

Creating the Schedule of Courses

Table of content

	Page
I. Importance of correctly entering dates of course	1
II. Entering Course in Banner	1-4
Term Code	1
Adding Courses	1
Section number	1-2
Campus	2
Course Status	2
Schedule Type	2
Instructional Method	2
Integration Partner: Evaluation	2
Duration	2
Part of Term/Course Dates	2
Courses with Extended Titles	3
Section Enrollment Information	3
Meeting days, time and location	3
Instructor assignment	4
Use ARGOS Report to check course entries	4
III. Additional Information	5-12
Changing Building and Room	5
Combined Enrollment Limits	5
Course Deletion/Cancellation	6
Course with Lab or Second Meeting Time	7

III. Additional Information continued

	Page
Multiple Instructors, Linking Instructor to Lab or Specific Meeting Time	7
Course Meets at Location other than Russellville Campus	8
Course Delivered through Non-Traditional Methods	8-9
Mixed Technology classes	8-9
Web classes	9
Course with Multiple Rooms	10
Extended Title	10
Prior Approval Required for Room Usage	11
Room Availability	11
Room Conflict Message	11-12
IV. Helpful Hints	13-15
Section Number?	13
Want a Quick Way to Enter Days and Time of Course?	13
How to Access a Course if You Do Not Have a CRN	14
Why is the Order of Days Different than the Order They Were Entered?	15
V. Common Class Meeting Times Code Chart	16

Creating the Schedule of Courses

SSASECT – Schedule

Revised January 10, 2012

Below are instructions for entering courses with regular term dates (Part of Term 1). **DO NOT ENTER courses with dates differing from regular term dates.**

Courses with Unusual Dates: Any course deviating from the regular term dates will be considered an unusual course, complete the 'Request for Course with Unusual Dates and Locations' for these courses. The Registrar's Office will create the shell for the course and provide the department the CRN. Once the department has the CRN, the department will complete the course by entering enrollment limits, meeting days and times, meeting location and the instructor. Faculty will have access to the ARGOS report, Open Learning Refund Dates, which will enable faculty to include drop dates and refund dates in their syllabi.

Note: Courses being added the 1st day of Early Registration or later must be approved by the Vice President for Academic Affairs. If submitting request after registration has begun, attach 'Request for Course with Unusual Dates and Location' form with the 'Course Addition' form or 'Course Change' form and follow the appropriate procedures for course approval.

Forms are available at the following link <http://www.atu.edu/registrar/forms-faculty.shtml>.

1. Enter Term code as follows:

201210 – January Mini Term	201250 – Summer II Term
201220 – Spring Term	201260 – August Mini Term
201230 – May Mini Term	201270 – Fall Term
201240 – Summer I Term	

The first four numbers of the term code are the year. The last two numbers indicate the term.

Adding Courses

2. Key the word ADD in the CRN block and next block or select Create CRN.

The screenshot shows the 'Schedule SSASECT 8.2.1 (PRO)' web interface. At the top, there are fields for 'Term' (201020), 'CRN' (ADD), 'Create CRN' (button), 'Copy CRN' (button), 'Subject', 'Course', and 'Title' (ACCOUNTING PRINC I). Below these are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing fields for 'Subject', 'Course Number', 'Title', 'CEU Indicator' (checkbox), and 'Credit Hours' (input field). Radio buttons for 'None', 'To', and 'Or' are also present.

3. Enter Subject, Course Number, Section, Campus, Status, Schedule Type, and Part of Term 1. Enter Instructional Method and Integration Partner, if applicable. (*More information follows regarding when to use Instructional Method.*)

Sections numbers are three characters, such as 001, 002, 051, A01, AT1, M01, TC1.

