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1. Introduction

The Subject Database (Subject DB) contains subjects and subject instances for any given year organised by Calendar (undergraduate and postgraduate), Faculty and Unit. There is a separate subject DB for the UOW College (College) and the Dubai College (CLC).

Each year, Faculty Staff are responsible for the rollover of subject and subject instances from one year to the next, as well as the maintenance of those subject instances and setting up the staff associations for staff who require access to the subjects in SMP_Central.

The Subject Database Rollover period is also a chance for staff to add new subjects into the future year and/or leave behind old subjects.

To maintain the subject database rollover, there is two levels of access:

- Subject Officer
- Faculty Officer (All Faculty Officers must also have Subject Officer access level)

2. Timeline

The subject database is opened around the end of February/Early March to allow staff approximately 6-7 Months to complete the rollover and associated maintenance

3. Subject and Instance Rollover

From the SAI Main Menu select the following menu links:

Subject Database > Subject and Instance Rollover

Select the following criteria from the drop down menus on the Subject and Instance Rollover Screen

- Calendar Year (which will be the current year)
- Department
- Calendar
  - Undergraduate
  - Postgraduate
  - Non Award
  - College
  - Dubai College

A list of subjects will appear. You need to click on the check boxes for each subject to select the subjects you wish to rollover. The subjects are not rolled over during this step. It is safe to proceed to the next screen. The subjects left behind (unticked) can be reviewed at a later date via Subject DB rollover, or left 'un-rolled' to eventually be 'left behind' (no longer in use in future years).
Make Subject Instance selections/deselections:

Click **Next** to proceed to the next screen, the Instance Rollover Page.

The Instance Rollover Page will display **ALL the instances** for the subjects that were selected on the Subject Rollover Screen (i.e. Autumn, Spring, Wollongong Campus, Shoalhaven Campus etc).

**IMPORTANT** – Some subject instances are offshore – It's important that Faculty staff responsible for rolling over subjects from one year to the next liaise with offshore staff to determine what instances need to be rolled over.

- If the Subject is rolled out without the offshore instances being selected, Offshore staff will have to manually setup the instances
- If offshore instances are rolled over when the subject is rolled over, if those instances are not running, then offshore staff will have to manually edit each instance to make it unavailable.
- It is important to know what needs to be done with offshore instances before commencing the rollover.

**Staff Rollover** - You are given an option to select whether or not you want to rollover the current Coordinator and Lecturer of the subject.

If **you do not tick** the Staff Rollover box, the Coordinator and Lecturer of the <current year> subject instance (displayed in the relevant columns on the screen) will not be copied across to the <next year> instance of the subject when you rollover. You would then need to manually enter the coordinator and lecturer for the <next year> instance.

If **you tick** the Staff Rollover box, the <current year> Coordinator and Lecturer will appear as the Coordinator and Lecturer of the <next year> instance – You must check this box for each instance of the subject.

Click the **Rollover** button when you have checked criteria to rollover is correct.
Once you have rollover over the instances, you can Exit and manage the next school or calendar. Click Exit to return to the main subject and instance rollover screen.

If you need to maintain the subject for the new calendar year, select Maintain UOW Subject DB, from the Subject DB Menu and select the <next year> option from the calendar.

After you have rolled over the subjects to the future year, you will need to carry out any maintenance to the subjects (add/remove instances, add/remove quotas, update staff associations, maintain descriptions, subject learning outcomes, maintain pre/co-requisite electronic checking and display information etc).

Received an Error Message?

If you receive an error in the Rollover stages – report them to the staff below. Include details of the error message, the subject code and instance.

**SUBJECT INSTANCE CHECK ERROR: invalid or missing session rollover id**

This error appears if the subject instance was not possible as one of the following variables does not exist in the future year:

- **Session** – Session may not exist in future year, or a connection is missing (or both).
- **Campus to session connection** – a campus/session relationship does not exist

Contact SSD Core Data Coordinator, Leonie Prior (leonieg@uow.edu.au), to amend the Session data and/or the sessions/campus relationships.
4. Faculty Approval

Faculty Approval is via the Faculty Subject Approval Program and can only take place once the Student Contribution Band information is available for that year. Particular staff have access to this only as listed at: https://intranet.uow.edu.au/studentsystems/contacts-list/index.html

Once a subject has been Faculty Approved and a date is entered in the Faculty Approval Date field many of the fields on the Maintain Subject Details screen will be locked and no further updates will be allowed. The subject will then appear on the Subject Database (that is, on the web).

