

MEMORANDUM

February 5, 2003

TO: All Secondary Schools

FROM: Information Technology Services

SUBJECT: **SCHEDULING OF ADVISEMENT PERIODS**

The computerized process for creating the School Profile reports uses the school's room file and the Master Schedule file for determining room capacities. The process looks at the first six periods of the day and uses the capacities generated by room type and type of class that is scheduled. Since Advisement does not generate a capacity, it is necessary to schedule this class in period 07 or the last period of the day when building the Master Schedule. This does not mean that the class must physically meet at the end of the day. The class would only need to be reflected on the students' schedules as the last period of the day.

After the scheduling process has been completed, schools that prefer to have the Advisement class displayed at the beginning of the day must go to the Course Record screen (PF9) in ISIS and change the Advisement period to 00. This will cause the Advisement class to be the first class displayed on the student's schedule and the remaining academic classes to start with period 01.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).