00_	=	On-campus course
05_	=	Undergraduate and Graduate off-campus course
A0_	=	Outreach course
AM_	=	Outreach mixed technology course
AT_	=	Outreach web course
C__	=	Taiwanese Cohorts
CT_	=	Taiwanese Cohorts, web classes
E0_	=	Early High School (courses entered by Admissions Office)
ET_	=	Early High School, offered online (courses entered by Admissions Office)
H0_	=	Honor Courses
M__	=	Mixed Technology (web course which also requires students to occasional meet on-campus)
P0_	=	Concurrent High School Enrollment (courses entered by Admissions Office)
S0_	=	TESL Academy on-campus classes
S5_	=	TESL Academy off-campus classes
TC_	=	Course delivered Web only (including eTech classes)

Hint: Not sure if the last section number you entered was 008 or 009? View sections created by selecting the drop down box at Section and running the query. (See Helpful Hints in back for more information on running query for section numbers.)

Campus: enter M, (M = Main Campus), enter M even if course is not meeting on Tech campus. Main refers to ownership of the course not physical location.

Course Status: enter A, (A = Active)

Schedule Type: use drop down box or key

Instructional Method: enter method if course is being delivered through a non-traditional method (use drop down box for options). Refer to “Course Delivered through Non-Traditional Methods”, located in the Additional Information section, for **important** information concerning mixed technology, web and eTech classes.

Integration Partner: if course is to be evaluated, enter E or use arrow and select E by double clicking.

Duration: delete the number and days in Duration field.

Part of Term: enter Part of Term 1 and save.

Note: It is very important that the dates of the course be accurate. If there is a question concerning the beginning and/or ending date of the class, do not create the class until the dates are finalized.

If the course dates are different than the regular term dates, **DO NOT** enter the course in Banner. See Courses with Unusual Dates on page one for instructions.

4. *Courses with Extended Titles.* The course must have been approved by Faculty Senate or the Graduate Council to have an extended title (Seminars, etc.), please refer to the Additional Information section for more information.

5. *Section Enrollment Information.* Next block or select Section Enrollment Information tab, then enter the enrollment maximum and Save. Read message at bottom of form. Information saved?

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

Enrollment Details

Maximum: Waitlist Maximum: Projected:
 Actual: Waitlist Actual: Prior:
 Remaining: Waitlist Remaining: Reserved

Note: Crosslisted Courses or courses meeting at the same time can have a combined enrollment maximum. See Additional Information section for details.

6. *Meeting days, time and location.* Next block to Meeting Times and Instructor or select tab. Days and times may be entered directly or see Helpful Hints in back for a quick way to enter the information. To enter information directly, tab through Meeting Time, Meeting Type, Start Date and End Date. Enter days of week (Click with mouse or use your spacebar to check the days). Enter Time as military time (1 p.m. = 1300, etc.). Tab to Building or select Meeting Location and Credits tab. Enter Building and Room.

See Additional Information section for information on *room conflicts* or *searching for a room*.

Note: If *room is not in room inventory*, e-mail Tiffany Henry, thenry1@atu.edu to request the room be added.

If the *course is arranged*, tab to Hours per Week and enter course credit hours. Save. Read message at bottom of form. Information saved? If *web* course change Meeting Type to WEB, tab to Hours per Week and enter course credit hours. Save.

Refer to the Additional Information section for instructions on entering courses with labs, mixed technology courses, courses which use multiple rooms, multiple instructors and courses which meet off-campus.

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Times

Meeting Dates | Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1420	01

If an instructor has not been assigned to the course, roll back and begin next course. The instructor will be shown as TBA.

7. *Instructor Assignment.* To assign an instructor, next block, enter Faculty T number in ID column and save. If adding a second instructor, instead of saving arrow down and enter second Faculty T number. (If entering more than one instructor, one of the instructors must be selected as the primary instructor). At this time the Percent of Responsibility and Percent of Session are not being used, each instructor can show 100%. Save. Read message at bottom of form. Information saved? Note: The instructor selected as primary will be the only instructor who can enter grades or enter attendance information.

The screenshot shows a form with the following fields and values:

Instructor Session Indicator	ID	Personal Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	
01	T00000199	Rhodes, Tammy H.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

A hint bubble points to the ID field with the text: "Hint: Can use drop down box to find T number".

