

Course Schedule Building

A helpful guide for everything you need to know about schedule building

About us



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Schedule Building Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Schedule Rolled				
Week 2	Course Schedule Building Training				
Week 3	Course Schedule Building Training				
Week 4					
Week 5		Hands off- classroom scheduling in Ad Astra Schedule.			
Week 6	Room Shopping begins- Closes first day of classes.				
Week 7					
Week 8	Course viewable on S.A.I.L.				
Week 9					
Week 10	Registration Begins				

Timeline



January 18- March 1

Schedules Available to work



February 12, 14 & 23

Schedule building training



March 1 at 5:00 pm

Hands off course schedules, deadline for data entry and edits



March 4-6

Run course schedules through Astra



March 7

Room shopping begins for Summer and Fall 2024



March 11

Summer and Fall 2024 Schedules go live on SAIL



March 25

SAIL registration opens for Summer and Fall 2024

Tools

Ad Astra

•Align

- Align is the place to be if you are interested in reviewing an upcoming class schedule and comparing your currently planned courses and seats with course recommendations.

•Schedule

- Schedule is where classroom assignments and ad hoc meetings are scheduled. .

•Monitor

- Live registration tracking tool.

Banner

- To build sections & add restrictions

Standard Time Block Schedule Guide

- Fall and Spring Template & Summer Template
- Regular 3 hr. lecture classes MUST follow the standard time block schedule
- Any course not meeting in standard time blocks will be reviewed by the University Registrar and scheduled in the 2nd round of scheduling

ARGOS REPORTS

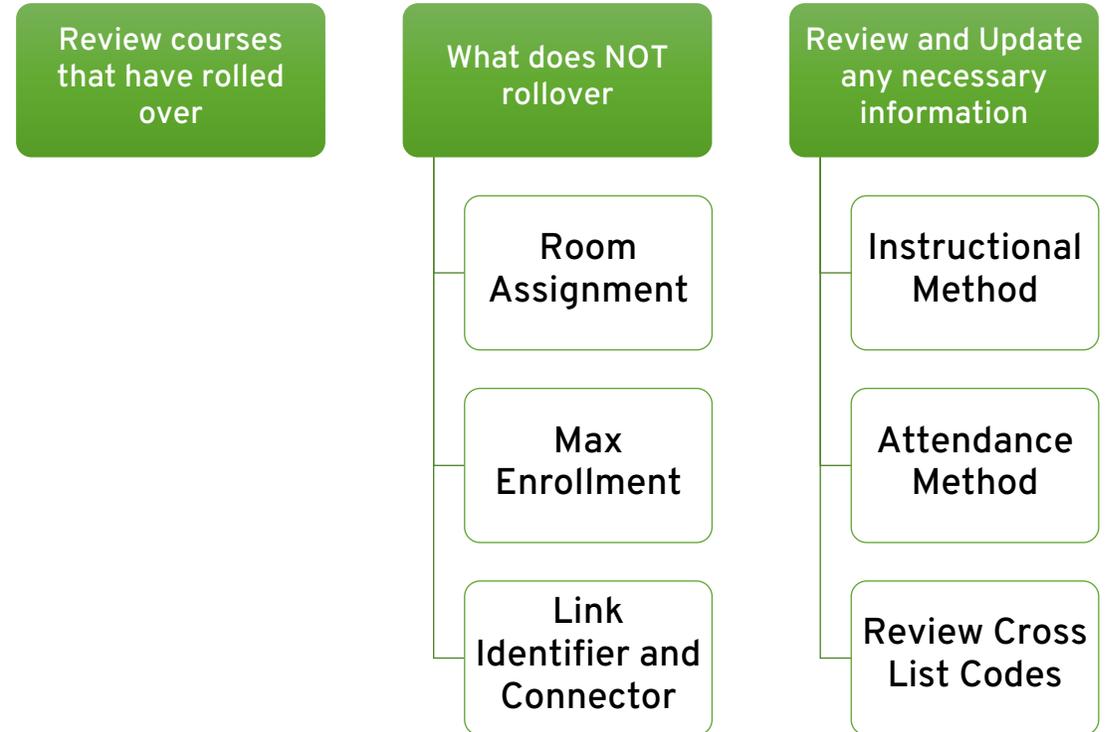
- To check that you did work as you intended

UNIVERSITY CATALOG

- To confirm that section pre-requisites and restrictions match the catalog

Course Creation

- Course are been rolled from the previous like term. Any course created after the roll would need to be created from scratch.





