

Texas A&M University – Corpus Christi Office of the University Registrar

Course Building Checklist

Instructions: When preparing your course schedule for your department(s), please review the information below. This is an outline on helpful things to check when schedule building. Please review to the course building portfolio for a comprehensive how-to build courses and important information.

Banner Forms

SSASECT- Main Course Building form SSADETL-Linking & Co-Req Form SSAPREQ-Pre-Ref Form SSARRES- Course Restrictions Form SSAXLST- Cross-List/Stacked Form SFASTCA- Course Audit Form SFASLST- Course Roster

Important Checks

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B.
 - Consult with Registrar's office before using new section code.
- Status: A- Active, C- Closed, X- Cancelled
- Instructional Method: Face to Face (F), Blended-Hybrid (B) or Online (I)
- Session and Part of terms much match: check the number of weeks match. Refer to chart below.
- Credit and Billing Hours MUST match.
- Attendance Method [match instructional method]: F- Face to face, on campus, S Synchronous, online, A Asynchronous, online, IV Two-way interactive video, CC In Corpus Christi, local, OC Outside of Corpus Christi in Texas, OT Outside of Texas, SA Study Abroad

X Schedule SSA	SECT 9.3.30 (BPROD)								🖬 ADD	RETRIEVE	RELATED	🏶 TOOLS 🛛 🌲
Term: 202401 CRN: 20845 Subject: ACCT Course: 2302 Title: MANAGERIALACCOUNTING Start Over									Start Over			
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences												
COURSE SECTION INFORMATION												
Subject	ACCT ACCOUNTING	Campus * M	••• Main - Cor	pus Christi				Grade Mode	G ••• Normal	Grading		
Course Number	2302 •••	Status * A	+++ Active				\rightarrow	Session	L •••• 16 week	session		
Title	MANAGERIAL ACCOUNTING	Schedule Type LE	EC ••• Lecture				5	Special Approval				
Section *	001	Instructional Method F	*** Face-to-Fa	ce/Web Enhanced				Duration)		
Cross List		Integration Partner IC	ISLAND O	NLINE INTERFACE					Override Duration			
▼ CLASS TYPE			_							🚼 Insert	Delete	Copy 🔍 Filter
Traditional Class			Mus	t Match								
Part of Term	1 01/16/2024 05/07/2024	16	Ivius	c whaten								
Open Learning Class	First			Last								
Registration Dates										Processing	Rules	
Start Dates	-											
Maximum Extensions	0 Match											
- CREDIT HOURS	<u></u>									🛱 Insert	Delete	Copy 🕄 Filter
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Contact Hours	3.000 3.000			Other Other Indicator	O Norra	0.7.0						
Contact Hours Indicator	None 10 Or			Other Indicator	 None 	0 10 0) Or					
- CLASS INDICATORS							_			Planat.	E Dalata	Copy 🕄 Filter
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Prerequisite Check Method	Basic or None CAPP DegreeWorks	Daily Contact Hours							Long Title			
	CEU Indicator		V Print						Comments			
Link Identifier			Gradable						Syllabus			
Attendance Method	F +++ Face to Face, on campus		Tuition and Fee Wa	iver								
Weekly Contact			Voice Response an	d Self-Service Available								
Hours												

Part of Term & Session Code

Term	Part of Term	# of Weeks	Session		
Fall & Spring 09 & 01	1	16	L		
Fall & Spring 09 & 01	S	7.5	S		
Fall & Spring 09 & 01	Т	7.5	Т		
Summer I 06	May	2.5	В		
Summer I 06	SC	10	F		
Summer I 06	SUM	5	A		
Summer II 07	1	5	G		
Summer II 07			Н		
Summer II 07			I		

1. Standard Time Blocks

- a. Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times.
- b. If a non-standard meeting time if wanting to be offered, make sure to submit a nonstandard time exemption form.

2. Cross- Listed & Stacked Courses

- a. Courses to be cross-listed or stacked must be of equal credit value. You cannot cross-list a course that is 3 credits with a course that is 4 credits. A cross-listed course must have the same instructor at the same day/time in the same room.
- b. Courses need to be cross-listed in Banner before rooms are assigned.

3. Maximum Enrollment

a. Historical and projected enrollment reports from Ad Astra's Align should be utilized to enter most accurate the maximum enrollment for a particular course section.

4. Linked vs Co-Req Courses

a. Courses that need to be taken together (the student can't register for one without being registered for the other) should be linked or co-reqed. Linked courses have the SAME subject and course number but different sections numbers and schedule type. Co-reqed are two different courses that need to be taken together. This must be done at the catalog level in Banner and then at the section level.