HOW TO CREATE COURSE SECTIONS IN BANNER 9

Class Scheduling User Guide
Wednesday, March 7, 2018
PART 1: Getting Started
- Tools you will need: Banner, Argos Reports, standard time block schedule guide, university catalog
- Banner Login and Navigation
- Banner form: SSASECT Overview

PART 2: Course Roll Over
- What to check for after the courses have been rolled

PART 3: CREATING BASIC COURSE SECTIONS
- Entering required information, adding meeting days and times, assigning instructors, setting expected enrollment

PART 4: Adding registration controls
- Special Approvals: Department or instructor permissions
- Restrictions: i.e. Must be a JR or SR
- Pre-requisites: Course "A" must be completed before registering for a course "B"
- Comments and “soft” or “fuzzy” pre-requisites

PART 5: CREATING VARIABLE TOPIC AND INDIVUAL STUDY SECTIONS
- Creating transcript titles
- Handling zero credit labs and variable credit course situations correctly

PART 6: CREATING SECTION LINKAGES
- Links: Lecture-Lab, Or Lecture-Recitation with same course number
- Cross-lists: Students can enroll for same course under different prefixes
- Stacked sections: Classes at different levels meeting together

PART 7: Argos
- Different Reports

PART 8: Ad Astra- Classroom
- If room is funded by UTC, it will be scheduled by the Registrar’s office
- Reviewing classroom assignments
- How to find rooms for courses
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

- **UNIVERSITY 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 9**
- Log in using AD credentials [what you use into outlook/computer]

- Enter SSASECT
1. **Menu Icon:** Click on this icon to open the Banner Menu. Find the page you are interested in opening. Select the desired entry and click Enter.

2. **Search Icon:** Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.

3. **Recently Opened Icon:** This is displayed with a count of pages after you have opened the first page in an application. Open the list and select a page to access it.

4. **Home Page:** You can return to the Application Navigator landing page by clicking on the home link.

5. **Banner User Name:** Displays the Banner Username of the person logged into this account.

6. **Sign Out Link:** Click the link when closing the application instead of just closing your browser to make sure you are logged out of the application.

7. **Help Icon:** The help lights up when you are on an option that has help pointers available; it will display info about the page you are currently viewing.

8. **Search Box:** In this box, you enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.

9. **Key Board Shortcuts:** Click on this icon to display the list of Application Navigator page keyboard shortcuts.

**Above from Banner Training created by Amanda Merchant**
1. Basic Navigation Header: Includes the Menu icon, Search icon, Recently opened icon, Home Page link, Banner user name, Sign Out link and Online Help icon.

2. Page Header: Contains the following:
   - Page close icon “X” to close your page.
   - Page title
   - Release and Submit buttons used only with workflows.
   - Add and Retrieve icons: actions used with Banner Document Management.
   - Related Menu button: displays a list of pages that are accessed from this page.
   - Tools Menu, which includes refresh, export, print, clear record, item properties, display ID image, etc.
   - Notification Center: which is located to the right of the Tools menu, and displays the following types of information:
     - Successful data save
     - Warning messages
     - Error Messages
     - Informational messages
     - Number of messages to be corrected to continue in the page. Note: You may click in the box with the number in the page header to open or close the Notification Center.

3. Key Block: The first block on most pages and contains key information. The key block determines what data is entered or displayed on the rest of the page.

4. Sections: Pages are divided into sections. They can be opened or collapsed by clicking on the carrot icon on the far left side of the section header. If available, a section may have a header that includes icons for actions you can do to records in the section: Insert, Delete, Copy, and Filter. The More Information icon will appear if supplemental data can be or is already entered for the record.

