How to create course sections in Banner

Class Scheduling User Guide
Version 8.4
February 10, 2011
User Guide Contents

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• Your tools and what they do
  – **Banner Production:**
    • To build sections
  – **Standard time block schedule guide**
    • Fall-Spring template
    • Summer template
    • Regular 3 hr lecture classes **MUST** follow the standard time block schedule
    • Labs, studio art courses, and other extended length classes should be scheduled to create as few schedule conflicts as possible with standard time block courses
    • Schedule labs to allow 10 minutes for students to get to their next class (2 hour labs meet for 1 hour and 50 minutes; 3 hour labs meet for 2 hours and 50 minutes, for example)
  – **Argos Reports:**
    • To check that what you did worked as you intended
  – **University Catalog:**
    • To confirm that section pre-requisites and restrictions match the catalog
Lets get started!
Getting Started

Banner Basics

[Diagram showing Banner Basics interface]

- Login
- Username: [Field]
- Password: [Field]
- Database: [Field]

[Menu options]
- General Menu
- GUAGMNJ 7.4 (PPRD) - Wednesday January 30, 2008

- Go To... SSASECT [Field]
- Welcome, ORSER

- Student [*STUDENT]
  - Course Catalog [*CATALOG]
  - Class Schedule [*SCHEDULE]
    - Schedule [SSASECT]
    - Schedule Detail [SSADETL]
    - Schedule Restrictions [SSARRES]
    - Schedule Prerequisite and Test Score Restrictions [SSAPREQ]
    - Section Comment [SSATEXT]
    - Section Web Controls [SSAWSEC]
    - Schedule Section Query Form [SSASEQC]
    - Schedule Evaluation [SSAEVAL]
    - Schedule Override [SSAOVRR]
    - Schedule Calendar [SSAACCL]
    - Schedule Processing Rules [SSARULE]
    - Section Syllabus [SSASYLB]
QUICK NAVIGATION

- Save
- Next Block
- Run Query
- Exit this form
- Delete record (used to remove a saved item)
- Roll back (takes you to the very top of SSASECT to begin entering a new course)
Creating basic course sections

1. Entering required information,
2. Adding meeting days and times,
3. Assigning instructors,
4. Setting expected enrollment
Creating basic course sections

Step 1

Enter semester code in term box and “ADD” in CRN box; & click “next block”
Creating basic course sections
Step 1 adding section details

SSASECT Fields and what they do...

• Section numbering conventions
  – Lectures begin with “0”
  – Labs begin with “1”
  – Computer labs begin with “2”
  – Web courses begin with “W”
• Cross-list
  – Skip for now
• Campus
  – Always “M” = Main
• Status
  – A = active
• Schedule Type
  – Valid choices are in drop down box
• Instructional Method
  – Caution! This controls course fees
  – Use default: usually “F”
  – Other codes for special circumstances
    • E-line Nursing
    • Off-site with special fees
  – Unless this is a section with special fees determined by how or where it is taught, use the default value
  – Questions? Call Bursar’s Office
• Integration Partner
  – Always “IOL”
  – (Enables course to use WebCT)
• Grade Mode
  – Valid choices are in drop down box, Usually “G”
• Session
  – “L” except summer. See Summer Session time block schedule for correct codes.
• Special Approval
  – Skip for now
• Part of Term
  – “1” except in Summer Session I and e-line Nursing (see next slide)
• Link Identifier
  – Skip for now
• Attendance Method
  – Select from drop down box
• ‘Check boxes’ in lower right
  – “Print” prints the section in the Semester Schedule
  – “Voice Response / Self service” allows web and phone registration
  – “Gradable” produces grade sheets
    • (un-check for zero credit labs where course grade is given in lecture course)
Be sure that “Session” and “Part of Term” match.

This is how Banner ties the session code to the proper course begin and end dates.

**In Summer Session I only**, DO NOT use the code of “1” in the “Part of Term” field.
Summer Session Special Circumstances
Adding registration controls and comments

• Special Approvals:
  • (departmental or instructor permission)

• Restrictions:
  • (must be JR or SR, for example)

• Pre-requisites:
  • (course “A” must be completed before registering for course “B”)

• Comments:
  • (“Soft,” “fuzzy,” or un-programmable pre-requisites, or notes)
Prerequisites and restrictions MUST be printed in the University Catalog
(you can't just make them up on the fly!!!)

