# Online Subject Listing Rollover

## Online Subject Listing Rollover

Online Subject Listing Fall/Spring Rollover

This page outlines the necessary steps to rollover subjects for Fall and Spring in the Online Subject Listing

## Pre-Rollover Steps

The following steps should be completed in advance of the scheduled rollover day.

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<tr>
<th>#</th>
<th>Step</th>
<th>Action(s)</th>
<th>Responsible Party</th>
<th>Functional Impact</th>
<th>Notes</th>
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</thead>
</table>
| 1 | Check that the Freshman seminar configuration values have been updated(April rollover only) | Master_Menu ==> CISX Main Menu ==> Configuration Values Catalog  
See the detailed descriptions attached to each configuration keyword.  
a) FROSHSEM_TERM  
Part of the freshman advising seminar system.  
Updated only in early spring for the upcoming fall term.  
b) FROSH_CLASS  
This is used by the freshman advising seminar system.  
Updated only in early spring for the upcoming fall term. | Business Analyst |                             |                   |
| 2 | Pre-test the scheduling functions:                                      | The following two reports can help to identify problems ahead of the rollover.  
Master_Menu ==> SCHD Main Menu ==> ‘Schedules as in subjects.idx’ and  
Master_Menu ==> SCHD Main Menu ==> ‘Schedules for web catalog’ | Business Analyst |                             |       |
| 3 | Change the output directory for the Archiving Message, semester.tst, and archived pages | Print this list before changing and compare values after updates.  
Master_Menu ==> PROG Main Menu ==> ‘All Publication Specifications’==> CISX  
Only updating the output directory for each of 3 publications  
a). {*}Publication Name: _Archive_Home_Page_Message(*)  
Change Output Directory to: /sis/websis/non-secure/catalog/archive/fall  
b). {*}Publication Name: _Archive_Online_Search_Index(*)  
Change Output Directory to: /sis/websis/non-secure/catalog/archive/fall  
c). {*}Publication Name: _Archive_Online_Catalog_Batch(*)  
Change Output Directory to: /sis/websis/non-secure/catalog/archive/fall | Business Analyst |                             |       |
Update the CISX archive related configuration values
Print the entire list of configuration values, and compare values after updates and after the rollover. These configuration values are used in managing the archiving.

See the detailed descriptions attached to each configuration keyword.

a) ARCHIVE_TERM
   Term for archiving subjects and schedule.
   **** Set ARCHIVE_TERM before running archive. ****

b) ARCHIVE_SEMESTER
   These two lines become the content of first two lines of /sis/websis/non-secure/catalog/archive/semester.txt which is used as the header in "On-line Catalog and Schedule" index.cgi for the pages archived in the directory

Archive the previous Catalog
Master_Menu ==> CISX Main Menu ==> Publication Options

a). Archive Home Page Message
   CISX Main Menu ==> Publication Options ==> Archive Home Page Message
   Publish the Term, Year file ("semester.txt") for the on-line subject listing archive
   This should be 2 lines, term on first line and year on second
   Verify and move to permanent location

b). Archive Online Search Index
   CISX Main Menu ==> Publication Options ==> Archive Online Search Index
   Subject Index (subjects.idx) for On-line Search ARCHIVE.
   Recheck proposed permanent directory is .../fall and move to permanent location

b). BATCH Subject Listing and Schedule ARCHIVE
   CISX Main Menu ==> Publication Options ==> BATCH Subject Listing and Schedule
   ARCHIVE
   Archive On-line Subject Listing and Schedule for all departments
   WARNING: This job cannot be stopped once started. It will take 5-10 minutes.
   When email is received, recheck proposed permanent directory is .../fall and move to permanent location

Check that the pre-registration term date for the upcoming term has been setup
The table sgbgp_term needs an entry for application 'PR' for the term to be published.
The Registrar's office is responsible for this step. MITSIS form used is SGTGPTRM.