If receive message instructor conflict, select Option, Faculty Schedule Query (SIAASGQ). Use query to determine if true conflict or cross listed classes, etc. Exit query (X). If not a true conflict, select Override Indicator and save. Roll back to start next course.

8. After entering courses use ARGOS report, Course Information by Department, to check information entered. Do not forget to verify that section numbers and instructional methods match. Example: A web class should have the section number TC and either WEB or ETECH, whichever is correct, for the instructional method.

If the Office of the Registrar can be of assistance, please let us know.

Diana J. Evans

Assistant Registrar
Office of the Registrar
Doc Bryan Student Services Center, Room 153
1605 Coliseum Drive
Arkansas Tech University
Russellville, AR 72801-2222

Tel: 479-964-0800
devans@atu.edu

Additional Information

Changing Building and Room

Before entering a new building the old room must first be deleted.

Combined Enrollment Limits for Crosslisted Courses or Courses meeting at the Same Time

Courses can be linked so that they share a maximum enrollment, i.e. BIOL 3213 and PHSC 3213 are crosslisted and can be set up to have a combined enrollment of 28. The enrollment in BIOL or PHSC can vary, but the combination of the two classes cannot exceed 28. The combined enrollment can also be used for courses which meet at the same, although they are not considered crosslisted courses. The courses must be linked (crosslisted) in the Registrar’s Office, to utilize this function send a list of courses to be linked to devans@atu.edu.

Note: After courses are linked, changes to the original combined enrollment limits must be made in the Registrar’s Office. Changing the enrollment maximum on SSASECT Section Enrollment Information will not change the combined limit or the limit of the individual course.

Enrollment of crosslisted courses may be viewed in OneTech, Detailed Class Information or Look Up Classes as well as SSASECT

The screenshot shows the OneTech interface for course management. At the top, there are fields for Subject (BIOL), Course Number (1004), Section (001), and Cross List (07). A callout bubble points to the Cross List field with the text "Click to view combined limits". To the right, there are fields for CEU Indicator, Credit Hours (4.000), and Billing Hours (4.000), each with radio button options for None, To, or Or. Below this is a table with columns: Term (201170), Cross List (07), Maximum Enrollment (28), Actual Enrollment (31), and Seats Available (-3). At the bottom, a "Cross List Section" table lists two rows: CRN 71697 for BIOL 1004 Section 001 (Part of Term 1, Credits 4.000) and CRN 71826 for PHSC 1004 Section 001 (Part of Term 1, Credits 4.000).

Detailed Class Information will display crosslisted enrollment numbers and the courses which are crosslisted. While viewing one of the courses in Schedule of Classes, click on the course title to display Detailed Class Information.

Detailed Class Information

Science Education in the Elementary School - 71831 - BIOL 3213 - 001

Registration Availability	Capacity	Actual	Remaining
Seats	28	14	14
Cross List Seats	28	27	1

Availability is 1 for combined courses. Student may enroll in either BIOL 3213 or PHSC 3213.

Cross List Courses:

PHSC 3213

Course Deletion/Cancellation

If it is decided not to offer a course or the course was entered by mistake, change the Status on SSASECT to "C" (canceled). Save. Then next block three times and record remove instructors. Save. Block forward and record remove meeting times. Save.

Subject: TH Theatre **CEU Indicator:**
Course Number: 2331 **Title:** ADV THEATRICAL DANCE **Credit Hours:** 1.000 None To Or
Section: 001 **Billing Hours:** 1.000 None To Or
Cross List:
Campus: M Main **Contact Hours:** 1.000 None To Or
Status: C Canceled

File Edit Options Block Item Record Query Tools Help

ORACLE

Schedule SSASECT 8.2.1 (P...)