BIOL 4100
RESEARCH ETHICS AND PROFESSIONALISM
1 sem. hr. (1:0)
A course designed to enhance the professionalism of undergraduate researchers. This course discusses the codified aspects of research ethics, including fabrication, falsification and plagiarism of data; assigning authorship, submitting manuscripts to more than one journal and management of lab teams. It also addresses careers in science, resume writing, producing the successful application and interviewing skills. Permission of instructor required.

BIOL 4292.
SENIOR PRESENTATION
2 sem. hrs. (2:0)
Application of scientific literature research skills including a review of library services pertinent to science. Student oral seminar presentation in a science-oriented format and with visual aid support on an approved biological topic. Students enrolled in this course must take a Major Field Test in Biology. Prerequisite: BIOL 2200 or BIMS 2200. Senior standing or consent of instructor.

BIOL 4370.
MARICULTURE
3 sem. hrs. (3:0)
Survey of the physiological, behavioral, environmental, and economic parameters governing the culture of selected aquatic species. Included are techniques employed worldwide to produce aquatic products. Prerequisite: BIOL 1407 or consent of instructor.

BIOL 4396.
DIRECTED INDEPENDENT STUDY
1-3 sem. hrs. (1-3:0)
Research in areas of current interest. Written report required. Prerequisites: 20 hours of biology and consent of instructor.

BIOL 4405.
LIMNOLOGY
4 sem. hrs. (3:3)
The study of the functional relationships and productivity of aquatic communities as they are affected by their physical, chemical, and biotic environment. The influence of man's activities on these systems will be the focus of the course. Prerequisite: BIOL 3428 or consent of instructor.
Adding registration controls

1. Special Approvals

Use this only when absolutely necessary. Remember that this process requires that the student know who to see, be able find them, the “permitter” must be available, and that person must grant permission in Banner (not just say yes), before the course becomes available to the student.

Be sure you have the “follow-through” pieces in place to make this work without causing GREAT frustration.
Part 3: Adding registration controls

2a. College and Major Restrictions

Note there are 5 tabs on this form. We only use the two tabs: Class & Level and Campus & College.
Part 3: Adding registration controls

2b. Class and Level Restrictions

This combination of restrictions means that the course is NOT open to Freshmen or Sophomores.

A better way to do this same thing would be to include JR and SR and leave everything else blank.
Adding registration controls

3. Pre-requisites

Click “options” and “course pre-requisites”
Adding registration controls

3. Pre-requisites

Note: specific courses are the only “hard” pre-requisites Banner is able to enforce.

Only used for freshman placement in Math, English, and Reading

This prerequisite means that the student must have taken and passed 3312 before being allowed to register for this course.
Adding registration controls:
Some final thoughts

• **More about pre-requisites…**
  – If you specify that a pre-requisite course must have been taken and passed, and the student is currently registered for the pre-requisite course, Banner looks at grade history for previous terms to check that the course has been passed, and then it assumes that if the pre-requisite course is currently in progress, it will be passed.
  – In other words, if a student is enrolled in Accounting 100 this fall and is registering in November for Accounting 200 next spring, and Accounting 100 is pre-requisite to Accounting 200, Banner will allow registration in Accounting 200.

• **We will be setting up restrictions and pre-requisites at the Catalog level in Banner**
  – They will populate automatically when you create the section
  – After this is done, all you will need to do is check to confirm that they are there

• **The bottom line…**
  – Be sure you have *a compelling academic reason* to set restrictions and pre-requisites, because they can sometimes put unintended roadblocks in the student’s registration and path to a degree.
Adding registration controls

4. Comments

Click “options” and “course section comments”

Comments are used for:
- special information: “recommended for non-majors” or “soft” unenforced pre-requisites:
  - “Word processing proficiency expected”
  - “Math XYZ or equivalent”
  - “See University Catalog for pre-requisites”
Adding registration controls

4. Comments

NOTE: one comment per line. Use this sparingly and only for essential things because it prints in the schedule and, when overused, clutters up the page.