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

Courses 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

Important Checks

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B
- 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

Course Building Checklist

Instructional Method



F – Face-to-Face/ Web-Enhanced (24% or less online)

“F” courses will be coded “F” for SSASECT---Attendance Method.



B – Blended/Hybrid (25%- 84% online)

\$75.00 Associated DE Fee Amount
“B” courses will be coded “S” or “A”* for SSASECT---Attendance Method.



I – Online (85%-100% online)

\$100.00 Associated DE Fee Amount
“I” courses will be coded “S” or “A”* for SSASECT---Attendance Method.



E – E-Line (CONHS only)

\$200 (\$100 DE Fee; \$100 E-Line Fee)
“E” courses will be coded “S” or “A”* for SSASECT---Attendance Method.

Attendance Method

Attendance Method

A



Asynchronous, online

F- Face to face, on campus

S – Synchronous, online

A – Asynchronous, online

IV – Two-way interactive video

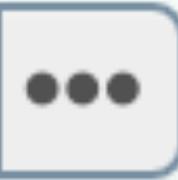
CC – In Corpus Christi, local

OC – Outside of Corpus Christi in Texas

OT – Outside of Texas

SA – Study Abroad

Session

16 week session

Parts of Term & Session

Part of Term

1



01/17/2023

05/11/2023

16

Credit-Billing Hours

Credit Hours

Credit Hours= Enter number of credit hours for course in box
Must MATCH Billing Hours

Credit Hours

Credit Hours	3.000	<input type="text" value="3.000"/>
Credit Hours	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Indicator		
Billing Hours	3.000	<input type="text" value="3.000"/>
Billing Hours	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Indicator		

Billing Hours

Billing Hours= Enter number of billing hours for course in box
Must MATCH Credit Hours

Changes made AFTER registration begins, notify schedule@tamucc.edu before making any changes. Each student registered must be updated individually

Section Enrollment Information

Enrollment Details

ENROLLMENT DETAILS	
Maximum *	<input type="text" value="0"/>
Actual	0
Remaining	0

- Maximum Enrollment= the max number of students that can enroll
 - Max Enrollment did NOT roll over.
 - Utilize Ad Astra Align's Predictive Data
- Actual Enrollment= students who are registered for the course

Section Enrollment Information

Enrollment Details

- Waitlist Maximum Enrollment= the max number of students that can be put on the waitlist
 - Enter 10 or Less
 - Department's decision which courses to make waitlist
- Waitlist Actual Enrollment= students who are on the waitlist for the course
- Remaining= Maximum - Actual

Waitlist Maximum *	<input type="text" value="0"/>
Waitlist Actual	0
Waitlist Remaining	0
Waitlisted	

Tab

- Tab to begin and the course dates will be entered.

Check

- Check the days of the week the class will be offered.
- If no days or times for course, make sure to enter 0 for hours per week.

Enter

- Enter Start and End Times
 - Military Time
- Session Indicator
 - Same as section information page

Meeting Time and Instructor

▼ SCHEDULE													⚙ Settings	➕ Insert	🗑 Delete	📄 Copy
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *			
	CLAS	01/17/2023	05/11/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350	L			

Hybrid/Blended Courses

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences												
Times and Instructors		Scheduler Preferences																
Meeting Dates		Meeting Location and Credits																
SCHEDULE														Settings	Insert	Delete	Copy	Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *					
	CLAS	08/23/2021	12/09/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	L					
	CLAS	08/23/2021	12/09/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	L					

Navigate to meeting times and instructor

Tab over to populate dates and select the days and time the faculty will need a room.

