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FALL 2010

MASTER SCHEDULE CALENDAR

Monday, November 30, 2009- Friday, January 22, 2010	Input “window” for departments.
Monday, November 30, 2009- Friday, January 29, 2010	Dean’s review and input “window.”
Wednesday, November 24, 2009 - Friday, September 10, 2010	SSRTALY, SSRSECT & Master Schedule Report to be run 1x per day
Friday, January 22, 2010	Last day to request pre-assignment for faculty with disabilities. Send request to your Associate Dean.
Friday, January 22, 2010	Deadline for changes in dept.dat file (building preferences).
Monday, January 25, 2010	Input window for departments is now “read only.”
Monday, February 1, 2010	Review and input window for deans is now “read only.”
Friday, February 19, 2010	Departments use SSRTALY, SSRSECT and/or Master Schedule Report in place of MS edit/proofs to review existing master schedule to determine sections that need to be created, deleted, or changed.
Friday, February 26, 2010	Master schedule creation and/or changes due Dean’s Office.
Friday, March 5, 2010	Master schedule creation and/or changes due RO.
Wednesday, March 24, 2010	Fall 2010 master schedule viewable online.
Wednesday, March 24, 2010	Self-service access to Banner granted.
Wednesday, April 7, 2010	Registration for Fall 2010 begins in Banner.

ROLLOVER

There is **no** department option to choose to rollover or not in BANNER.

The courses you offered (with exceptions listed below) in Fall 2009 will be rolled over **automatically** to your Fall 2010 schedule without your having to enter each course, individually, to the database.

What courses will not rollover?

- Canceled courses
- Courses by contract
- Challenge courses
- Experiential learning courses
- Special project courses (495) with enrollments less than or equal to 5
- Independent study courses (499) with enrollments less than or equal to 5
- Courses that are now historic on the catalog file (no longer offered or due to a title change)
- Graduate independent study, thesis, or masters project courses (590,690,695,795) with enrollments less than or equal to 5

What information will rollover?

- Subject
- Course Number
- Title
- Section
- Campus
- Status
- Schedule Type
- Instructional Method
- Part of Term
- Credit Hours
- Billing Hours
- Attributes
- Section Long Text (section notes)
- Class restrictions
- Major restrictions
- Level restrictions
- CAPP Area pre-requisites
- Maximum enrollment (quota)
- Meeting type

What information will NOT rollover?

- Begin and end time
- Days of the week
- Building & room
- Faculty name
- CRN

Default Settings

All sections that rollover are set by default with:

- a checkmark in the **Print** box. This means that the section will print and display in a search

- a checkmark in the **Voice Response and Self-Service Available** box. This means that a student can register for the section using the CRN if known.
- a checkmark in the **Gradable** box. This means that the section can be graded.
- no checkmark in the **CAPP Areas for Prerequisites**
- no checkmark in the **Tuition and Fee Waiver** box. This means that the section is billable.

EXAMPLE:

The screenshot shows the Oracle Developer Forms Runtime interface for SSASECT. The 'Section Details' section includes fields for Subject (ADE), Course Number (600), Section (01), Title (ADLTHOOD & DEV), and various scheduling and instructional options. A circled area highlights the following checkboxes: Print, Voice Response and Self-Service Available, Gradable, and Tuition and Fee Waiver. Other checkboxes like CAPP Areas for Prerequisites and SDF Level are also visible.

When will rollover courses show in BANNER?

Your Fall 2010 courses will show on **Monday, November 30, 2010**, the first day of your input window.

How to view a list of courses being offered for Fall 2010:

- Use SSRTALY, SSRSECT, or the Master Schedule Report to obtain CRN for sections that were rolled over from 200930 to 201030.
- Use SSASECQ in Banner to search on criteria such as term and department.

EXAMPLE:

How to make changes to your course offerings:

Once you have reviewed your existing courses using SSRTALY, SSRSECT, the Master Schedule Report or SSASECQ in Banner, you can make changes in SSASECT by entering the term 201030 (for Fall 2010) and the CRN.

BANNER Input Process:

1. Use SSRTALY, SSRSECT, the Master Schedule Report or SSASECQ to view all existing sections for your departments that rolled over from 200930 to 201030.
2. Review each CRN & its data elements in SSASECT.
3. Make changes in SSASECT.
4. Cancel any sections that you do not want in SSASECT.
5. Create any additional section that you want in SSASECT.
6. Continue to use SSRTALY, SSRSECT, the Master Schedule Report or SSASECQ for the most updated information on existing sections for 201030.

Data Elements That Must Be Checked for Accuracy for Existing Sections or Entered When Creating a New Section:

SSASECT

- Subject
- Course Number
- Title
- Section

- Cross-List
- Campus
- Status
- Schedule Type
- Instructional Method
- Part of Term
- Credit Hours
- Billing Hours
- Print Check Box
- Voice Response and Self-Service Available Check Box
- Tuition and Fee Waiver Check Box

SECTION ENROLLMENT INFO; ENROLLMENT DETAILS

- Maximum

SCHEDULED MEETING TIMES

- Meeting Time
- Meeting Type
- Start Date
- End Date
- Days of the Week
- Start Time
- End Time
- Auto Scheduler
- Scheduler Preferences
- Building
- Room
- Schedule Type
- Session Indicator

ASSIGNED INSTRUCTORS

- Faculty
- Percent of Responsibility
- Primary Indicator Check Box
- Percent of Session

SSATEXT

- Section Text
- Section Long Text

SSARRES

- Major Restrictions (if applicable)
- Class Restrictions (if applicable)
- Level Restrictions (if applicable)

SSAPREQ

- Section Information (if applicable)
- Section Test Score and Prerequisite Restrictions (if applicable)

INSTRUCTIONS FOR CREATING/UPDATING COURSES

Explanation of data fields:

Form SSASECT (Course Section Information Form)

TERM - Term must be filled in. YEAR10 = Spring, YEAR30=Fall, YEAR20=Summer. For example, 200730 = Fall 2007, 200810 = Intersemester/Spring 2008, 200820 = Summer 2008, and 200830 = Fall 2008.

