USER GUIDE CONTENTS

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Tools and What They Do

■ BANNER PRODUCTION
  - To build sections

■ STANDARD TIME BLOCK SCHEDULE GUIDE
  - Fall and 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)

■ ARGOS REPORTS
  - TO check that you did work as you intended

■ UNIVERISTY CATALOG
  - To confirm that section pre-requisites and restrictions match the catalog
LET’S GET STARTED!

Are you ready for some fun?
Banner Basics

- [https://banner.tamucc.edu](https://banner.tamucc.edu)
  - Select Banner
- Log in using AD credentials [what you use into outlook/computer]

- Enter SSASECT
Quick Navigation

- **Save** (F10)
- **Next Block** (Ctrl+Page Down)
- **Run Query** (F8)
- **Exit this form** (Ctrl+Q)
- **Delete record** (Shift+F6)
  (used to remove a saved item)
- **Roll back** (takes you to the very top of SSASECT to begin entering a new course) (Shift+F7)
COURSE ROLL OVER

The Registrar’s Office rolls courses from like terms, NOW WHAT?
Course Roll Over

Now What? Helpful things to check

- Courses are rolled from like terms
  - Review courses that have rolled over
- What does NOT rollover
  - Pre-Requisites
  - Room Assignment
  - Max Enrollment
  - Cross List and Linkages
- Review and Update any necessary information
Creating Basic Course Sections

- Entering required information
- Adding meeting days and times
- Assigning instructors,
- Setting expected enrollment
Creating Basic Course Sections

1. Term Box: Enter Semester Code
2. CRN Box: Enter ADD
3. Click “next block” (ctrl+page down) or  

![Image of Creating Basic Course Sections interface]
Creating Basic Course Sections

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**
Creating Basic Course Sections

SSASECT Fields and what they do

- **Integration Partner**
  - Always “IOL”
  - Enables courses to Blackboard

- **Grade Mode**
  - Valid choices are in the 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**
  - “FAL” or “SPR” except in Summer Sessions 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 grades sheets

**uncheck for zero credit labs where course grade is given in lecture courses**
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
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
Pre-requisites and Restrictions MUST be printed in the University Catalog

BIOL 4100 - Research Ethics and Professionalism

1 sem. hrs. (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.

Offered on sufficient demand.

BIOL 2421 - Microbiology

4 sem. hrs. (3:3) An introduction to microorganisms including the bacteria, fungi, and viruses. Laboratory involves microbiological techniques and development of basic laboratory skills. Prerequisites: BIOL 1406 - Biology I with a grade of “C” or above, BIOL 1407 - Biology II, CHEM 1411 - General Chemistry I, CHEM 1412 - General Chemistry II, or permission of instructor. Corequisite: Safety training given in SMTE 0092 - Biomedical Laboratory Safety Seminar is required for continued participation in this course. TCCNS

Equivalent: BIOL 2421

You can’t just make them up on the fly!
Adding Registration Controls

1. Special Approvals

- Use only when absolutely necessary.
- Remember that this process requires that the student know who to see, be able to find them, the “permitter” must be available, and that person must grant permissions in Banner, before the course becomes available to the student.
- BE sure you have the “follow-through” practices in place to make this work without giving the student the run around.
Part 3: Adding Registration controls

2a. College and Major Restrictions

- There are 5 tabs on this form BUT we ONLY USE TWO
- Class Level & Campus & College
Part 3: Adding Registration controls

2a. College and Major Restrictions - Selecting SSARRES from SSASECT

Select “Options” from the SSASECT menu Select “Schedule Restrictions [SSARRES]”
Part 3: Adding Registration controls

2a. College and Major Restrictions

- Freshman = 0-29 hrs.
- Sophomore = 30-59 hrs.
- Junior = 60-89 hrs.
- Senior = 90+ hrs., but no degree

Banner counts grade history hours PLUS hours in progress to determine classification.

- In this example, the combinations of restrictions mean that the course is NOT open to Freshman or Sophomores.
- The best way to do this is to INCLUDE the levels that are allowed to register and leave everything else blank.
Part 3: Adding Registration controls

3. Pre-requisites

Select “Options” from the SSASECT menu
Select “Schedule Pre-requisites [SSAPREQ]”
Part 3: Adding Registration controls

3. Pre-requisites

- Test Code and Test Score: ONLY used for freshman placement in Math, English, and Reading

- This prerequisite means that the student must have taken and passed ACCT 2301 before being allowed to register for this course.