5. Sections Navigation Function: At the bottom of the section you may see some button icons and a display of information about the page. The arrows allow you to go to the next section (next block) or previous section.
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. GO: Select GO box
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*
  - *Review course instructional method guidelines.*

**Questions on fees? 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**
  - Code dependent on standard time block sheet

- **Special Approval**
  - Skip for now

- **Part of Term**
  - Refer to standard time block sheet
  - 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 registration.
  - “Gradable”- produces grades sheets

**uncheck for zero credit labs where course grade is given in lecture courses**
Summer Session Special Circumstances

**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
Part 3: Adding Registration controls

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

Select “Related” from the SSASECT menu

Select “SSARRES” from the related menu
Part 3: Adding Registration controls

2a. College and Major Restrictions

- In this example, the combinations of restrictions means 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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JR</td>
<td>Juniors</td>
<td>Freshman = 0-29 hrs.</td>
</tr>
<tr>
<td>PB</td>
<td>Post-Baccalaureate</td>
<td>Sophomore = 30-59 hrs.</td>
</tr>
<tr>
<td>SR</td>
<td>Seniors</td>
<td>Junior = 60-89 hrs.</td>
</tr>
</tbody>
</table>

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

- Sophomore = 30-59 hrs.
- Senior = 90+ hrs., but no degree.
Part 3: Adding Registration controls

3. Pre-requisites

Select “Related” 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 or be currently enrolled in 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 Pre-Requisites in Banner (SCACRSE)

- They will populate automatically when you create the section
  - After this is completed, all you will need to do is check to confirm that they are there

- Registrar’s office will be coding prerequisites at catalog level and will roll over.

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 “Related” 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”.
Assigning an instructor to Course Section
Assigning an Instructor

- Go to SSASECT
  - Enter term and CRN- select GO
- Select “meeting times and Instructor” tab
Assigning an Instructor

- Enter professors A number into the "ID" box
  - Tab and instructor will populate
- If you cannot assign an instructor please contact Academic Affairs (Wendy Benderman).
- Enter % of responsibility and % of session
  - If not cross listed with other sections, it will be 100%
  - If cross listed, divide 100% by the number cross list sections
- SAVE
Assigning an Instructor

Search for Instructor

- Enter Session Indicator (same as on SSASECT)
- Select three dots button to query
- Enter term and make sure the faculty box is checked.
  - Select GO
- Add field- Last name
- Add field- First Name
- Select GO
- Find Instructor and double click on ID.
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 “Related” from the SSASECT menu

Select “Section Syllabus Form” SSASYLB

NEVER edit Section Title. It creates transcript entry errors and causes conflicts with state reporting.
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  AA → BB
- 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 “Related” from the SSASECT menu

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

- Step 3- Enter the “link connector” code of the lab or recitation sections you will be connecting to, SAVE (bottom right), 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 “Related” 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.

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 “Related” from the SSASECT menu

Select “Cross List Definition” from the SSAXLST menu
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 three dots to run a query
- Select term and then enter the term in which you are building the course.
- Select “GO”
Cross-Listed and Stacked Sections

- This is what you will see when you run the query. All the codes that have already been used.
- Scroll up and down to go to the end of the list
Cross-Listed and Stacked Sections

<table>
<thead>
<tr>
<th>AA</th>
<th>BA</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>BB</td>
<td>CB</td>
</tr>
<tr>
<td>AC</td>
<td>BC</td>
<td>CC</td>
</tr>
<tr>
<td>AD</td>
<td>BD</td>
<td>CD</td>
</tr>
<tr>
<td>AZ</td>
<td>BZ</td>
<td>And so on...</td>
</tr>
</tbody>
</table>

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.
Cross-listed and Stacked Sections

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](https://banner.tamucc.edu)
- Select “Login to Argos”
- Enter your AD username and password
Argos Reporting

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!
Published schedule will look like. You can also verify here what the students will see and what the “notes” and “comments” look like.
## Faculty Teaching Classes on the Same Day, Time, and Room