CRN – Course Reference Number. You enter the CRN when UPDATING an existing section. The system will auto execute and bring back all information on file for this course. If you do not know the CRN, you can click on the list of values (LOV) in a blank CRN field and access the query SSASECQ. If you are creating a new section, the system will automatically assign a 4 digit number.

Subject – This is the 3 place alpha code used to identify the department. For example, ADE for Adult Education.

Course Number – The 3 digit number that identifies the course. For example, 100. 500-700 level earmark graduate level courses.

Title - Course title. Title will auto-populate. Just verify for accuracy. Do not attempt to make changes to a non-variable title. If the title is variable (i.e. topic course), you can change the title. Title should be in all capital letters. For example, ADULTHOOD & DEV. Field is 31 characters.

Section – Section will already be assigned for a section that was rolled over. You must manually enter a section if you are creating a new section. The section assigned is based on the sequence of input. Section starts at 01-09, then 10 to infinity. You must follow this numeric order. Click on the LOV to access the query SSASECQ if you are creating a new section and aren't sure what section to assign. Query allows you to see every existing section so you know the next numeric sequence number to assign.

Cross-List - It is not necessary to pre-assign cross-listed sections unless you are requesting a smart classroom or the assignment is for a faculty member with disabilities. If you are assigning cross-listed sections to a department controlled room, be sure to assign both sections to the same room and denote ASM in the auto scheduler field for all sections.

You must also denote a cross-list indicator in the cross-list field in SSASECT to be sure the sections all get scheduled in the same room. Cross-list indicator is a two character field but should follow numeric sequence until exhausted; for example 1, 2, 3, 10, 12, 99, A1, A2, A9, B1. Click on the LOV to get to the SSAXLSQ query. You can search to see which sequence to use next when cross-listing.

Campus – Use **M** for main.

Status – Use **A** for active or **C** for cancelled.

Schedule Type – use **LEC** for lecture or **LL** for lecture/lab combination.

Instructional Method – Use **TR** for traditional, **OL** for online learning, **HY** for web-hybrid, **FS** for freshman seminar, or **LC** for learning community. **DO NOT USE ANY OTHER CODES EVEN THOUGH THEY ARE AVAILABLE IN THE TABLE.**

Special Approval – This field is used only if the section requires instructor permission/special permission. Enter **1** for instructor permission. This is the only code used at this time.

Part of Term – Enter **1** for fall or spring, **IS** for intersemester, or **A** for summer A, **B** for summer session B, **C** for summer session C, **D** for summer session 1, or **E** for summer session 2 (**never use the code 1 in a summer term for any reason, only use alpha codes for summer!**).

Credit Hours – This field will auto-populate. If the section is a non-variable credit hour, do nothing. If the section is a variable credit, you will see a range in this field. Enter the actual desired credit hours in the field just below the credit hours. The number entered must be within the range in the field just above. Field is 3 number characters (i.e., 3.00)

Billing Hours – This field will auto-populate just like the credit hours field above it. If the section is a non-variable credit hour, the billing hours will be non-variable too so do nothing. If the section is a variable credit hour, the billing hours will be variable too. You will see a range in the billing hours field. Enter the actual desired billing hours in the field just below the billing hours. The number entered must be within the range in the field just above AND actual billing hours must match actual credit hours. This step is critical. Field is 3 numeric characters (i.e., 3.00).

Print Check Box – The default setting for this field is a checkmark. This means that the section is print/display. If a section is do not print/do not display, you must uncheck this box.

Voice Response and Self-Service Available Check Box – The default setting for this field is a checkmark. This means that the section will print/display and allow web-registration using a CRN. If a section is do not print/do not display, you must uncheck this box.

Tuition and Fee Waiver Check Box – The default setting for this field is empty (no checkmark). This means that the section is billable. If a section is non-billable, you must place a checkmark in the box.

Section Enrollment Info; Enrollment Details

Maximum – This is where you set the quota for the class. The maximum number is the maximum number of students who can register for the section. You must SAVE after entering the maximum number in the field.

Actual – DO NOT ENTER ANY INFORMATION HERE. This is for reference purposes only. Once registration begins, actual will reflect the actual number of students that have registered for the section.

Remaining – DO NOT ENTER ANY INFORMATION HERE. This is for reference purposes only. Once registration begins, remaining will reflect the remaining number of seats available for the section.

Scheduled Meeting Times

Meeting Time – The default is blank. Do not enter anything here. Enter 00 only if the section is TBA.

Meeting Type – This field should auto-populate based on schedule type entered on SSASECT. If needed, enter CLAS for class, LAB for lab, or LEC for lecture.

Start Date – This field is auto-populated from part of term code entered on SSASECT. This field will denote the first date of the start of the semester.

End Date – This field is auto-populated from part of term code entered on SSASECT. This field will denote the last date of the semester.

Days of the Week – Place a checkmark in the appropriate box (es). For example, Mon, Wed, and Fri for MWF.

Start Time – Use 0800, 0900, 1300, 1450 military time format. If section is TBA, be sure to enter code 00 in the meeting time field. Start time field will then auto-populate as 0000.

End Time – Use 0800, 0900, 1300, 1450 military time format. If section is TBA, be sure to enter code 00 in the meeting time field. End time field will then auto-populate as 0001.

Auto Scheduler - Step #1: On the scheduled meeting times screen, enter codes in the auto scheduler field:

NSM needs a room assignment; enter this code if the section needs a room assignment by RO/S25
TBA to be arranged/individual base; enter this code if there is no day/time assignment for the section
ASM pre-assigned class; enter this code if you have pre-assigned a section to a department controlled room

Step #2: On the scheduled meeting times screen, enter codes in the schedule preference detail screen:

***Please note the following changes/updates to input process.
VERY IMPORTANT INFORMATION***

Scheduler Preference Icon -

Partition Preferences - This field is building or partition preferences. This is where you enter your requests ONLY if they are different than those on file for your department. You can enter up to 3 choices; 1st, 2nd, and 3rd. Click on LOV for a list of codes.