- SPECIFIC COURSE are the only “hard” pre-requisites Banner is able to enforce.
Adding Registration Controls

Final Thoughts

More about Pre-Requisites

- If you specify that a pre-requisite course must be taken and passed, or 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 is the pre-requisite course is currently in progress, it will be passed.

- In other words, if a student is enrolled in ACCT. 100 this fall is registering in November for ACCT. 200 next spring, and ACCT. 100 is pre-requisite to ACCT. 200, Banner will allow registration in ACCT. 200.

Catalog Level in Banner

- They will populate automatically when you create the section.

- After this is for, all you will need to do is check to confirm that they are there.

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

Select “Options” from the SSASECT menu

Select “Course Section Comments [SSATEXT]”

Comments Used For

- Special Information—Recommended for “Non- Majors”
- "Soft" unenforced pre-requisites
  - ”Word processing proficiency expected”
  - “Math XYZ or equivalent”
  - ”See University Catalog for pre-requisites”
Adding Registration Controls

4. Comments

- 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: “Proficiency with Excel spreadsheets”.
CREATING ZERO CREDIT LABS AND VARIABLE TOPIC AND INDIVIDUAL STUDY SECTIONS

Lecture Lab Credit, Handling variable credit situation correctly, Creating sections that do not have specified meeting days and times, and Creating transcript titles.
Lecture and Labs

Lecture Section

- Check credit hours and billing hours for 4 and check gradable

Lab Section

- Check credit hours and billing hours for .000 and uncheck gradable
Creating variable topic and individual study sections with no scheduled class meetings

Whenever you create a class with no scheduled class meetings (i.e. 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.
Adding Registration Controls

4. Comments

Select “Options” from the SSASECT menu

Select “Section Syllabus Form [SSASYLB]”
Creating Variable topic and Individual Study Sections

4. Section Title

- Enter the default catalog title just as it appears in the "COURSE TITLE"
- 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.
- Don’t forget to save- top right hand corner and 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-Linked:** Students can enroll for same course under different prefixes

**Stacked:** Sections at different levels taught together as a group
Lecture/Lab Links

What they do

- Makes sure that student 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 section 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

BIOL 1234.001 LEC
- BIOL 1234.101 LAB
  - BB → AA
- BIOL 1234.102 LAB
  - BB → AA
- BIOL 1234.103 LAB
  - BB → AA

BIOL 1234.002 LEC
- BIOL 1234.101 LAB
  - CC → DD
- BIOL 1234.102 LAB
  - DD → CC
- BIOL 1234.103 LAB
  - DD → CC

- 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
Links: Lecture-Lab or Lecture-Recitation with same course number

- **Step 1** - When you create the lecture section, also enter the Link Identifier, “AA” in this example.
Links: Lecture-Lab or Lecture-Recitation with same course number

Select “Options” from the SSASECT menu

Select “Course Section Detail [SSADETL]”
Step 3- Enter the “link connector” code of the lab or recitation sections you will be connecting to, SAVE (top left or F10), and “X” to return to main SSASECT.

- We have connected the LEC section “AA” to the LAB sections “BB”.
- Now let’s 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.
Links: Lecture- Lab or Lecture- Recitation with same course number

Select “Options” from the SSASECT menu

Select “Course Section Detail [SSADETL]”
Links: Lecture- Lab or Lecture- Recitation with same course number

- 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
Cross-Listed and Stacked Sections
All course sections that meet together on the same days and times and are taught by the same instructor must be cross-listed in Banner.

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 classes

WHY?

- This is required for Coordinating Board reporting
- Must be done for faculty instructional workload reporting to work correctly
Cross-Listed and Stacked Sections

Select “Options” from the SSASECT menu

Select “Cross List Definition [SSAAXLST]”
Cross-Listed and Stacked Sections

- Enter a new cross-list group code in the “Cross List Group Identifier”

- How do you know which codes have already been used?
  - Click the arrow to run a query

- Enter the term in which you are building the course.
- Execute Query or F8
Cross-Listed and Stacked Sections

- This is what you will see when you run the query. All the codes that have already been used and the courses they connect.
- Scroll up and down to go to the end of the list
Since there will be many 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.
Cross-listed and Stacked Sections

- Enter your new cross-list group code in the cross-list box.

- Banner will then ask you for the max enrollment FOR THE GROUP.

- If you are unsure, enter 20 as a placeholder, for now and we will fix later.
Enter the cross-listed 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 “Related” and "Cross-list Definitions” SSAXLST.
Cross-listed and Stacked Sections

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.

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.
In this example, by setting the maximum enrollment of the PHIL section to 35, Banner will prevent anyone from registering after the course reaches the 35 actual enrollment.

