbr field blank.
6. In the Type of Change field, select Schedule Only.
7. Click the Search button, and if necessary, click the course link.
8. If the course was in Approved status, you will be prompted to import it into CUP. Click Yes, and then click Import From Catalog to import the course.

Assigning AIs and Entering Hours

1. Use the navigation controls in the Class Schedule header to display the section for which you are assigning the AI.
2. Under Instructors, locate and select the AI to be assigned to this section:
   a) Click the Lookup button next to the EmplID field, and enter the search criteria.
3. In the Role field, select the appropriate AI Role, depending on the section.
   - Precept-Al For an AI who leads a regular weekly precept or problem/review session (a one-or-one-and-a-half-hour weekly discussion group connected to a course).
   - Lab-Al For an AI who supervises a multi-hour weekly lab session connected to a course.
   - Lang-Al For an AI who leads a multi-hour section of a language course.
   - Section-Al For an AI who leads a multi-hour section of a non-language course.
   - Grader-Al For an AI responsible for grading exclusively, who does not also teach a precept, lab, or section. Graders should be engaged throughout the semester—attending lectures, holding office hours, interacting with students, etc.
   - Head-Al For an AI who coordinates the efforts of multiple preceptors or lab AIs due to sufficiently large course enrollment.
4. In the Grade Access field, select Grade.
5. If the AI will be managing section enrollment using the Sectioning Tool in PeopleSoft, select Edit in the Sect Access field.
6. In the AI Hours field, enter the number of weekly contact hours (between 1.00 and 6.00, in half-hour increments) expected of the AI in this role, in 9.99 format. If hours have not yet been assigned, 0.00 is acceptable. Some sample values include:
   - For a Precept-Al 1.00-1.50
   - For a Lab-Al 3.00
   - For a Lang-Al 3.00
   - For a Head-Al always 1.00
   Note: If you enter 0 hours, you must remember to update this number when you know the assigned hours, or the AI will not be paid.
7. To enter AI hours for another section, navigate to that section and repeat steps 2 through 5.
8. When you have entered all the AIs for this course, click Post to post the hours to the Schedule of Classes.

Important! If you need to leave the course for any reason, even if you are not finished or have made no changes, you must post the course. Otherwise, the course will be given a status of In Progress. This means any further changes will have to be made in Course and Schedule mode, and will have to be approved before the course can be updated in the Schedule of Classes.

Running Reports on AI Hours

To run PeopleSoft reports on AI hours, navigate to Curriculum Management > Schedule of Classes > Reports. The following reports are available:
- **AI Ratio Report**—for details on all your AI assignments, including ratios based on sections & hours.
- **AI Hours Summary by Course**—to see assignments by course for a term or the academic year.
- **AI Hours Summary by Student**—to see a student’s assignments for a term or the academic year.
Finding Students with AI Hours

You will be able to find students whose AI hours need adjustment in several ways:

- You can look under the Special search for CIS/AI Hours Diff. This will list all students whose AI hours in Labor Accounting differ from their AI hours in PeopleSoft.
- You can display your worklist (My Worklist in the Special search). This will list only the records that are ready for you to change. If a record has pending changes awaiting action by someone else and has different AI hours than in PeopleSoft, it will not be listed.
- You can review your usual browse list, looking for a Pend Code of CIS. Again, you will not see that a record with pending changes also has different AI Hours than in PeopleSoft. However, you can click the Pend Code link, to see a pop-up box showing all actions required for that record, including any AI Mismatch.

Retrieving AI Hours from PeopleSoft

1. Locate the student on the Browse page, using any of the methods above, and click the Edit button (second from the end) of that line.
2. Click the Asst Instr tab to display the AI distributions. If you are not in the year you need to retrieve hours for, click the button for the desired year at the bottom right.
   
   Note: You can only retrieve AI hours from PeopleSoft for FY 2012 and up.
3. Click the CIS Refresh button above the Hours of Activity grid to retrieve the hours from PeopleSoft. Click OK to close the confirmation message box.
4. If you need to add AI hours but don’t yet know which course to assign:
   - Click the Change AI hours link to display the Add/Drop Course window.
   - Click the Add button. A new row for TBA is displayed.
   - Enter the desired number of hours in the cell for the type of activity you expect to assign the student.
   - Type a brief explanation in the Comment field.
   - Click the Submit button to return to the Asst Instr page.
5. Make any other changes necessary before submitting the updated record from the Summary or Multi Year page.
   
   Note: Typically, you will need to recalculate the University Fellowship based on the new AI hours assignment. You can do this on the Univ Fellshp page by clicking the Calc Tuition button.

Changing AI Hours

When a student’s TBA hours are assigned to a course in CIS, you can refresh the hours from CIS and delete the TBA row in Labor Accounting. If a student’s status changes mid-term, and their AI activities cease, you can add a period and remove the hours in the new period. If the hours are picked up by another student, that student should be assigned to the course in PeopleSoft. Then you must refresh from CIS, and adjust the periods in Labor Accounting to reflect the partial term assignment.

Important! Do not remove a course assignment in CIS for a student whose status changes, even if another student is assigned this role for this course in CIS.

1. On the Browse page, click the Edit button for the student, and then click the Asst Instr tab. Make sure you are in the correct fiscal year.
2. To update AI activity when TBA hours are assigned:
   - Click the CIS Refresh button.
   - Click the Change AI hours link.
   - Delete the TBA row by clicking the scissors icon, or change the TBA activity hours if they have not all been assigned yet in CIS.
3. To remove hours if a student leaves:
   - Add a new period: Click the Add Period button and enter the start date of the new period.
   - In the new period, click the Change AI hours link, then click the scissors icon to delete the hours.
4. To add a mid-term assignment:
   - Click the CIS Refresh button to pull in the hours from PeopleSoft.
   - Add a new period beginning with the date when the student’s AI assignment actually began.
   - In the earlier period, click the Change AI hours link, and then click the scissors icon to delete the AI hours for that period.
5. Click the Submit button to return to the Asst Instr page.
6. Make any other changes necessary on the Multi Year Summary page or other pages.

Note: Typically, you will need to recalculate the University Fellowship based on the new AI hours assignment. You can do this on the Univ Fellshp page by clicking the Calc Tuition button.
7. Submit the updated record by clicking the Submit button on the Summary or Multi Year page.