Room Attribute Preferences – This field is room features. This is where you enter requests for SMART classrooms. You can enter up to 3 choices; 1st, 2nd, and 3rd. Always enter code 66 as your final preference 04. Click on LOV. Only use the following codes:

- 66 Smart Classroom
- 76 Smart Classroom Bacon 115
- 77 Smart Classroom Bacon 117
- 78 Smart Classroom Bacon 202
- 79 Smart Classroom Bacon 204
- 80 Smart Classroom Bacon 205
- 81 Smart Classroom Bacon 207
- 82 Smart Classroom Bacon 209
- 83 Smart Classroom Bacon 211
- 84 Smart Classroom Bacon 214A
- 85 Smart Classroom Bacon 215
- 86 Smart Classroom Bacon 217
- 87 Smart Classroom Bacon 220
- 88 Smart Classroom Bacon 225
- 89 Smart Classroom Bulger 0E (East)
- 90 Smart Classroom Bulger 0N (North)
- 91 Smart Classroom Bulger 0S (South)
- 92 Smart Classroom Bulger 0W (West)
- 93 Smart Classroom Bulger 2E (East 2)
- 94 Smart Classroom Bulger 2NB (N2B)
- 95 Smart Classroom Bulger 2NC (N2C)
- 96 Smart Classroom Bulger 2ND (N2D)
- 97 Smart Classroom Bulger 2S (S2)
- 98 Smart Classroom Bulger 2W (W2)

99	Smart Classroom Caudell 212	
100	Smart Classroom Caudell 214	
101	Smart Classroom Caudell 215	
102	Smart Classroom Caudell 216	
103	Smart Classroom Chase 341	
104	Smart Classroom CLAS A212	
105	Smart Classroom CLAS B106	
106	Smart Classroom CLAS 108	
107	Smart Classroom CLAS B118	
108	Smart Classroom CLAS B119	
109	Smart Classroom CLAS B209	
110	Smart Classroom CLAS B220	
111	Smart Classroom CLAS B309	
112	Smart Classroom CLAS B319	
113	Smart Classroom CLAS B320	
114	Smart Classroom CLAS B321	
115	Smart Classroom CLAS B332	
116	Smart Classroom CLAS C116	
117	Smart Classroom CLAS C122	
118	Smart Classroom CLAS C202	
119	Smart Classroom CLAS C302	
120	Smart Classroom CLAS C313	
121	Smart Classroom Ketchum 106	
122	Smart Classroom Ketchum 109	
123	Smart Classroom Ketchum 111	
124	Smart Classroom Ketchum 113	
125	Smart Classroom Ketchum 118	
126	Smart Classroom Ketchum 200	
127	Smart Classroom Ketchum 207	
128	Smart Classroom Ketchum 218	
129	Smart Classroom Ketchum 219	
130	Smart Classroom Ketchum 300	
131	Smart Classroom Ketchum 313	
132	Smart Classroom Ketchum 315	
133	Smart Classroom Ketchum 320	
134	Smart Classroom Ketchum 328	
135	Smart Classroom Rockwell 201	
136	Smart Classroom Rockwell 202	
137	Smart Classroom Rockwell 204	
139	Smart Classroom Science 220	
140	Smart Classroom Science 272	
141	Smart Classroom Upton 230	
142	Smart Classroom Bacon 123	
143	Smart Classroom CLAS A108	
144	Smart Classroom Caudell 219	*NEW*Effective Fall 2010
145	Smart Classroom Caudell 315	*NEW*Effective Fall 2010
146	Smart Classroom CLAS A209	*NEW*Effective Fall 2010
147	Smart Classroom CLAS A303	*NEW*Effective Fall 2010
148	Smart Classroom CLAS A307	*NEW*Effective Fall 2010
149	Smart Classroom Houston 206	*NEW*Effective Fall 2010
150	Smart Classroom Houston 207	*NEW*Effective Fall 2010
151	Smart Classroom Houston 208	*NEW*Effective Fall 2010
152	Smart Classroom Ketchum 100	*NEW*Effective Fall 2010

Building – Enter information here for building. DO NOT ASSIGN an actual building unless you are assigning a department controlled classroom. Click on LOV for reference. Use SLABQRY to query building codes. Enter M for campus then F8 to search or execute query. If the section is TBA/TBD, enter TBA in the auto scheduler field and leave both the building and room fields blank.

Room – Enter information here for room. DO NOT ASSIGN an actual room unless you are assigning a department controlled classroom. Click on LOV for reference. Use SLQROOM to query rooms. Enter building (i.e., BACO for Bacon Hall) then F8 to search or execute query. If the section is TBA/TBD, enter TBA in the auto scheduler field and leave both the building and room fields blank.

*****ROOM REQUEST/ASSIGNMENT INSTRUCTIONS*****

- #1: Call Department
Step #1: Auto-scheduler field enter TBA
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
- #2: Off-Campus
Step #1: Auto-scheduler field enter TBA
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
- #3: On-Campus
Step #1: Auto-scheduler field enter TBA
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
- #4: RO pre-assigned faculty with disabilities
Step #1: Auto-scheduler field enter NSM
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
Step #3: Complete the request form on page 31 and submit to your associate dean by the established deadline
- #5: Department Controlled Rooms (only do this for rooms that your department controls 100%)
Step #1: Auto-scheduler field enter ASM
Step #2: BLD field enter the building name
Step #3: ROOM field enter the room
- #6: SMART Classroom Request Denoting a Specific Room Choice(s) **Revised Effective Fall 2010**
Step #1: Auto-scheduler field enter NSM
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
Step #3: Enter specific smart classroom building/room code in the **room attribute preference field**; order them 01, 02, and 03 as your first, second, and third choices respectively.
Step #4: Enter code 66 (SMART CLASSROOM) in the room attribute preference field and 04 in the preference number column.
- #7: SMART Classroom Request Denoting Only Building Preference **Revised Effective Fall 2010**
Step #1: Auto-scheduler field enter NSM
Step #2: BLDG field + ROOM field ***LEAVE BOTH FIELDS BLANK***
Step #3: Enter the building code(s) in the building preferences field; order them 01, 02, and 03 as your first, second, and third choices respectively. You do not have to enter this step if your building preference for the section matches that of your departments (refer to Appendix A "DEPTS.DAT-PARTITION PREFERENCES BY DEPT.).
Step #4: Enter code 66 (SMART CLASSROOM) in the room attribute preference field and 01 in the preference number column.
- #8: RO Controlled Rooms Pre-Assigned By Departments
- Art Conservation: ROCK208
BIO: SCIE369
BUS: CHASE341
CIS: CLASA108
Elementary Education: BACO123
ESSE: SCIE356
Fine Arts: BULGE, BULGN2C
FTT: CAUD315
GEOG/PLAN: CLASA209
HEW then HPR: HGYM206, HGYM207, HGYM208
HIS: CLASC202, CLASB209
MAT: BACO202, BACO214A, BULGN2D, KETC109, KETC300, ROCK201, ROCK202
NFS: CAUD219
PHY: SCIE220, SCIE224
PSYCH: CLASA303, CLASA307
SLP: KETC212
SOC: CLASB332
- Step #1: Auto-scheduler field enter ASM
Step #2: BLD field enter the building name
Step #3: ROOM field enter the room