“soft” pre-requisite example
How do we set these up in Banner?

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The study of the functional relationships and productivity of aquatic communities as they are affected by their physical, chemical, and biotic environment. The influence of man's activities on these systems will be the focus of the course. **Prerequisite: BIOL 3428 or consent of instructor.**
Creating zero credit labs and variable topic and individual study sections

• Lecture and Lab credit
• Handling variable credit situations correctly
• Creating sections that do not have specified meeting days and times
• Creating transcript titles
Lab section: Set credit hours and billing hours to .000 and uncheck gradable.

Lecture section: Set credit hours and billing hours to 4 and check gradable.
Creating variable topic and individual study sections  1. Variable Credit

Create the section normally, **but you have to be careful.**
This example is a variable topic independent study course from 1 to 3 hours.

This particular section will be 3 hours, so credit hours, billing hours, contact hours, and other hours all MUST be re-set to 3.

*If you do NOT get this right, you will be messing up student transcripts, student fees and bills, and faculty workload calculation!!! (and we know where you live...)*
Creating variable topic and individual study sections with no scheduled class meetings

TIP: Whenever you create a class with no scheduled class meetings (like an independent study section), you MUST set hours per week to zero. If you forget to do this, Banner will not let you assign an instructor to the section!
Creating variable topic and individual study sections  2. Section Title

Click on “options” and “section syllabus form”

NEVER edit this title! It creates transcript entry errors and causes conflicts with state reporting.
Creating variable topic and individual study sections  

2. Section Title

Enter the default catalog title just as it appears above. Add a colon, and, in mixed case, add the sub-title. This is exactly what will appear in the class schedule and on the student’s transcript, so be sure it is spelled correctly!!

SAVE your work, and ”X” to return to SSASECT.
Congratulations!

You now know how to create a free-standing course section in Banner with permissions, restrictions, pre-requisites, comments, variable topics and variable credit.
Part 5: Creating section linkages

• **Linked:** (Lecture-Laboratory or Lecture-Recitation with same course number)

• **Cross-listed:** (students can enroll for same course under different prefixes)

• **Stacked:** (sections at different levels taught together as a group)
Links: (Lecture-Lab or Lecture-Recitation with same course number)

• **Lecture/Lab links:**
  – What they do…
    • Makes sure that students enrolled in the LEC section of a course must also register for one of several connected LAB sections,
    • **and** registration in any one of the LAB sections also requires registration in the connected LEC section
    • All sections in the connected group **must** have the same prefix and course number (but different section numbers, of course)
    • We will use Lecture/Lab links in our example, but Lecture/Recitation linkages work exactly the same way
### Lecture/Lab links: Conceptual Summary

<table>
<thead>
<tr>
<th>Linked course group</th>
<th>Link connector code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOL1234.001 LEC</strong></td>
<td>AA → BB</td>
</tr>
<tr>
<td>• BIOL1234.101 LAB</td>
<td>BB → AA</td>
</tr>
<tr>
<td>• BIOL1234.102 LAB</td>
<td>BB → AA</td>
</tr>
<tr>
<td>• BIOL1234.103 LAB</td>
<td>BB → AA</td>
</tr>
<tr>
<td><strong>BIOL 1234.002 LEC</strong></td>
<td>CC → DD</td>
</tr>
<tr>
<td>• BIOL1234.104 LAB</td>
<td>DD → CC</td>
</tr>
<tr>
<td>• BIOL1234.105 LAB</td>
<td>DD → CC</td>
</tr>
<tr>
<td>• BIOL1234.106 LAB</td>
<td>DD → CC</td>
</tr>
</tbody>
</table>

Additional LEC sections of this course would follow the same pattern (LEC 003 would use EE - FF, and so on…)

**NOTE:** If you have only one lecture section, the codes will always be AA - BB
Step 1. when you create the lecture section, also enter the Link Identifier, “AA” in this case
Step 2. click “options” and “course section detail”
Step 3. enter the “link connector” code of the lab or recitation sections you will be connecting to, SAVE, and “X” to return to main SSASECT screen.