Rollover Day Steps
The following steps should be completed on the scheduled Rollover Day. NOT between 5 pm and 5:30 pm (when the on-line subject listing cron jobs run).

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<tr>
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<td>Step</td>
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<td>7</td>
<td><strong>Update CIS Configuration Data for the Catalog Rollover</strong>&lt;br&gt;&lt;br&gt;See the detailed descriptions attached to each configuration keyword. <strong>WAREHOUSE_YEAR</strong> (New 2015FA) -- Changes once per year in April. May change earlier than the <strong>CATALOG_YEAR</strong>, at the Registrar’s request. If earlier, then also run step 13 below to prepare the warehouse data.&lt;br&gt;&lt;br&gt;b. <strong>CATALOG_YEAR</strong> -- Changes once per year in April&lt;br&gt;&lt;br&gt;c. <strong>CATALOG_TERM</strong> -- Changes in April and November&lt;br&gt;&lt;br&gt;d. <strong>CATALOG_SEMESTER</strong> -- Changes in April and November&lt;br&gt;&lt;br&gt;Note: As of 2015SP: first line of this file now is either ‘Fall’ or ‘IAP / Spring’.</td>
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<td>8</td>
<td><strong>Change the On-line Subject Listing Home Page “message”</strong>&lt;br&gt;&lt;br&gt;This is the third line of the &quot;semester.txt&quot; file displayed on the on-line subject listing Home Page.&lt;br&gt;&lt;br&gt;Update: &quot;SUBJECT_LISTING_MESSAGE&quot;.&lt;br&gt;&lt;br&gt;Usually, the Catalog office has updated this in preparation for the rollover.&lt;br&gt;&lt;br&gt;Displays in Online Subject Listing Homepage</td>
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<td>9</td>
<td><strong>Rerun the on-line Subject Listing and Schedule, the Subjects Index, and the &quot;semester.txt&quot; file</strong>&lt;br&gt;&lt;br&gt;After the configuration values are updated, the on-line subject listing for the new term can be published:&lt;br&gt;&lt;br&gt;Master_Menu ==&gt; CISR Main Menu ==&gt; 'Catalog Home Page Message'&lt;br&gt;&lt;br&gt;Master_Menu ==&gt; CISD Main Menu ==&gt; 'Subjects Online Search Index' and&lt;br&gt;&lt;br&gt;Master_Menu ==&gt; CISD Main Menu ==&gt; 'Batch Subject Listing and Schedule'&lt;br&gt;&lt;br&gt;Business Analyst&lt;br&gt;&lt;br&gt;After the configuration values are updated above, the on-line subject listing for the new term can be published:&lt;br&gt;&lt;br&gt;The batch job emails you a link when the job is done so that you can check the publication and then do the final 'Move to Production' of all the on-line subject listing department files.&lt;br&gt;&lt;br&gt;Note: The configuration value 'CATALOG_SEMESTER' containing the Year and Term to display on the on-line Subject Listing and Schedule and the optional &quot;message&quot; were updated above.&lt;br&gt;&lt;br&gt;The step: 'Catalog Home Page Message' publishes it as semester.txt for inclusion in the Catalog Home Page.&lt;br&gt;&lt;br&gt;Move all the files to their permanent location at the same time.&lt;br&gt;&lt;br&gt;<strong>FYI</strong>: The Pre-registration message (‘pre-reg is not open’) is stored in: /sis/websis/non-secure/catalog/prereg_message.cgi&lt;br&gt;&lt;br&gt;The Catalog Office manages the messages.</td>
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**History**

1. Similar instructions can be found at [https://web-cert.mit.edu/ssit/doc/cis/Online_Subject_Listing_Fall_Spring_Rollover.html](https://web-cert.mit.edu/ssit/doc/cis/Online_Subject_Listing_Fall_Spring_Rollover.html)
Subject Management Documentation Index

The Subject Management Documentation Index is the central listing for documentation pertaining to Subject Management.