Assigned Instructors

Session Indicator – This field should auto-populate as 01. If you have more than one instructor per section, use 01 for the first line and then 02 for the second line.

ID – This is the faculty member’s Banner ID. You cannot search on social security number. If you know the Banner ID, enter it here. If not, click on the LOV to search by last name, first name.

Instructional Workload – This field should auto-populate.

Percent of Responsibility – If one instructor = 100%, if two instructors = each is 50%, if three instructors = primary at 50% and the other two at 25% each.

Primary Indicator – This field will auto-populate if there is one instructor. The default is a checkmark in the box. Check this field to be sure that there is always one instructor selected as the primary so that he/she will be able to enter grades for the section.

Override Indicator - Enter an O in this field only if you try to save and you get the following error message “Conflict Override; 0 = override instructor conflicts, leave blank to check conflicts.”

Percent of Session – If one instructor = 100%, if two instructors = each is 50%, if three instructors = primary is 50% and the other two at 25% each.

Form SSATEXT (Course Section Comments)

Term – This field will auto-populate.

CRN – This field will auto-populate.

Subject – This field will auto-populate.

Course – This field will auto-populate.

Section Text – **DO NOT USE THIS FIELD.** Nothing should appear in this field. If anything appears in this field (i.e., 1001) record remove and SAVE.

Section Long Text – Do not use any abbreviations. Enter all information in all capital letters. Make text as descriptive as possible. There is no space limitation. Check for spelling and grammar.

Form SSARRES (Course Section Restrictions)

This is one of the forms where restriction information is established.
Always use “I” for include. DO NOT USE “E” for exclude for any reason

Only ONE restriction can be used in SSARRES except for graduate level courses. Graduate level courses must always use a Level Restriction

College Restrictions – **DO NOT USE THIS FIELD.**

Major Restrictions – Select “I” for include if the section has a major code restriction. Use alpha codes here only. Use the supplemental *Major Code Numeric to Alpha* reference packet. For example, a

section is restricted for major codes 0703, 0706, & 0707 only. Set “I” for include and use alpha codes PCM, COM, and MDP.

Class Restrictions – Select “I” for include if the section has a class restriction. Click on LOV to review codes: FR for freshmen only, SO for sophomores only, JR for juniors only, and/or SR for seniors only. You can have any combination of FR, SO, JR, and/or SR. For example, a section is restricted for juniors and/or seniors only. Set “I” for include and use codes JR and SR.

Level Restrictions – All graduate level courses (500-700 level) **must** have a level restriction. Select “I” for include and use codes GR and PB.

Program Restrictions – DO NOT USE THIS FIELD.

Campus Restrictions – DO NOT USE THIS FIELD.

Form SSAPREQ (Course Section Restrictions)

This is one of the forms where restriction information is established.

This form is used for sections that are restricted to All College Honors Program only, Orientation students only, or EOP students only.

1. Section Information Tab

Subject - Field will auto-populate.

Course Number – Field will auto-populate.

Section Title – Field will auto-populate.

2. Section Test Score and Prerequisite Restrictions Tab

Section Test Score and Prerequisites block – DO NOT USE THIS BLOCK.

Section CAPP Area Prerequisites – Click on LOV for codes. Use one code only. If the section is restricted for EOP students only, use code **EOP1**. If the section is restricted for All College Honors Program students only, use code **HONORS**. If the section is restricted for orientation students only, use code **ORIENT**.

3. Section Information Tab

Check box for CAPP Areas for Prerequisites – After you complete steps 1 & 2, enter a checkmark in this box. SAVE.

**CREATING A NEW SECTION OR CANCELING AN EXISTING SECTION DURING THE
INPUT WINDOW:**

Refer to the supplemental packet “INB-Creating a Section in SSASECT.”

Refer to the supplemental packet “INB-Canceling a Section in SSASECT.”

CHANGING A COURSE AFTER THE INPUT PERIOD ENDS:

CHANGES TO COURSE OFFERINGS - It is the responsibility of the department chairperson to notify the Registrar’s Office, in writing, of any changes to a course listed in the master schedule. Such changes should be sent in a timely manner on course schedule change notices. All must be signed by your Dean. These include:

1. Course cancellations.
2. Credit hour changes.
3. Instructor changes.
4. Quota increases or decreases.
5. Meeting time, day or room changes.
6. Option changes.

Changes to course offerings are made daily, however, changes received after 12:00pm during registration periods may not show on the web until the following day.

Students registered for a cancelled course will be advised via email by the Registrar’s office, not later than 24 hours after the notice of cancellation is received.

WEEKEND/FRIDAY EVENING CLASSES: Consideration should be given to a weekend program whereby courses might be scheduled on Saturdays. There are no time constraints on when weekend courses can be offered as long as your Dean concurs. Time assignments for weekend courses may be as creative as you wish within standard academic deadlines.

GUIDELINES FOR OFFERING A COURSE AFTER 3PM ON FRIDAY: Courses may be offered on Friday after 3pm under the following guidelines:

- Start time will be 6pm or later, to avoid conflicts with Senate or UUP meetings that are held at 3pm on Friday.
- Courses should not be offered on Friday evening if the course is offered only once a year, or if there is only one section offered.
- Any exceptions must be requested through the appropriate Dean, to the Provost’s office.