Term: 201020 CRN: 213... te CRN: Copy CRN: Subject: MUS Course: 4461 Title: PERCUSSION INSTR

Course Section Information Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Sched... Duplicate Lock

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor

Session Indicator	ID	Instructor Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	T00000562	Parker, Philip D.	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	

Course with Lab or Second Meeting Time

After entering the first line of information, arrow down and enter second line of information. On the line listing the lab information change the Meeting Type to “Lab” for clarification. Save.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	01
	LAB	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950	01

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	MCE	9	LEC	2.50	<input type="checkbox"/>	4.000	<input type="checkbox"/>	<input type="checkbox"/>
	MCE	16	LEC	1.83	<input type="checkbox"/>	.000	<input type="checkbox"/>	<input type="checkbox"/>

Multiple Instructors, Linking Instructor to Lab or Specific Meeting Time

To link instructors with specific meeting times, i.e. one instructor is teaching the lecture and another is teaching the lab portion of the course, re-number the Session Indicator on the lines of information which will be taught by a different instructor. The Session Indicator for the first line of information will default to 01. If a different instructor is to be attached to the second line, change the Session Indicator to 02, etc. Save. Next, change the Instructor Session Indicator to match the number in the line of information that applies to that instructor.

Note: Only one instructor can be the Primary Instructor. The Primary Instructor is responsible for grading the class and submitting attendance accounting.

Meeting Times													
Meeting Dates											Meeting Location and Credits		
Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	13-JAN-2011	10-MAY-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	01
	LAB	13-JAN-2011	10-MAY-2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950	02

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	T00000634 Yamashita, Tsunemi	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
02	T00000654 Chaney, Cheryl B.	.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100

Course Meets at Location other than Russellville Campus

The Building drop down box can be used to select location. ***It is very important that the correct location be entered as off-campus locations must be reported to the Arkansas Department of Higher Education. If the exact location is not listed, submit the form Request for Course with Unusual Dates and Location to the Registrar's Office for the location to be added.*** Request for Course with Unusual Dates and Location form is available at <http://www.atu.edu/registrar/forms-faculty.shtml>. Contact the Registrar's Office at 964-0800 with questions.

Course Delivered through Non-Traditional Methods

Mixed Technology

Courses which are web courses, but will also meet occasionally for test, labs, etc. will be entered as mixed technology courses. Refer to page two for information concerning section numbers.

Mixed technology courses are broken down into two groups: 1% to 49% of content is online, MT49; 50% to 99% of content is online, MT99. **Since percentage of online content is a federal and state reporting requirement, it is very important the correct code is entered.**

Use drop down box at Instructional Method to select MT49 (1% to 49% of Content Online) or MT99 (50% to 99% of content online) or type MT49 or MT99.

Term: 201050 CRN: ADD Create CRN: Copy CRN: Subject: MATH Course: 1113 Title: COLLEGE ALGEBRA

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Subject: MATH Mathematics CEU Indicator:

Course Number: 1113 Title: COLLEGE ALGEBRA Credit Hours: 3.000 None To Or

Section: MT Billing Hours: 3.000 None To Or

Cross List:

Campus: M Main Contact Hours: 3.000 None To Or

Status: A Active Lecture:

Schedule Type: LEC Lecture Lecture: 3.000 None To Or

Instructional Method: MT99 50% to 99% of Content Online

If a meeting time is being listed, a second line should be entered to show TBA. This will prevent the class from appearing to consist of only the physical meeting times. Tab to Hours per Week and enter the course credit hours. Save.

Meeting Times

Meeting Dates | Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LAB	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	1950	01
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01

Course with Multiple Rooms

After entering the first line of information, arrow down and enter second line of information, etc. Save. Note: When reserving multiple rooms with the same meeting time, a message may appear “Insert will cause time conflict within section”. Override message by entering an “O” in Override Indicator.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250	01
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250	01
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250	01

Extended Titles

Extended titles may be added to courses that have been approved by the appropriate governing committee (Faculty Senate or the Graduate Council). The title which originally appears must remain, but can be abbreviated as follows:

- AT = Advanced Topics
- DR = Directed Research
- IND = Independent Study
- RDG = Reading
- SEM = Seminar
- SP = Special Problem
- ST = Special Topics
- UR = Undergraduate Research
- WS = Workshop

Add the extended title at “Title” on SSASECT. **NOTE: Type title in ALL CAPS**

Subject: HIST History CEU Indicator:

Course Number: 4983 Title: SEM: MODERN CHINA Credit Hours: 3.000 None To Or

Special Problems and Independent Studies may be included in the schedule, if they are being taught as a class with a meeting time and location.