**For Term: Spring 2018 Full Term**

<table>
<thead>
<tr>
<th>FACULTY NAME</th>
<th>XLIST</th>
<th>CRN</th>
<th>COURSE</th>
<th>SSTS</th>
<th>DAYS</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood, Howard</td>
<td>CN</td>
<td>52462</td>
<td>ESC4330.102</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CO</td>
<td>53120</td>
<td>ESC4330.002</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CO</td>
<td>53241</td>
<td>ESC4330.002</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CN</td>
<td>53250</td>
<td>ESC4330.103</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CP</td>
<td>53709</td>
<td>ESC4370.001</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CQ</td>
<td>53797</td>
<td>ESC4370.101</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CQ</td>
<td>53796</td>
<td>ESC4370.101</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Comella</td>
<td>CQ</td>
<td>53796</td>
<td>ESC4370.001</td>
<td>A</td>
<td>MTWRF</td>
<td>0800 - 1700</td>
<td></td>
</tr>
<tr>
<td>Lee, Byung Cheol</td>
<td>DI</td>
<td>51687</td>
<td>MEEN3045.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Lee, Byung Cheol</td>
<td>DI</td>
<td>50526</td>
<td>ENTC4520.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Li, Zhaorui</td>
<td>DB</td>
<td>52365</td>
<td>ENGR2316.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Li, Zhaorui</td>
<td>DB</td>
<td>54635</td>
<td>ENTC3320.001</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Harni, Mahdiar</td>
<td>DH</td>
<td>54349</td>
<td>ENTC3300.001</td>
<td>A</td>
<td>MWF</td>
<td>1000 - 1700</td>
<td></td>
</tr>
<tr>
<td>Harni, Mahdiar</td>
<td>DH</td>
<td>59324</td>
<td>ENGR3520.001</td>
<td>A</td>
<td>MWF</td>
<td>1000 - 1700</td>
<td></td>
</tr>
<tr>
<td>Nelson, Kevin</td>
<td>ZI</td>
<td>53005</td>
<td>ESC4003.001</td>
<td>A</td>
<td>MWF</td>
<td>1200 - 1500</td>
<td></td>
</tr>
<tr>
<td>Nelson, Kevin</td>
<td>ZI</td>
<td>53002</td>
<td>ATSC4003.001</td>
<td>A</td>
<td>MWF</td>
<td>1200 - 1500</td>
<td></td>
</tr>
<tr>
<td>Geist, Simon</td>
<td>RC</td>
<td>50175</td>
<td>BIOL2200.002</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Geist, Simon</td>
<td>RC</td>
<td>50114</td>
<td>BIMS2200.002</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
<td></td>
</tr>
<tr>
<td>Portney, David</td>
<td>TA</td>
<td>62786</td>
<td>MARB6690.010</td>
<td>A</td>
<td>MWF</td>
<td>0900 - 1700</td>
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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>Instructor</th>
<th>Name</th>
<th>Course</th>
<th>Room</th>
<th>Back-to-Back</th>
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<tbody>
<tr>
<td>chemistry</td>
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<td>CS-214</td>
<td>BH-235</td>
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<td>chemistry</td>
<td>Example</td>
<td>CS-216</td>
<td>BH-236</td>
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<td>chemistry</td>
<td>Example</td>
<td>CS-219</td>
<td>BH-237</td>
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</table>

#### Chemistry Lab Room Preferences

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

**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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**Chemistry Lab Room Preferences**

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

**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

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**Physics**
- CI-216

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

**Environmental Science**
- CI-214

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**Note:** Please note this is an August Mini session and the students will meet in BH 225 from 8/7 – 11/2017 and the other week they are filming a short film off campus for their class from 8/14 – 18/2017.

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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***
Historical Enrollments

- Looks at the average enrollment for sections of any given course for a selected term
- Calculates the population standard deviations
- Shows how much variation there is from the standard deviations
- Indicates the data is spread over a large range of values
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

Room Assignments

- Room assignments will be published in Banner
- Departments have until the first day of classes to request rooms - “room shopping”
  - 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

Sue Score

- Texas Higher Education Coordinating Board scores institutions based on demand, utilization and space efficiency using the “Space Utilization Efficiency (SUE) score
- 65% - part of this score includes filling rooms to at least 65%.
- If a course does not meet the 65% rule, the Registrar’s Office will not schedule it.
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
6. Checklist for Class Section Scheduling
7. Course Designations for Instructional Method
THANK YOU!

Please email questions to

schedule@tamucc.edu