Entering a Faculty Approval Date does not mean that the subject is immediately available for students to enrol via SOLS. The subject sessions contain a control date – First Day to Enrol and accordingly, regardless of when a subject is Faculty Approved, students will not be permitted to enrol in a subject instance until the first day to enrol has been reached.

To start Faculty Approval, from the SAI Main Menu select the following menu links:

Subject Database > Faculty Approval

Then select the relevant calendar & year, for example 2019 Postgraduate for the 2018-2019 Subject Database rollover approval stages:

Select the Faculty to approve and click ‘Continue’, you’ll then see the schools within that Faculty:

By default, all Departments will be selected.

Click Continue to approve subjects from all Schools/Departments or click to de-select any schools/Departments and then click Continue.

The option ‘approve now’ will appear as the default selection for all subjects. Click on the drop down menu and change the FAC APPROVAL field to ‘no approval’ if you do not want to Faculty Approve that subject:
Scroll down and click Submit to approve.

The following screen will appear – “Faculty Approval Commit <year> <calendar>“:

Click COMMIT to Faculty Approve the selected Subjects.

A confirmation screen will appear “Faculty Approval Result - <year> <calendar>“:

To Faculty Approve other subjects click More Approvals.
Received an Error Message?

There will be instances where errors are expected and instances where action is required by subject database officers before the Faculty Approval can be completed successfully.

Refer to the examples below to find out more on how to manage the error accordingly.

<table>
<thead>
<tr>
<th>CANNOT APPROVE</th>
<th>ERROR: Student contribution band is missing an amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This error will appear during the Subject DB Rollover (at Faculty Approval stage) if the student contribution bands are not set up in the system yet.</td>
</tr>
<tr>
<td></td>
<td>Once the government announces the future years’ student contribution amounts, the Fees and Planning teams will add the data accordingly. This has usually happened in August and subject database contacts will be advised when this has occurred so Faculty Approval can then take place.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CANNOT APPROVE</th>
<th>ERROR: No subject discipline group</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANNOT APPROVE</td>
<td>ERROR: No subject student contribution band</td>
</tr>
<tr>
<td>CANNOT APPROVE</td>
<td>ERROR: No subject shares</td>
</tr>
<tr>
<td></td>
<td>This error will appear during the Subject DB Rollover (at Faculty Approval stage) if staff have added a new subject and subject shares information has not been set up by the Planning team yet.</td>
</tr>
<tr>
<td></td>
<td>Staff adding new subjects must contact the Planning Team on <a href="mailto:irgr-contact@uow.edu.au">irgr-contact@uow.edu.au</a> to set up “Subject Related Information” before proceeding to Faculty Approval stage.</td>
</tr>
</tbody>
</table>

If your error received is not explained above, please send us an example (or screenshot) and subject/school information via our Student Systems ServiceNOW Portal to troubleshoot this for you.

5. Maintaining Subjects

For information on how to maintain subject information, refer to the Subject Database Manual:

https://staff.uow.edu.au/content/groups/public/@web/@stusys/documents/doc/uow182515.pdf
6. Hints, Tips & Considerations

If a subject is not running in 2019:

If you choose not to rollover a subject from 2018-2019 (for example if that subject is not running in 2019), then by not rolling it over, it will not be available in 2019.

Note: you will not have the ability to roll that subject over again from 2018 to 2019 again and will have to remake it manually with Planning Team’s approval.

If a subject is not running in 2019, but it is possible that it will be offered again:

You should roll that subject over to 2019 and either don't select to rollover any of the instances (so only the subject rolls over) or alternatively, make the instance(s) inactive and invisible to students, and with a zero (0) quota to block enrolments.

To hide and block an instance:

To prevent students from finding a subject instance, make it invisible (uncheck the visible box).
To prevent students from enrolling in the subject as well, place a 0 quota on the instance (see below).

Not Available in 2019:

A subject will appear on the Subject DB as ‘Not Available in 2019’ if:

1) There are no instances setup for this subject, or
2) If you enter a 0 quota on the subject instances and make the subject instances invisible (remove the check from the Visible box), or
3) If the all the subject instances for the subject are changed to ‘Inactive’.