Do not modify Titles that have not been approved. Titles must match the title shown in the course inventory in Banner. Titles are only changed by the Registrar’s Office when title changes have been approved through the established system. Please contact the Registrar’s Office if you have any questions or concerns.

Prior Approval Required for Room Usage

Doc Bryan Student Services Center Auditorium

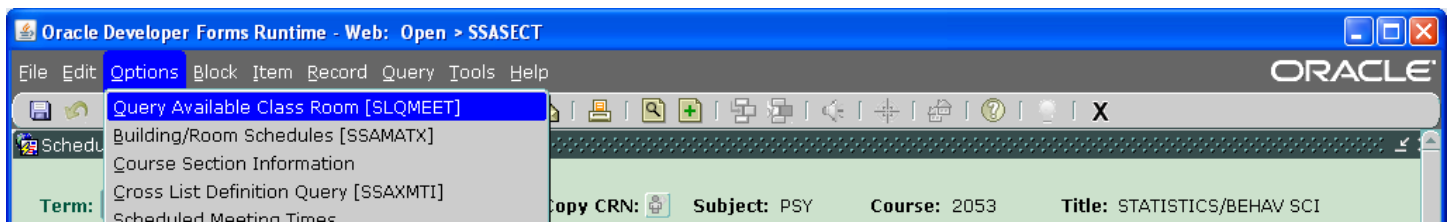
Approval must be obtained from Jana Parker, 968-0319, before scheduling courses in the Doc Bryan Student Services Center Auditorium.

Ross Pendergraft Library and Technology Center

Approval must be obtained from Debbie Ennis, 968-0398, before scheduling courses in the Ross Pendergraft Library and Technology Center (RPL).

Room Availability

On Meeting Time SSASECT select Option, Query Available Class Room (SLQMEET).



A search may be done for all buildings and rooms which are available by leaving building blank or a search may be done for a room in a specific building by adding the building abbreviation under Building. The room which is chosen may be entered in SSASECT, Meeting Location and Credits by double clicking on the selected room.