CONTACT HOURS: A course that meets for more than 1.5 hours must have a scheduled 10 minute break. For courses offered in a more concentrated schedule, each additional increase of a single meeting time by more than 1.5 hours requires another scheduled 10 minute break added to the course meeting time. Breaks do not count toward the minimum meeting time.

FALL 2010 SEMESTER DATES:

Monday, August 30, 2010-Thursday, December 16, 2010

Refer to Trial Schedule for actual day/time options.

Information and Instructions for Classroom Scheduling

After all courses have been entered, classrooms are assigned based on the needs specified by the individual department. The course quota is used to determine the size of the room in which the class is to be scheduled.

Purpose and advantages of Schedule 25

- Maximizes room utilization.
- Allows departments to request room features and buildings for individual faculty, by section.
- Supports pre-assignments with maximum speed and efficiency, scheduling approximately 900 classes in less than a minute.
- Allows departments to define preferred buildings, by individual section, by department, or both.
- Gives departments a longer period of time to firm up their schedules, and reduces the number of changes to the master schedule.
- Schedules only general purpose classrooms and leaves the scheduling of dedicated spaces to the department.

Schedule 25 does not:

- Reduce course quotas to make classes “fit” available rooms.
- Decide which classes should be held or who should teach.
- Schedule meeting times for classes.
- Change any of your class data to match its classroom assignments.
- Schedule classes in department controlled labs, studios, or seminar rooms.

Scheduling rooms exclusive to your department (labs, studios, etc.) off campus or TBA courses:

Schedule 25 will not assign space to any section when TBA is entered in the auto-scheduler field. In the building and room field, enter only those rooms used exclusively by your department. This includes labs, studios, seminar and conference rooms. You should not enter anything in the building field for classes meeting off campus. Classes meeting in a location to be announced should have nothing in either the building or room field. If you want a classroom assigned by schedule 25 the building and room leave both fields BLANK and enter NSM in the auto-scheduler field.

Department Preferences:

Schedule 25 takes department preferences for partitions into consideration first when assigning rooms. I have enclosed a list of the preferences on file for your department. You will note they are listed in priority order. For example, the department of Business lists partition 9, then 18. This means they prefer partition 9 (Caudell Hall) as their first choice and partition 18 (Rockwell Hall) as a second choice for all classes offered by the department. There is an automatic default of “all other buildings” if schedule 25 is unable to place all of your courses in the buildings you request. If 1-27, this means your department has no preferences and schedule 25 will consider all buildings equally. Schedule 25 will attempt to assign courses in your department in the order they are listed on the enclosed “Depts.dat” (see page 20-22.) If you wish to change your department

partitions or re-order them, simply return the corrected list to the Registrar's Office by **Friday, January 22, 2010**.

Requesting a building or room feature by section:

If specific courses have requests for a building or a room feature, you can request up to three features and one partition (building) for each section. You don't have to enter both. For example, if a course needs a television and has the same department preferences for buildings as the rest of the department, just enter feature # 56 for the television and schedule 25 will look for a room with a television that is within the department's priority partitions. If a course has a preference for a building that is different from the department preference, you can request it (for example, any requests for Bulger Communication Center). Entries made to the "room attribute details" field will tell schedule 25 to look only at these features/building for this section and to ignore the department preferences. A list of features and partitions you can select is enclosed for your reference.

How to request a building or room in SSASECT:

Step #1: On the scheduled meeting times screen, enter codes in the auto scheduler field:

NSM needs a room assignment; enter this code if the section needs a room assignment by RO/S25
TBA to be arranged/individual base; enter this code if there is no day/time assignment for the section
ASM pre-assigned class; enter this code if you have pre-assigned a section to a department controlled room

Step #2: On the scheduled meeting times screen, enter codes in the schedule preference detail screen:

A. Partition Preferences: Do not enter information unless your preferences are different than those of your department. Choose up to 3. Be sure to order them 1st, 2nd, and 3rd choice. Click on LOV
B. Room Attribute Preferences: This is where you enter your three smart classroom choices. Choose up to 3. Be sure to order then 1st, 2nd, and 3rd choice. Always enter code 66 for Smart Classroom as your 4th choice. Click on LOV.

SMART Classrooms

Refer to attachment *R25-Building & Room File* for an updated listing.

Cross-listed courses or sections with a common lecture:

It is not necessary to pre-assign cross-listed sections unless you are requesting a smart classroom or the assignment is for a faculty member with disabilities. If you are assigning cross-listed sections to a department controlled room, be sure to assign both sections to the same room and denote ASM in the auto scheduler field for all sections.

You must also denote a cross-list indicator in the cross-list field in SSASECT to be sure the sections all get scheduled in the same room. Cross-list indicator is a two character field but should follow numeric sequence until exhausted; for example 1, 2, 3, 10, 12, 99, A1, A2, A9, B1. Click on the LOV to get to the SSAXLSQ query. You can search to see which sequence to use next when cross-listing.

Pre-assignments for faculty with disabilities:

Pre-assignments are available through Schedule 25 (S25) for faculty with disabilities. If any of your faculty require pre-assignment please submit a request to your Associate Dean by **Friday, January 22, 2010**. Please use the *Faculty with Disabilities Pre-Assignment Request Form* on page 32.

Hints for Obtaining Your Desired Room:

It is difficult to obtain a large room during “prime time”, especially if your class is 90 or more. There are a limited number of large rooms. There are fewer sections offered at 8am, or after 3pm on T/R or after 11 MWF. Your chances of obtaining your desired room are better when the competition is reduced.

Request the partition (building) and only the features you need. The fewer features you request the better chance you have of obtaining your desired room. For example, if you need LAN access and would like to be in Bulger, ask for each but don't add moveable chairs, carpet, etc.