Department Approval:

This date is for Faculty internal purposes only and doesn’t do anything to the data. You are not required to enter a date in this field. You may choose to enter a date in this field to keep a record that the subject is ready for publication.

Making a new subject code:

When making a new subject code, there will be impacts to weight up if the new code is required:

• The subject prefix is the layer below the department/school that owns the subject and therefore it is useful to be able to distinguish between subjects in a department/school for Planning, Marketing and Communication in reporting.
  – What codes are available? (email irgr-contact@uow.edu.au for available codes, check your code hasn’t been used before)
  – Will this code be a reflection of the subject content or the school?

• HR – Casual staff have to enter a subject code to be paid. If the casual staff member enters the wrong code, the risk is that the person who is approving the request will reject it (because it’s the wrong subject code) – HR has seen this issue cause problems in the past. Ensure staff responsible for approving are aware of the changes – HR advised that it doesn’t matter which code is entered when the code changes (old or new) just as long as it is approved correctly

• Info Mgmt Unit, IMTS – If codes change, then this will impact reporting if you want to report on trends or compare previous years to the current year. You will need to factor this into your reporting in the IMU systems if you are reporting at subject level from the IMU system.

• New codes have to be manually entered in the 2019 Subject Database – Staff should choose not to rollover the old version of the subject from 2018 and manually create the new subject in 2019

• Once new codes are created, Equivalences need to be setup
• Is the subject involved in **pre-requisites/co-requisites** in the subject database?
  
  − If so, all subjects that list that you need ABC123 to study subject ABC321, then ABCD321 will now also need to list both the old subject ABC123 and new subject XYZ123. All instances, all subjects.

• **Student Systems identify tutorial classes** with large enrolments to manage the Opening Time Buffer for tutorial enrolments – if subject codes change, we’re not able to identify the large classes, so please advise us ([Student Systems ServiceNOW Portal](https://staff.uow.edu.au/smp/subjectdatabase/rollover/index.html)) if the new subject is a large cohort (200+) so we can identify the new codes for the tutorial enrolment time buffers.
## 7. Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>060227</td>
<td>Debbie Sartori – Specialist, Student Systems – ARD Student Systems</td>
<td>First Released Version</td>
</tr>
<tr>
<td>2.0</td>
<td>080204</td>
<td>Debbie Sartori – Specialist, Student Systems – ARD Student Systems</td>
<td>Notes updated to reflect current year information for 2008 Rollover</td>
</tr>
<tr>
<td>3.0</td>
<td>100812</td>
<td>Tracey Myers – Specialist, Student Systems – ARD Student Systems</td>
<td>Updated screen shots</td>
</tr>
<tr>
<td>4.0</td>
<td>110228</td>
<td>Tracey Myers – Specialist, Student Systems – ARD Student Systems</td>
<td>Updated screen shots</td>
</tr>
<tr>
<td>5.0</td>
<td>130313</td>
<td>Teresa Bourke – Specialist Student Systems – ARD Student Systems</td>
<td>Updated screen shots</td>
</tr>
<tr>
<td>6.0</td>
<td>130827</td>
<td>Trang Nguyen – Specialist Student Systems – ARD Student Systems</td>
<td>Rebrand with UOW logo and updated footer information.</td>
</tr>
<tr>
<td>7.0</td>
<td>141021</td>
<td>Debbie Sartori – Senior Manager – Student Services Division – Student Systems</td>
<td>Reviewed and updated information for changes to OnLine Help</td>
</tr>
<tr>
<td>8.0</td>
<td>160302</td>
<td>Trang Nguyen – Specialist Student Systems – ARD Student Systems</td>
<td>Update to images to reflect 2016-2017 rollover. Added section on Errors and who to report them to.</td>
</tr>
<tr>
<td>9.0</td>
<td>180306</td>
<td>Trang Nguyen – Student Systems Officer – SSD Student Systems</td>
<td>Update to images to reflect 2018-2019 rollover. Amended text slightly and included additional selection of subj instances screenshot. Amended Header and Footer sizes and logo rebranded. Updated core data contact from Jo Blom to Leonie Prior.</td>
</tr>
</tbody>
</table>