So far, we have connected the LEC section “AA” to the LAB sections “BB”.

Now we need to connect the LAB sections back to the LEC section.

Links: (Lecture-Lab or Lecture-Recitation with same course number)
To connect the Lab back to the Lecture, open the Lab section and enter the “BB” link identifier. SAVE Then go to “options” and “course section detail”
To connect the Lab back to the Lecture, enter the “AA” link identifier. SAVE

Repeat this same procedure with all lab sections in this group.
Cross-listed and Stacked Sections
• *All course sections that meet together at the same days and times and are taught by the same instructor must be cross-listed in Banner*

• **Why?**
  – This is required for Coordinating Board reporting
  – Must be done for faculty instructional workload reporting to work correctly

• **Cross-listed sections:**
  – Students can register for the same course at the same time, in the same place, with the same instructor, using different prefixes:
    – SOCI 2326 Social Psychology
    – PSYC 2326 Social Psychology

• **“Stacked” sections:**
  – Course sections at different levels taught as combined classes by the same faculty member at identical days and times
  – Most commonly, either a 4000-level section combined with a 5000-level section meeting together, or multi-level studio Art courses
After sections are created, go to options and cross-list definitions.
Enter a new cross-list group code here.

How do I know which codes have already been used?

Click the drop down arrow to find out
Cross-listed and Stacked Sections

<table>
<thead>
<tr>
<th>Term</th>
<th>Cross List</th>
<th>Maximum Enrollment</th>
<th>Actual Enrollment</th>
<th>Seats Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here run query

### Cross List Section

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Part of Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Cross-listed and Stacked Sections

This is what you will see. All the codes that have already been used and the courses they connect.

Use scroll bar to go down to the end of the list.
Cross-listed and Stacked Sections

- Since there will be a lot of different cooks in the kitchen creating codes, follow this convention to make things easier and more orderly.
- **Use the next available code** in this order:

<table>
<thead>
<tr>
<th></th>
<th>AA</th>
<th>BA</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>BA</td>
<td>BB</td>
<td>CB</td>
</tr>
<tr>
<td>AC</td>
<td>BA</td>
<td>BC</td>
<td>CC</td>
</tr>
<tr>
<td>AD</td>
<td>BA</td>
<td>BD</td>
<td>CD</td>
</tr>
<tr>
<td>AZ</td>
<td>BA</td>
<td>BZ</td>
<td>And so on...</td>
</tr>
</tbody>
</table>
Enter your new cross-list group code here (we are using BH in this case)

Banner will then ask you for a max enrollment for the group. If you are unsure, enter 100 as a place holder, for now and we will fix it later.
Enter the cross-list code in each section you need to connect

When you finish filling in the code for all the different sections in your group, go to “options” and “cross-list definitions” again.
You will now see all the sections in our BH group.

Reset the maximum enrollment from our “placeholder of 100” to the maximum size for the cross listed group. Max enrollment in any of the sections must not exceed the group maximum.

NOTE: in this example, by setting the maximum enrollment of the SOCI section to zero, Banner prevented anyone from registering that way. If you do not care what mix of enrollment you want, set both section enrollment numbers to match cross-list maximum enrollment.
TIP: The number you put in the cross-list maximum enrollment box will cap the total combined enrollment for the group. Maximum enrollment at the section level controls how big each individual section can get. Again, if you don’t want to manage caps at the section level, just set the maximum enrollment for each section **and** for the cross-list group to the same number.
Cross-listed and Stacked Sections

To review:
- Create all the sections normally
  - You will need to “override” when you add the instructor, so that they can teach multiple classes at this same day and time
- Go to “options” and “cross-list definitions”
- Create a new, two alphabetic letter cross list code (no numbers)
- Every cross-listed or stacked group must have a unique cross-list code
- Go back to SSASECT for each course and enter that code in the cross-list box
- Return to the cross list screen and set group maximum enrollment to the sum of the section max enrollment
Argos Diagnostics
Checks to see if course section information and controls have been entered correctly

Shows course sections exactly as they will print in the schedule

Checks for sections that need to be cross-listed

Your new best friend: Argos Diagnostics
Your new best friend: Argos Diagnostics

Click above courses to display any course requirements below (i.e., Pre-reg, Permissions, etc.):