Meet: Mon Tue Wed Thu Fri Sat Sun From Time: 0800 To Time: 0900

Building: Campus: M Site: Capacity: 20

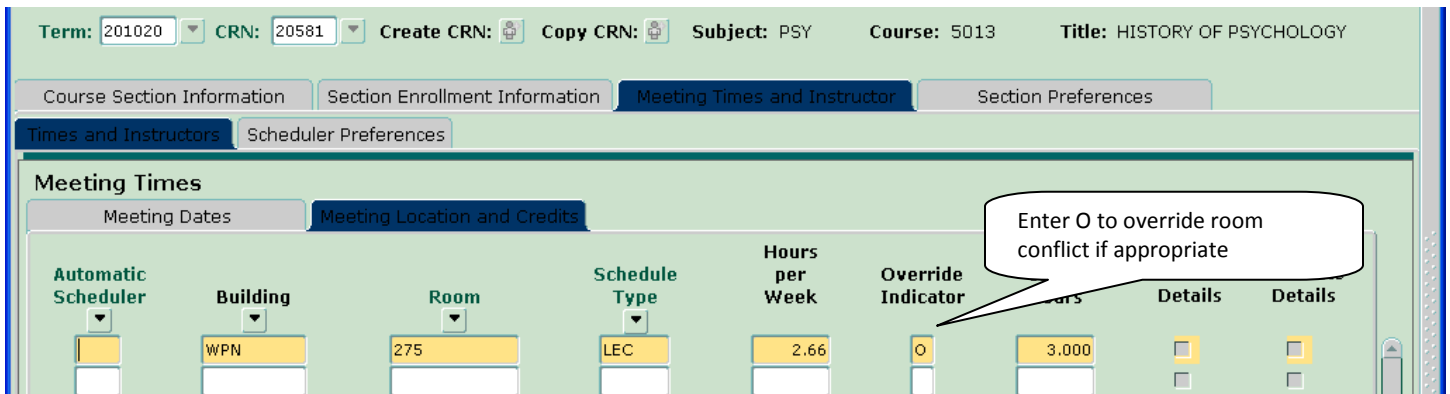
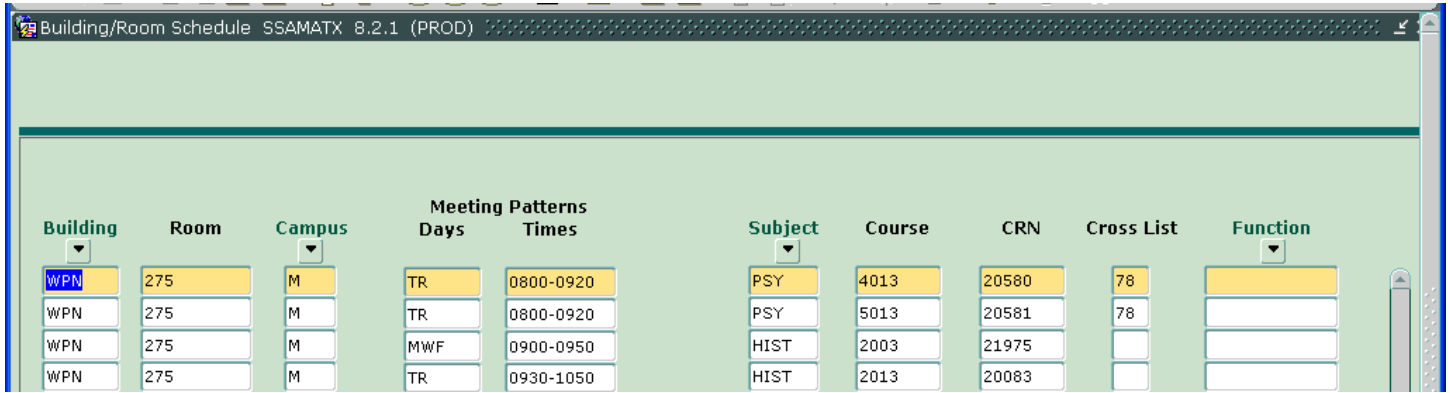
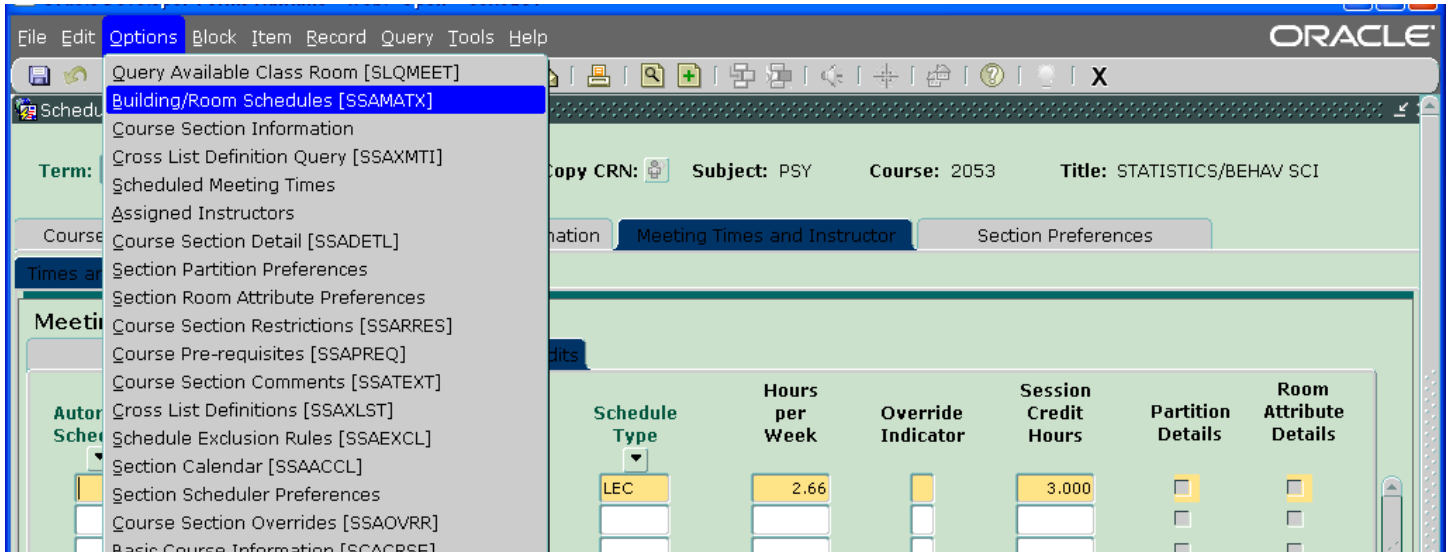
Building	Room	Description	Campus Site	Capacity
BRY	225	EAM Office	M	99999
CES	159	Classroom ck w/STJ	M	40
CES	160	Classroom ck w/STJ	M	20
CLL	112	PD Room	M	48
CLL	113	Classroom	M	24