Frequently asked questions and answers:

- Why did XXX class get the room I requested?
First, you didn't request a room; you requested a building and/or room features. The room you were assigned has these features, and the capacity most closely approximates your course quota. Often, two classes will ask for the same features, at the same time and day. The class that gets the room is the one that has a quota closest to the room capacity. Sometimes this is a difference of one seat. Often, the faculty member calling and asking this question had no features or partition requested. He didn't communicate his needs to his chair, or the person in the department entering the classes didn't make the request.
- But I ALWAYS teach in this room (or building).
Schedule 25 doesn't remember where you taught last semester, or the year before. Maybe the class you are teaching this year has a larger quota, necessitating a different room assignment to accommodate the extra seats. Maybe you are teaching at a different time/days, during primetime when assignments are difficult. Perhaps the combination of features/partition you requested don't exist (sometimes classes ask for LAN access, and then request a building that isn't accessible on the LAN).
- I can't walk from this building to that because I am disabled (permanently or temporarily).
Faculty who are disabled can request pre-assignment through their chair and associate dean. If you didn't make such a request you weren't pre-assigned, and may not have been assigned in the same building.
- Why was I assigned this classroom?
If you did not request any features or partition, schedule 25 assigned your class to any available room as close in capacity to your course quota as possible.

For assistance or questions please Sharon or Sandy at ext. 4811.

Intellectual Foundations (IF) Advising Codes

Listed below are the advising codes for the new Intellectual Foundations general education requirements effective Fall 2006. They appear in the “ADV CD” column on the online master schedule.

DIVERSITY	8
ARTS FOUNDATIONS	J
HUMANITIES FOUNDATIONS	Q
NATURAL SCIENCES FOUNDATIONS	K
SOCIAL SCIENCES FOUNDATIONS	Y
TECHNOLOGY AND SOCIETY	L
MATH/QUANTITATIVE REASONING	X
FOREIGN LANGUAGE	F
BASIC WRITING	7
AMERICAN HISTORY	1
WESTERN CIVILIZATION	4
NON-WESTERN CIVILIZATIONS	5
WORLD CIVILIZATIONS	6
BASIC ORAL COMMUNICATION	P

APPENDIX A

“DEPTS.DAT – PARTITION PREFERENCES BY DEPT.”

<u>First Choice</u>	<u>Second Choice</u>	<u>Third Choice</u>
Anthropology 11 Classroom	19 Science	9 Caudell
Art Conservation 18 Rockwell		
Art Education 1 - 27		
Biology 19 Science	11 Bulger	22 Classroom
Business 9 Caudell	18 Rockwell	
Butler Library 1-27		
Chemistry 19 Science	11 Classroom	22 Upton
Computer Information Systems 11 Classroom	19 Science	
Communications 11 Classroom	1 Bacon	15 Ketchum
Creative Studies 11 Classroom	1 Bacon	
Criminal Justice 11 Classroom	19 Science	1 Bacon
Design 1-27		
Dietetics & Nutrition 9 Caudell	22 Upton	19 Science
Earth Sciences and Science Education 19 Science	11 Classroom	22 Upton
Economics and Finance 11 Classroom	19 Science	9 Caudell
Educational Foundations 1 Bacon	15 Ketchum	

Elementary Education and Reading	1 Bacon	15 Ketchum	
English	15 Ketchum	1 Bacon	18 Rockwell
Exceptional Education	15 Ketchum	1 Bacon	18 Rockwell
Fashion Technology	9 Caudell	22 Upton	
Fine Arts	1-27		
Geography and Planning	11 Classroom	19 Science	22 Upton
Geoscience	19 Science	11 Classroom	22 Upton
Health and Wellness	14 Houston	11 Classroom	19 Science
History and Social Studies Education	11 Classroom	19 Science	9 Caudell
Hospitality and Tourism	9 Caudell	22 Upton	1 Bacon
Mathematics	18 Rockwell	1 Bacon	15 Ketchum
Modern & Classical Languages	15 Ketchum	1 Bacon	18 Rockwell
Music	15 Ketchum	18 Rockwell	1 Bacon
Physics	19 Science	11 Classroom	22 Upton
Philosophy and Humanities	15 Ketchum	18 Rockwell	11 Classroom
Political Science	11 Classroom	19 Science	1 Bacon
Psychology	11 Classroom	19 Science	14 Houston
Social Work	11 Classroom	19 Science	14 Houston
Sociology	11 Classroom	19 Science	14 Houston

Speech, Language, Pathology

15 Ketchum

1 Bacon

9 Caudell

Student Personnel Administration

1 Bacon

15 Ketchum

Technology

22 Upton

19 Science

Theater

4 Bulger

15 Ketchum

1 Bacon

Dean, School of Arts & Humanities

1 – 27

Dean, School of Education

1 – 27

Dean, School of Natural and Social Sciences

1 – 27

Dean, School of the Professions

1 - 27

Dean, University College

1 - 27

APPENDIX B

RESERVE OPTIONS AND EXAMPLES OF NOTES

- Restriction “I” special approval on SSASECT

Add this note to SSATEXT; section long text: This section requires instructor permission.

- Restriction is “I” for include and the alpha code on SSARRES-major restrictions

Add this note to SSATEXT; section long text: This section is reserved for selected majors only.

- Restriction is ORIENT on SSAPREQ

Add this note to SSATEXT; section long text: This section is reserved for orientation students only.

- Restriction is “I” for include and then JR and/or SR on SSARRES-class restrictions

Add this note to SSATEXT; section long text: This section is reserved for juniors and/or seniors only.

- Restriction is “I” for include and then FR and/or SO on SSARRES-class restrictions

Add this note to SSATEXT; section long text: This section is reserved for freshmen and/or sophomores only.

- Restriction is EOP1 on SSAPREQ

Add this note to SSATEXT; section long text: This section is reserved for EOP students only.

- Restriction is HONORS on SSAPREQ

Add this note to SSATEXT; section long text: This section is reserved for All College Honors Program students only.

- Restriction is “I” for include and then FR on SSARRES-class restrictions

Add this note to SSATEXT; section long text: This section is reserved for first-time freshmen only.