Select Insert and follow step 2 and select day and time the faculty will NOT need a room.

If a department has a hybrid/blended course and only meeting ONE meeting in person day a week, the faculty must choose which day class will be held. Our office will schedule ONLY one day. Must let our office know which day.

Enter faculty id number into the "ID" box OR enter name.

- Tab and instructor will populate

Enter % of responsibility and % of session

- The % of session and % of responsibility must match for every individual CRN and by instructor.
- The % of session needs to equal 100% for every individual CRN.
- The % of responsibility needs to equal 100% for every individual CRN.
 - If a course is cross listed or stacked, each individual CRN will need to equal 100% responsibility and 100% session.
 - If there are more than one instructor on the cross listed or stacked course, then the sum of their % responsibility and % session will need to total up to 100% for the individual CRN.
- If there's a team-taught course, then the % of responsibility and % of session will be split between the instructors to equal 100%.
(100/0, 90/10, 80/20, 70/30, 60/40, 50/50)
- PAIRS will complete an override to adjust faculty workload for cross listed or stacked courses.

Adding an Instructor

INSTRUCTOR							Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator					
L			1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

1 of 1 | 10 Per Page | Record 1 of 1

Example: One Instructor

John Doe is teaching two courses that are cross-listed with different CRN's. We know that these are cross-listed courses based on the code "CH" provided under the column titled "XLST_GROUP". With each individual CRN at 100% of responsibility and 100% of session, the department chair will need to submit a comment in the "WRKLD OVERRIDE" column for the correct workload credit given.

This will be the same process for stacked courses

TERM	COLL	DEPT_CODE	ID	NAME	RANK	CRN	XLST_GROUP	CRSE	%_OF_SESSION	%_OF_RESPONSIBILITY	WORKLOAD_NEW	WRKLD_OVERRIDE
202309	EH	COUN	A12345678	Doe, John	PROF	13356	CH	EDUC-1354.410	100	100	3	1.5
202309	EH	COUN	A12345678	Doe, John	PROF	13582	CH	EDUC-1354.411	100	100	3	1.5

Example: Team Taught

- Jane Doe and John Doe are team teaching a course with the **same CRN**. Therefore, the % of responsibility and % of session will be divided amongst the instructors to equal 100% for both % of responsibility and % of session.
- Depending on how the % of responsibility and % of session is divided amongst the instructors, will determine on how much workload credit is given. These are different ways they can be divided (50/50, 60/40, 80/20, 70/30, 100/0) to equal 100% for both responsibility and session.

TERM	COLL	DEPT_CODE	ID	NAME	RANK	CRN	XLST_GROUP	CRSE	%_OF_SESSION	%_OF_RESPONSIBILITY	WORKLOAD_NEW
202309	EH	KIMS	A87654321	Doe, Jane	INST	11560		MSCI-2270.001	50	50	1
202309	EH	KIMS	A12345678	Doe, John	PROF	11560		MSCI-2270.001	50	50	1

Example: Team Taught

John Doe and Jane Doe are team teaching a course with the **same CRN** that are stacked with an individual course that John Doe is also teaching. I know that these 3 courses are stacked based on the code **"DT"** provided under the column titled **"XLST_GROUP"**. Since Jane Doe will not receive any workload credit on the team-taught course, the % of responsibility and % of session are set at 0 because John Doe is at 100% of responsibility and 100% of session for that CRN (12839). Since John Doe is teaching another course that is stacked with the team-taught course, the workload credit will be divided to avoid "double dipping". The department chair will need to submit a comment in the "WRKLD OVERRIDE" column for the correct workload credit given.