Room Conflict Message

When a room conflict message appears, select Options and Building/Room Schedule (SSAMATX). Enter Building and Room. Execute Query. Use query to determine if the conflict is a true conflict or if the conflict is one which should be overridden (example: crosslisted classes). To override the conflict, exit (X) out of query and enter an "O" (override) at Override Indicator. Save. See next page for examples.

If it is a true room conflict, search for an available EAM room. See Room Availability above for instructions on finding a classroom.

If the conflict cannot be found contact Diana Evans at devans@atu.edu or call 964-0800 for assistance, the course may be conflicting with an event scheduled in the room.



Helpful Hints

Section Number?

Adding a class and not sure what the next section number should be? Select the drop down box at section.

Term: 201020 CRN: ADD Create CRN: Copy CRN: Subject: MATH Course: 1113 Title: COLLEGE ALGEBRA

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | **Section Preferences**

Subject: MATH Mathematics CEU Indicator:

Course Number: 1113 Title: COLLEGE ALGEBRA Credit Hours: 3.000 None To Or

Section: 0 Billing Hours: 3.000 None To Or

Cross List: Search

Campus:

To execute the query, select F8 or execute the query from the action line. Arrow down until you locate the last section entered. Double click in last record (it will not have a section number). This will take you back to SSASECT. Enter correct section number.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus										
201170	1			71320		POLS	2003	TC3	A	M										
<table border="1"> <thead> <tr> <th>Course/Section Title</th> <th>Schedule Type</th> <th>Instructional Method</th> <th>Duration</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>AMERICAN GOVERNMENT</td> <td>LEC</td> <td>WEB</td> <td></td> <td></td> </tr> </tbody> </table>											Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	AMERICAN GOVERNMENT	LEC	WEB		
Course/Section Title	Schedule Type	Instructional Method	Duration	Unit																
AMERICAN GOVERNMENT	LEC	WEB																		
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum	55	- Actual	22	= 33										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waitlist: Maximum	0	- Actual	0	= 0										

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201170						HIST	1503			

Want a Quick Way to Enter Days and Time of Course?

When entering dates and times commonly used, a meeting time code may be used to quickly enter the information. Enter the appropriate two digit code under meeting time and tab twice. The meeting days and time will be automatically entered. See appendix A, Common Class Meeting Times Code Chart, for a quick reference of frequently used days and times. The drop down box at Meeting Time may also be used.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
02	CLAS	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01

How to Access a Course if You Do Not Have a CRN

Enter Term code and select CRN drop down box.

Search for existing courses

Term: 201020 CRN: Create CRN: Copy CRN: Subject: MATH Course: 1113 Title: COLLEGE ALGEBRA

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enter course subject. To narrow search add course number and/or section number. Execute Query.

