

MEMORANDUM

TO: Departments
FROM: Cynthia M. Fasla, Associate Registrar
DATE: November 30, 2009
SUBJECT: **Fall 2010** Master Schedule Input and Instructions

Attached please find information and instructions for master schedule preparation and classroom scheduling for **Fall 2010**.

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

All active sections from 200930 have been rolled over to 201030; please check all sections and their data elements carefully for accuracy

New Items Checklist:

- ✓ All room scheduling except for pre-assignment for faculty with disabilities will be done by our scheduling system, Resource 25 (R25). The data entry instructions for room scheduling have been updated. Please pay close attention as all requests will be entered into Banner by the departments. The paper request form has been eliminated except for requests for pre-assignment for faculty with disabilities. Refer to page 12 in the instructional packet for detailed information related to room scheduling and data entry of requests into Banner.
- ✓ The following rooms should be SMART effective Fall 2010; room capacities TBD:
 - CAUDELL 219, 315
 - CLASSROOM A209, A303, A307
 - HOUSTON GYM 206, 207, 208
 - KETCHUM 100

BANNER Reminder Checklist:

- ✓ The term for Fall 2010 is 201030.
- ✓ Use Part-of-Term 1.
- ✓ There is no waitlist option available in Banner for Fall 2010.
- ✓ Major code restrictions will be entered directly into Banner by the department (see MS Instructions page 13 for details). All major codes in Banner are alpha only. Use the supplemental *Major Code Number to Alpha* reference packet.

- ✓ Use form SSATEXT for section notes. Please be sure to write complete and helpful notes for each section as needed. All information should be entered in capital letters in Section Long Text.
- ✓ Please be sure that the decision to offer a course with a “W” as writing intensive is made prior to the first date of registration. The department will enter the W at the time the course is created in Banner (i.e., INS300W). The designation cannot be added once there is registration for the section.
- ✓ The instructional method field has 5 valid choices, be sure to enter the correct method in this field:
 - ❖ TR for traditional
 - ❖ OL for online learning
 - ❖ HY for hybrid
 - ❖ FS for freshmen seminar
 - ❖ LC for learning community

In addition, a detailed note should be added to SSATEXT section long text to highlight specific information students need to know about OL, HY, FS, and LC sections.
- ✓ Always enter ASM in the auto-scheduler data field when pre-assigning a department controlled room to a section(s).
- ✓ Undergraduate-level sections can only have one restriction per section. The “Include” designator is the only designator that can be used. Do not use exclude for any reason.

Cross-Listed Section Indicator Reminder:

- ✓ Cross-listed sections must be indicated by entering a code in the cross-list field in SSASECT. This will ensure that all cross-listed pairs will be scheduled in the same building/room when request is processed by R25. See page 17 of the master schedule instructions for details. Be sure to enter the correct maximum enrollment (which is the total of all the cross-listed pairs) on SSAXLST.

Course-Input Drop-In Sessions:

- ✓ A limited number of drop-in sessions will be offered in BL316. You do not need to pre-register. Everyone is strongly encouraged to attend at least one session and bring all your work with you to complete at the session with assistance from a member of the RO office. You can attend as many sessions as you feel necessary. There are no training sessions being offered, only drop-in:
 - January 14, 2010; 9am-12pm
 - January 19, 2010; 9am-12pm
 - January 20, 2010; 9am-12pm
 - January 22, 2010; 9am-12pm

General Reminders Checklist:

- ✓ Courses offered for 3.00 credit hours must have a minimum of 37.5 contact hours, or 2250 minutes. In addition, a course that meets for more than 1.5 hours

must have a 10 minute break included. See page 15 of the instructional packet for additional scheduling information.

- ✓ Internships: Departments who plan to offer internships must create a section for the internship. Students cannot register for internships unless the department has created the course. Registration on a course by contract or independent study basis is not appropriate.

Deadlines Checklist:

- ✓ Pre-assignment requests for faculty with disabilities must be submitted to the appropriate Associate Dean by **January 22, 2010**; see page 17. Use the form on page 32. In order to be considered for a disabled faculty pre-assignment, the course/section must exist with a CRN, day, time, and quota. No anticipated sections will be considered for disabled faculty pre-assignment, only active sections with day/time and instructor assignments.
- ✓ Be sure to check your building and partition preferences on pages 20-22. If you need changes made you must notify the registrar's office by **January 22, 2010**.
- ✓ All classrooms that are designated as general purpose and pre-assigned by departments will become available for campus wide use after **January 29, 2010**.

If you have any questions or need assistance, please feel free to call Sharon or Sandy at X4811.