1. Requires Department Approval; 2. Requires Registration in Lec/Lab/Rac; 3. CRN 15309; 4. NOT Freshmen or Sophomores; 5. Prerequisite course required BIOL-3403

<table>
<thead>
<tr>
<th>Number</th>
<th>SSATEXT</th>
<th>Cross-Listed Courses</th>
<th>Linked Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CRN 15309</td>
<td></td>
<td>15309 - BIOL-3403-500</td>
</tr>
</tbody>
</table>
# Course Schedule with Fees Report

## Fall 2008

### Schedule

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course</th>
<th>Course Title</th>
<th>Dates</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fees (Cr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-1406.001</td>
<td>LEC BIOLOGY I</td>
<td>08/27-12/09</td>
<td>M/W 02:30-03:45 PM</td>
<td>CH 138</td>
<td>L. Waldbeser</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL-1406.002</td>
<td>LEC BIOLOGY I</td>
<td>08/27-12/09</td>
<td>M/W 04:00-05:15 PM</td>
<td>CH 138</td>
<td>D. Grise</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL-1406.003</td>
<td>LEC BIOLOGY I</td>
<td>08/27-12/09</td>
<td>TR 04:00-05:15 PM</td>
<td>CH 138</td>
<td>S. Doyungan</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL-1406.101</td>
<td>LAB BIOLOGY I</td>
<td>08/27-12/09</td>
<td>M 10:00-11:55 AM</td>
<td>CH 207</td>
<td>M. Strait</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>BIOL-1406.102</td>
<td>LAB BIOLOGY I</td>
<td>08/27-12/09</td>
<td>M 12:00-01:55 PM</td>
<td>CH 208</td>
<td>T. Gill</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>
# Cross-list code checklist:

Faculty teaching multiple sections at the same time

## Faculty Teaching Classes on the Same Day, Time, and Room

**For Term: 200801**

<table>
<thead>
<tr>
<th>FACULTY NAME</th>
<th>X LIST</th>
<th>CRN</th>
<th>COURSE</th>
<th>SSTS</th>
<th>DAYS</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnera, Patricia</td>
<td>AA</td>
<td>15240</td>
<td>ARTS1301.005</td>
<td>A</td>
<td></td>
<td>1230 - 1520</td>
<td>CA-229</td>
</tr>
<tr>
<td></td>
<td>AA</td>
<td>15241</td>
<td>ARTS1301.006</td>
<td>A</td>
<td></td>
<td>1230 - 1520</td>
<td>CA-229</td>
</tr>
<tr>
<td>Lumb, Geoffrey</td>
<td>ZA</td>
<td>14048</td>
<td>ENGL1302.W01</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14049</td>
<td>UCCP1101.W01</td>
<td>A</td>
<td></td>
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<td></td>
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<tr>
<td>Riley, Barbra</td>
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<td>13076</td>
<td>ARTS5306.001</td>
<td>A</td>
<td>TR</td>
<td>1230 - 1520</td>
<td>CA-229</td>
</tr>
<tr>
<td></td>
<td>AB</td>
<td>13081</td>
<td>ARTS5316.001</td>
<td>A</td>
<td>TR</td>
<td>1230 - 1520</td>
<td>CA-229</td>
</tr>
<tr>
<td>Hickman, Graham</td>
<td>CF</td>
<td>13212</td>
<td>BIOL4411.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 0950</td>
<td>ST-108</td>
</tr>
<tr>
<td></td>
<td>CF</td>
<td>13233</td>
<td>BIOL5411.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 0950</td>
<td>ST-108</td>
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<td>Johnson, Frances</td>
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<td>13994</td>
<td>ENGL1302.H51</td>
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<td>TR</td>
<td>1100 - 1215</td>
<td>CCH-210</td>
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<td>ENGL1302.881</td>
<td>A</td>
<td>TR</td>
<td>1100 - 1215</td>
<td>CCH-210</td>
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<td>Grise, David</td>
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<td>13992</td>
<td>BIOL1407.H50</td>
<td>A</td>
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