Term: 201020 Part of Term: Registration From: Registration To: CRN: Block Schedule: Subject: HIST Course: 1503 Section: Section Status: Campus:

Course/Section Title: Schedule Type: Instructional Method: Duration: Unit:

Link: Cross List: Reserved Seats: Long: Syllabus: Comments:

Enrollment: Maximum - Actual =
Waitlist: Maximum - Actual =

The query can be used to search for all courses with the same subject by entering term and subject only. The search can be narrowed by adding a partial course number followed by % (example: 3% to view all 3000 level courses).

Term: 201020 Part of Term: Registration From: Registration To: CRN: Block Schedule: Subject: HIST Course: 3% Section: Section Status: Campus:

Course/Section Title: Schedule Type: Instructional Method: Duration: Unit:

Link: Cross List: Reserved Seats: Long: Syllabus: Comments:

Enrollment: Maximum - Actual =
Waitlist: Maximum - Actual =

By removing the term and entering a subject and course number the query may be used to search for what terms a specific course has been offered.

Why is the Order of Days Different than the Order They Were Entered?

Or why is the lab listed before the lecture? Courses with more than one line of meeting times will be sorted by days. Example: If a course has a TR lecture which is entered first, followed by a M lab, Banner will sort the M lab to the first line of information.

Order classes entered.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
18	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1050	01
	LAB	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1650	01
	LAB	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1650	01

Classes resorted by Banner. When return to the form the order has been changed.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LAB	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1650	01
	LAB	11-JAN-2010	11-MAY-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1650	01
	CLAS	11-JAN-2010	11-MAY-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1050	01

The lecture can be forced to print on the first line by changing the Session Indicator for the labs to 02, 03, etc. The new session numbers will also need to be added under Instructor Session Indicator. If the same instructor is teaching the lecture and lab, enter the instructor’s “T” number by each Instructor Session Indicator. Override error message “Instructor Schedule Conflict”. Note: If the instructor is only entered at session 01, the instructor for the other meeting times will display as TBA.

If multiple instructors are teaching the class, see *Multiple Instructors, Linking Instructor to Lab or Specific Meeting Time* under Additional Information.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	13-JAN-2011	10-MAY-2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	01
	LAB	13-JAN-2011	10-MAY-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1150	02
	LAB	13-JAN-2011	10-MAY-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	03

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	T00000647 Bowman, Jacqueline K.	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
02	T00000647 Bowman, Jacqueline K.	.000	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100
03	T00000647 Bowman, Jacqueline K.	.000	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100

Common Class Meeting Times Code Chart

MWF - Fall and Spring Semesters

Code	Days	Begin Time	End Time
01	MWF	0800 AM	0850 AM
02	MWF	0900 AM	0950 AM
03	MWF	1000 AM	1050 AM
04	MWF	1100 AM	1150 AM
05	MWF	1200PM	1250 PM
06	MWF	0100 PM (1300)	0150 PM (1350)
07	MWF	0200 PM (1400)	0250 PM (1450)

TR - Fall and Spring Semesters

Code	Days	Begin Time	End Time
17	TR	0800 AM	0920 AM
18	TR	0930 AM	1050 AM
19	TR	1100 AM	1220 PM
20	TR	0100 PM (1300)	0220 PM (1420)
21	TR	0230 PM (1430)	0350 PM (1550)

Night Classes

Code	Days	Begin Time	End Time
28	M	0600 PM (1800)	0900 PM (2100)
29	T	0600 PM (1800)	0900 PM (2100)
30	W	0600 PM (1800)	0900 PM (2100)
31	R	0600 PM (1800)	0900 PM (2100)
32	M	0530 PM (1730)	0830 PM (2030)
33	T	0530 PM (1730)	0830 PM (2030)
34	W	0530 PM (1730)	0830 PM (2030)
35	R	0530 PM (1730)	0830 PM (2030)

Summer Classes

Code	Days	Begin Time	End Time
40	MTWRF	0730 AM	0905 AM
41	MTWRF	0915 AM	1050 AM
42	MTWRF	1100 AM	1235 PM
43	MTWRF	0100 PM (1300)	0235 PM (1435)
58	MTWRF	0245 PM (1445)	0420 PM (1620)