APPENDIX C

SSATEXT

COMMONLY USED NOTES WHEN SECTION HAS INSTRUCTOR PERMISSION

ERIE COUNTY EMPLOYEE EDUCATION PROGRAM PREFERENCE

NON-MAJORS ONLY

INTERNSHIP - REQUIRES PRIOR PLACEMENT PRIOR TO REGISTRATION

MINIMUM GPA REQUIRED

ESL STUDENTS ONLY

AUDITION REQUIRED

SENIORS ONLY

JUNIORS ONLY

SOPHOMORES ONLY

FIRST TIME FRESHMEN ONLY

PLACEMENT TEST REQUIRED

LIMITED TO STUDENTS WITH PREVIOUS COURSEWORK IN THIS AREA

INSTRUCTOR PERMISSION SEATS AVAILABLE ONLY AFTER FIRST CLASS SESSION

FRESHMAN SEMINAR COURSE

BLOCK SCHEDULE COURSE

GCC TEACHER PREP PROGRAM

STUDENT TEACHING PLACEMENT

EVENING STUDENTS ONLY

INSTRUCTOR PERMISSION SEATS AVAILABLE ONLY DURING FIRST CLASS SESSION

PRACTICUM PLACEMENT (Other than student teaching)

VERIFICATION OF PREREQUISITES REQUIRED.

LEADERSHIP EXPERIENCE REQUIRED

ECC JOINT TEACHER PREP PROGRAM

RESERVED FOR OFF CAMPUS GROUP

RESERVED FOR LEARNING COMMUNITIES PROGRAM

APPENDIX D
SSATEXT
COMMONLY USED NOTES TO STUDENTS

LAB FEE REQUIRED

STUDIO FEE

DO NOT REGISTER FOR COURSE IMMEDIATELY BEFORE OR AFTER THIS CLASS

LESSON WITH ADDITIONAL FEE

CROSS-LISTED

ADDITIONAL HOURS REQUIRED

ONLY THOSE STUDENTS WHO HAVE TAKEN THE ENGLISH COMPOSITION
PLACEMENT EXAM OR WHO HAVE TRANSFER CREDIT IN ENGLISH COMP MAY ENROLL

MUST ATTEND SPECIAL ORIENTATION SESSION. CONTACT DEPARTMENT

MUST FILE FORM WITH DEPARTMENT FOR INDIVIDUAL PHYSICAL
EDUCATION PROGRAM, UPON RECOMMENDATION OF THE HEALTH CENTER

SPECIAL MEETING DATES. CONTACT DEPARTMENT

ALL NON-TRANSFER STUDENTS MUST PASS THE COMPETENCY EXAM
BEFORE REGISTERING. TRANSFER STUDENTS WHO DO NOT TRANSFER A
MATH COURSE MUST ALSO PASS THE COMPETENCY EXAM

SPECIAL EQUIPMENT REQUIRED – SEE INSTRUCTOR

MUST SEE INSTRUCTOR

AS OF THE FIRST CLASS DAY ANY AVAILABLE SEATS REQUIRE INSTRUCTOR PERMISSION

INTER-CAMPUS TRANSFER AGREEMENT

MUST HAVE COMPLETED APPLICATION FOR COURSE AT LEAST ONE SEMESTER PRIOR

PREREQUISITE REQUIRED

CALL DEPARTMENT FOR OFF CAMPUS LOCATION

LAB FEE \$15

LAB FEE \$25

UP TO 2 HOURS OF A LAB MEETS FRIDAY AFTERNOON OR OPTIONALLY THURSDAY AT 12:15

NON-MAJORS ONLY

POSSIBLE MATERIALS FEE

ONLINE LEARNING: COURSE DOES NOT MEET ON-CAMPUS. USE OF AN INTERNET CONNECTED COMPUTER IS REQUIRED.

INTERACTIVE VIDEO: THE NOTE/PREREQUISITE FIELD INCLUDES THE LOCATION, IF NOT ON CAMPUS. CLASS MAY MEET EITHER ON CAMPUS OR AT AN OFF-CAMPUS SITE. FOR INFORMATION, CONTACT THE ACADEMIC DEPARTMENT.

REQUIRES SATISFACTORY COMPLETION OF ENG 102 OR EQUIVALENT.

ORIENTATION REQUIRED. MUST HAVE 2.5 GPA AND "C" OR BETTER IN METHODS COURSE.

MUST HAVE 2.5 GPA AND TWO METHODS COURSES COMPLETED WITH "C" OR BETTER

PORTFOLIO

SOPHOMORE STANDING OR 3 HOURS LITERATURE COMPLETED

ENGLISH EDUCATION AND ELEMENTARY EDUCATION MAJORS

RECOMMENDED FOR STUDENTS WHO SCORE 9 OR BELOW ON THE BSC DIAGNOSTIC TEST OR DO NOT HAVE HIGH SCHOOL MATH 3

3 YEARS REGENTS HIGH SCHOOL MATH OR EQUIVALENT

GRAPHING CALCULATOR REQUIRED

STUDENT MUST BE CONCURRENTLY ENROLLED IN OR HAVE PASSED COURSE IDENTIFIED IN PREREQUISITE COLUMN

CONSENT OF FOREIGN LANGUAGE EDUCATION COORDINATOR

CONCERT ATTENDANCE REQUIRED

ONLY ONE OF THE COURSES LISTED MAY BE USED FOR CORE CREDIT

COURSE OUTLINE AVAILABLE ON THE WEB

HYBRID: A PORTION OF ON-CAMPUS CLASSROOM TIME IS REPLACED WITH WEB- BASED LEARNING. THE AMOUNT OF CLASS TIME REPLACED VARIES BY COURSE. USE OF AN INTERNET CONNECTED COMPUTER IS REQUIRED.