- If you do not care what mix of enrollment you want, set both section enrollment numbers to match cross-list maximum enrollment.

You will now see all the sections in the AE group.

Make sure the MAXIMUM enrollment size of the cross-listed group is the total of enrollment of the cross-listed group.

- Max enrollment in any of the sections must not exceed the group maximum.
Cross-listed and Stacked Sections

- 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.

- REMINDER: 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 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 ”Related” 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
Reporting Tool
Argos Reporting

- [ ] https://banner.tamucc.edu
- [ ] Select “Login to Argos”
- [ ] Enter your AD username and password
1. Course Schedule Quick Reference
   - Checks to see if course section information and controls have been entered correctly.

2. Course Schedule w/ fees
   - Shows course sections exactly as they will print in the schedule.

3. REPORT: Faculty teaching Classes on Same Day, Time, Room
   - Checks for sections that need to be cross-listed.
Argos Reporting

- Use the drop down arrow on the report you are wanting to run
  - Select "Diagnostics"
- Select "Run Dashboard"
Argos Reporting
Course Schedule Quick Reference

Can be used to review course creation guidelines and all information regarding course set up. GREAT WAY TO CHECK TO SEE IF COURSES ARE CROSS LISTED CORRECTLY!
### Argos Reporting

**Course Schedule with Fees Report**

#### Fall 2018 Schedule

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course/Type</th>
<th>Course Title</th>
<th>Dates</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fees</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>70388</td>
<td>ACCT-2301.001 LEC</td>
<td>FINANCIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>TR 11:00-12:15 PM</td>
<td>TBA</td>
<td>S. Hall</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70403</td>
<td>ACCT-2301.002 LEC</td>
<td>FINANCIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>MWF 10:00-10:50</td>
<td>TBA</td>
<td>R. Zedan</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70404</td>
<td>ACCT-2301.003 LEC</td>
<td>FINANCIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>TR 09:30-10:45 AM</td>
<td>TBA</td>
<td>G. DeLatte</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70405</td>
<td>ACCT-2301.004 LEC</td>
<td>FINANCIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>MWF 01:00-01:50</td>
<td>TBA</td>
<td>S. Sullivan</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70410</td>
<td>ACCT-2302.002 LEC</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>TR 11:00-12:15 PM</td>
<td>TBA</td>
<td>D. Zhang</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70989</td>
<td>ACCT-2302.003 LEC</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>TR 02:00-03:15 PM</td>
<td>TBA</td>
<td>D. Zhang</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>71044</td>
<td>ACCT-2302.004 LEC</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>08/27-12/05</td>
<td>MWF 12:00-12:50</td>
<td>TBA</td>
<td>A. Reed</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70412</td>
<td>ACCT-3311.001 LEC</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>08/27-12/05</td>
<td>TR 11:00-12:15 PM</td>
<td>TBA</td>
<td>S. Polansky</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Published schedule will look like. You can also verify here what the students will see and what the “notes” and “comments” look like.
This report can show you where you are missing a cross-listed coding.
AD ASTRA SCHEDULING

Your new Best Friend
Room Scheduling

Course Creation and Building

Course Preference Set up

Room Assignments

Room Shopping
Course Preferences & Historical Enrollment Reports

**Preferences**
- Preferences with varying weights: MUST BE PEDAGOGICAL
  - Building Preferences
  - Multimedia Requests
  - Proximity to labs
  - Professors needs (instructional and physical)
  - **NEW FOR SUMMER/FALL 2018** - Computer Labs can be requested on the preference set
    - This includes all computer labs in CCH and CI 222 and CI 223
  - Support policy and change
- Review and refine preference set - should be built on course need to accommodate change and avoid future reworking
- Created a classroom view book to aid departments in choosing preferences

**Historical Reports**
- Historical data reports from the last four years (of like semesters) to assist you in entering the most accurate maximum enrollment cap for your courses.
- These are pulled from Platinum Analytics.
  - If your department would like access to Platinum Analytics to look at other data elements, please send their information and we can get an account created.
Course Preferences

Examples

Chemistry Lecture Room Preferences for Fall 2017
Below is a list of instructors and their respective courses that are back-to-back. If at all possible, it would be greatly appreciated if the instructors could stay in the same room between classes.