This will be the same process for cross-listed courses

TERM	COLL	DEPT_CODE	ID	NAME	RANK	CRN	XLST_GROUP	CRSE	%_OF_SESSION	%_OF_RESPONSIBILITY	WORKLOAD_NEW	WRKLD_OVERRIDE
202309	EH	EDLD	A12345678	Doe, John	CLIN3	12839	DT	EDAD-5399.W02	100	100	3	1.5
202309	EH	EDLD	A87654321	Doe, Jane	ADJ	12839	DT	EDAD-5399.W02	0	0	0	
202309	EH	EDLD	A12345678	Doe, John	CLIN3	12840	DT	EDAD-6399.W02	100	100	3	1.5

Adding Registration Controls

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

- Un-programmable pre-requisites, or notes

Special Approvals

AA= Approval Advisor

CE= Course Exchange

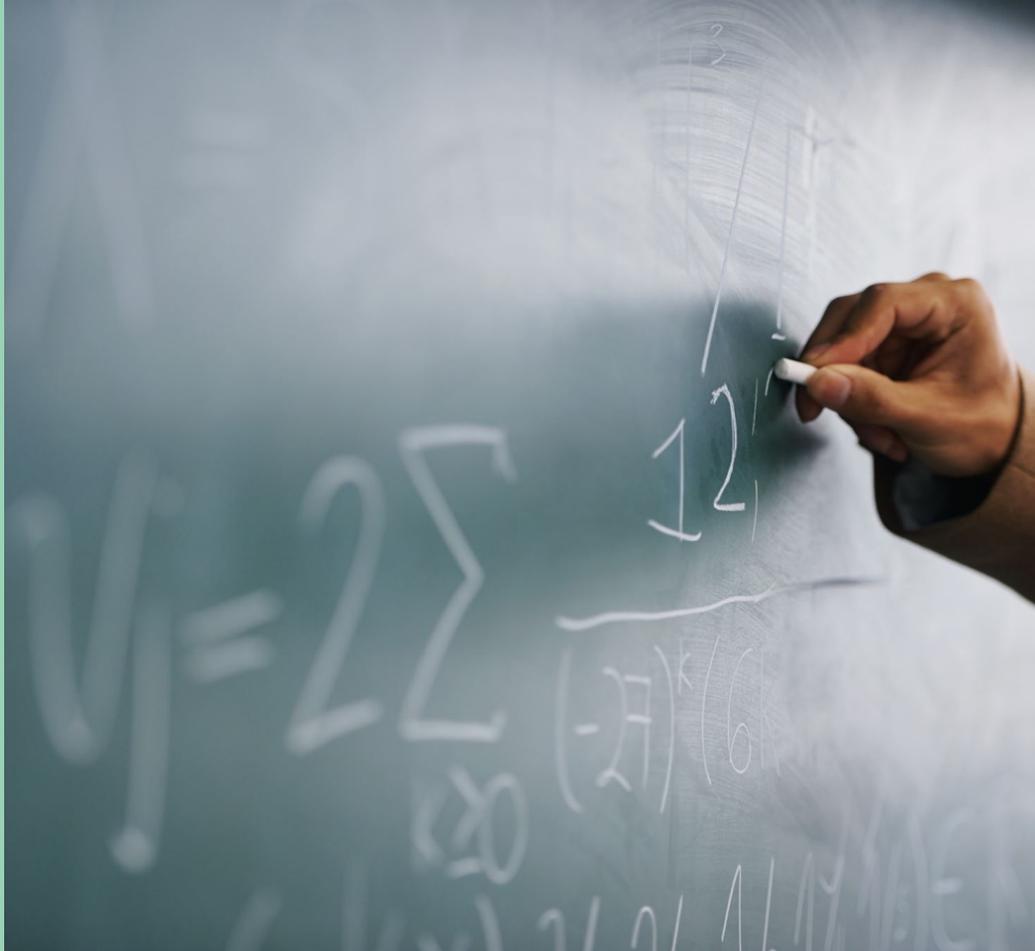
Program

DE= Permission – Dean

DP= Permission- Department

IN= Permission- Instructor

PC= Permissions- Cert. Office



College and Major Restrictions

Freshman= 0-29
hrs.

Junior= 60-89 hrs.