JR/SR OR ONE COURSE IN PHILOSOPHY

ADDITIONAL LAB HOURS REQUIRED

LAB WORK REQUIRED

4 YEARS OF REGENTS HS MATH OR EQUIVALENT

ANY ONE ART COURSE

JR/SR/UPPER-DIVISION STANDING

SATISFACTORY COMPLETION OF ENGLISH REQUIREMENT

MAJORS ONLY

FIELD TRIP/S REQUIRED

PREMAJORS ONLY INCLUDES FIELD COMPONENT FOR PRE-MAJORS

LAB AT CAMPUS HOUSE

ONE COURSE IN PHILOSOPHY

APPROVAL OF FACULTY SUPERVISOR PRIOR TO REGISTRATION

CO-REQUISITE REQUIRED

LEARNING COMMUNITIES PROGRAM

“C” OR BETTER REQUIRED

2.5 GPA REQUIRED

APPENDIX E

Requesting a SMART Classroom using the Room Attribute Preference field in Banner

66	Smart Classroom
76	Smart Classroom Bacon 115
77	Smart Classroom Bacon 117
78	Smart Classroom Bacon 202
79	Smart Classroom Bacon 204
80	Smart Classroom Bacon 205
81	Smart Classroom Bacon 207
82	Smart Classroom Bacon 209
83	Smart Classroom Bacon 211
84	Smart Classroom Bacon 214A
85	Smart Classroom Bacon 215
86	Smart Classroom Bacon 217
87	Smart Classroom Bacon 220
88	Smart Classroom Bacon 225
89	Smart Classroom Bulger 0E (East)
90	Smart Classroom Bulger 0N (North)
91	Smart Classroom Bulger 0S (South)
92	Smart Classroom Bulger 0W (West)
93	Smart Classroom Bulger 2E (East 2)
94	Smart Classroom Bulger 2NB (N2B)
95	Smart Classroom Bulger 2NC (N2C)
96	Smart Classroom Bulger 2ND (N2D)
97	Smart Classroom Bulger 2S (S2)
98	Smart Classroom Bulger 2W (W2)
99	Smart Classroom Caudell 212
100	Smart Classroom Caudell 214
101	Smart Classroom Caudell 215
102	Smart Classroom Caudell 216
103	Smart Classroom Chase 341
104	Smart Classroom CLAS A212
105	Smart Classroom CLAS B106
106	Smart Classroom CLAS 108
107	Smart Classroom CLAS B118
108	Smart Classroom CLAS B119
109	Smart Classroom CLAS B209
110	Smart Classroom CLAS B220
111	Smart Classroom CLAS B309
112	Smart Classroom CLAS B319
113	Smart Classroom CLAS B320
114	Smart Classroom CLAS B321
115	Smart Classroom CLAS B332
116	Smart Classroom CLAS C116
117	Smart Classroom CLAS C122
118	Smart Classroom CLAS C202
119	Smart Classroom CLAS C302
120	Smart Classroom CLAS C313
121	Smart Classroom Ketchum 106
122	Smart Classroom Ketchum 109
123	Smart Classroom Ketchum 111
124	Smart Classroom Ketchum 113
125	Smart Classroom Ketchum 118

126	Smart Classroom Ketchum 200	
127	Smart Classroom Ketchum 207	
128	Smart Classroom Ketchum 218	
129	Smart Classroom Ketchum 219	
130	Smart Classroom Ketchum 300	
131	Smart Classroom Ketchum 313	
132	Smart Classroom Ketchum 315	
133	Smart Classroom Ketchum 320	
134	Smart Classroom Ketchum 328	
135	Smart Classroom Rockwell 201	
136	Smart Classroom Rockwell 202	
137	Smart Classroom Rockwell 204	
139	Smart Classroom Science 220	
140	Smart Classroom Science 272	
141	Smart Classroom Upton 230	
142	Smart Classroom Bacon 123	
143	Smart Classroom CLAS A108	
144	Smart Classroom Caudell 219	*NEW*Effective Fall 2010
145	Smart Classroom Caudell 315	*NEW*Effective Fall 2010
146	Smart Classroom CLAS A209	*NEW*Effective Fall 2010
147	Smart Classroom CLAS A303	*NEW*Effective Fall 2010
148	Smart Classroom CLAS A307	*NEW*Effective Fall 2010
149	Smart Classroom Houston 206	*NEW*Effective Fall 2010
150	Smart Classroom Houston 207	*NEW*Effective Fall 2010
151	Smart Classroom Houston 208	*NEW*Effective Fall 2010
152	Smart Classroom Ketchum 100	*NEW*Effective Fall 2010

APPENDIX F

Partitions *Click on the LOV under Partition Preferences in Banner* for additional codes

1	Bacon Hall
2	Bishop Hall
3	Buckham Campus School
4	Bulger Communication Center
5	Butler Library
6	Campbell Student Union
7	Campus House
8	Cassety Hall
9	Caudell Hall
10	Chase Hall
11	Classroom Building
12	Cleveland Hall
13	Clinton Center
14	Houston Gym/Sports arena/ice arena
15	Ketchum Hall
16	Moot Hall
17	Outdoors
18	Rockwell Hall
19	Science Building
20	South Wing
21	Theatre Arts Building
22	Upton Hall
23	Weigel Health Center
45	Twin Rise

APPENDIX G
Buildings in Banner

* Use SLABQRY to query a building list directly.

BACO	Bacon Hall
BISH	Bishop Hall
BUCK	Buckham Campus School
BULG	Bulger Communication Center
BUTL	Butler Library
CAUD	Caudell Hall
CHAS	Chase Hall
CHOU	Campus House
CLAS	Classroom Building
HOUS	Houston Gym
KETC	Ketchum Hall
ROCK	Rockwell Hall
SCIE	Science Building
TBD	To Be Determined
THEA	Theater Building
UPTO	Upton Hall

*****REVISED FORM*****

FACULTY WITH DISABILITIES PRE-ASSIGNMENT REQUEST FORM

SELECT ONE TERM; DENOTE YEAR AND SESSION FOR SUMMER:

FALL _____

SUMMER _____

SPRING _____

A B C 1 2

INTERSEMESTER _____

SELECT THE TYPE(S) OF REQUEST:

SMART Classroom
Cross-Listed Pre-Assignment
General Purpose Pre-Assignment

COMPLETE EACH ITEM FOR A SUCCESSFUL REQUEST:

FACULTY NAME: _____

CRN: _____ (course reference number required to submit a request)

CATALOG NAME: _____

DAYS: _____

BEGIN TIME: _____

END TIME: _____

QUOTA: _____

1st CHOICE: _____

2nd CHOICE: _____

3rd CHOICE: _____

IS THIS COURSE CROSS-LISTED? YES NO

IF THIS COURSE IS CROSS-LISTED, INCLUDE ALL SUBJECT, COURSE AND CRN INFORMATION HERE:

COMMENTS:

DEPT. CHAIR SIGNATURE: _____ DATE: _____

Rev. 09/28/09 CMF