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Instructor</th>
<th>Room</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CS-214</td>
<td>John Smith</td>
<td>123</td>
<td>M</td>
<td>09:00</td>
</tr>
<tr>
<td>2</td>
<td>CS-216</td>
<td>Jane Doe</td>
<td>124</td>
<td>W</td>
<td>09:00</td>
</tr>
<tr>
<td>3</td>
<td>CS-219</td>
<td>Bill Brown</td>
<td>125</td>
<td>F</td>
<td>09:00</td>
</tr>
</tbody>
</table>

Organic Chemistry I & II (CHEM 3411 & 3412)
- CS-212

Biochemistry I & II (CHEM 4401 & 4402)
- CS-228

All other Chemistry labs (CHEM 3417, 3418, 3343, 4407, 4423, 4424, 4443, 5417, 5421)
- CS-221

Chemistry Lab Room Preferences

General Chemistry I & II (CHEM 1411 & 1412)
- CS-214
- CS-216 and
- CS-219

Chemistry Lab Room Preferences

<table>
<thead>
<tr>
<th>No.</th>
<th>Room</th>
<th>Instructor</th>
<th>Class</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>43770</td>
<td>1880</td>
<td>Intro Media Production</td>
<td>0601</td>
<td>M</td>
<td>09:00</td>
</tr>
<tr>
<td>43771</td>
<td>1880</td>
<td>Intro Media Production</td>
<td>0602</td>
<td>M</td>
<td>09:00</td>
</tr>
<tr>
<td>43772</td>
<td>2511</td>
<td>Media Writing</td>
<td>0601</td>
<td>W</td>
<td>09:00</td>
</tr>
<tr>
<td>43773</td>
<td>2566</td>
<td>Media Forms</td>
<td>0101</td>
<td>F</td>
<td>09:00</td>
</tr>
</tbody>
</table>

Organic Chemistry I & II (CHEM 3411 & 3412)
- CI-212

Biochemistry I & II (CHEM 4401 & 4402)
- CS-228

All other Chemistry labs (CHEM 3417, 3418, 3343, 4407, 4423, 4424, 4443, 5417, 5421)
- CS-221

Other Non-chemistry PENS Lab Room Preferences

**Physics**
- CI-216

**Geology**
- CS-226
- CI-214

**Environmental Science**
- CI-214

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**All the classes listed were formerly Communication courses. They are now listed under their new area of MEDIA and the new prefix is MEDA****
CLASSROOM VIEWBOOK
HANDY SIDEKICK

- Found on the Registrar’s website under “Ad Astra” → Classroom Viewbook
- Shows users pictures of the room, room type, occupancy and what the fill must be to meet the 65% fill rule
Running the Optimizer

*Classroom Assignments*

- All rooms that are funded by the University Technology Council will be run through the optimizer which includes Classrooms and most computer labs.
- Import courses from Banner, scheduled in Ad Astra, then pushed back to Banner.
- Department of Undergraduate Studies then optimizer.
- Progressive Optimizations
  - *Strict parameters*
  - Eight Runs 100% seat fill- Decreasing 5% each run.
The Optimizer
Published

<table>
<thead>
<tr>
<th>Room Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room assignments will be published in Banner</td>
</tr>
<tr>
<td>Departments have until the first day of classes to request rooms- “room shopping”</td>
</tr>
</tbody>
</table>
  - If departments change the room assignment, it will go into a “requested” status|
  - Registrar’s office will review requests and approve if meeting 65% rule (SUE Score) |
| If request is denied the room will be dropped from the course                    |

<table>
<thead>
<tr>
<th>Sue Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Higher Education Coordinating Board scores institutions based on demand, utilization and space efficiency using the “Space Utilization Efficiency (SUE) score</td>
</tr>
<tr>
<td>65%—part of this score includes filling rooms to at least 65%.</td>
</tr>
<tr>
<td>If a course does not meet the 65% rule, the Registrar’s Office will not schedule it.</td>
</tr>
</tbody>
</table>
Selecting a Room for a course

Select the **Academics** tab OR **View Sections** link on the right hand side.

Click on **Academic Tab** and choose **Sections**.
Selecting a Room for a course

Select Term on the left hand side and click on Search. You can also search by subject or room. Click on the pencil. The pencil will put you in edit mode.

Once in edit mode- select the house with the yellow pencil.
Selecting a Room for a course

Once in edit mode, select the house with the yellow pencil.

Select an available room and click OK. Save your progress and it is complete.
Selecting a Room for a course

Select **Meeting Status** on the left hand side and choose **Unassigned** then click on **Search**.
Handouts

Something to Remember US

1. How to Create Course Sections in Banner 9
2. How to Create Course Sections in Banner 8
3. Instructional Space Scheduling Guidelines
4. Summer/Fall/ Spring Standard Time block Schedule
5. Schedulable rooms with capacity and room type
THANK YOU!

All questions please email us at schedule@tamucc.edu