Sophomore= 30-59 hrs.

Senior= 90+ hrs., but no
degree

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
CLASS RESTRICTIONS				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Class	Description			
JR	Juniors			
PB	Post-Baccalaureate			
SR	Seniors			

Record 1 of 3

SSARRRES

University Catalog

MATH 4301 Introduction to Analysis

Semester Credit Hours (3 Lecture Hours)

Description

An advanced treatment of the foundations of calculus stressing rigorous proofs of theorems. Topics include: elements of propositional and predicate logic, topology of the real numbers, sequences, limits, the derivative, and the Riemann integral.

Registration Restrictions

Prerequisite: MATH 2415 or 2415 and MATH 3314 or 3314.

Pre-requisites and Restrictions

MUST be printed in the University Catalog

Information driven from catalog

If a grade is entered, a permit must be placed to allow registration for students who are currently enrolled in pre-req course to register.

If no grade is entered, students who are enrolled in pre-req will be able to register for the course.

Prerequisites

SSAPREQ

Pre-Req report available in Argos to review after term is complete. Looks at students who are enrolled in course but did not pass the pre-req.

Section Information		Section Test Score and Prerequisite Restrictions								
And/Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency)'	
				BIOL	1406	U		C (None)		
And				BIOL	1407			(None)		
And				CHEM	1411			(None)		
And				CHEM	1412			(None)		

Record 1 of 4

SECTION CAPP AREA PREREQUISITE RESTRICTIONS	
Area *	Description

Record 1 of 1



Special Comments

SSATEXT

Section Comment SSATEXT 9.3 (BPROD)

Term: 202009 CRN: 51132 Subject: BIOL Course: 2421 Title: MICROBIOLOGY

SECTION TEXT

Section Text *

Proficiency in Database Management

1 of 1 | 10 Per Page

SECTION LONG TEXT

Section Long Text

One comment per line.

Only for essential things because it prints in the schedule and, when overused, clutters up the page.

This appears on the Notes section when registering but not shown on transcript when printed.

Variable Credit Courses



VARIABLE CREDIT



NO SCHEDULED MEETING
TIMES



CREATING TRANSCRIPT
TITLES

▼ CREDIT HOURS

Credit Hours

Credit Hours	1.000	3.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	3.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	3.000	<input type="text" value="3.000"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

Variable Credit

Variable topic courses can vary from 1 to 9 hours.

The credit and billing hours should match

Major implications if not matching.

Will mess up student transcripts, student fees and bills and faculty workload calculations!

Course Long Title

SSASYLB.

- 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 correctly.
- Don't forget to save- bottom right-hand corner,

Section Syllabus SSASYLB 9.3 (BPROD)

Term: 202009 CRN: 54386 Subject: ACCT Course: 5396 Course Title: DIRECTED INDIVIDUAL RESEARCH

Long Title and Learning Objectives Required Materials and Technical Requirements

SECTION LONG TITLE

Copy

Section Long Title Directed Individual Research: Cost Estimation & Management

URL

Texas A&M University - Corpus Christi MS Christie Michele Garza Roberts Sign Out ?

Schedule SSASECT 9.3.6 (BPROD) ADD RETRIEVE RELATED TOOLS

Term: 201709 CRN: 43696 Subject: BIOL Course: 5396 Title: DIRECTED INDEPENDENT STUDY

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: BIOL BIOLOGY Campus: M Main - Corpus Christ Grade Mode: G

Course Number: 5396 Status: A Active Session: L

Title: DIRECTED INDEPENDENT STUDY Title Type: IND Independent Study Special Approval: IN

Section: 001 Face to Face/No Web Enhancemen Duration:

Cross List: Integration Partner: IOL ISLAND ONLINE INTERFACE

CLASS TYPE

Traditional Class

Part of Term: FAL 09/05/2017

Open Learning Class

Registration Dates

Start Dates

Maximum Extensions: 0

Elective Attribute Pool [SSAPOOL]

Specific Section Attribute [SSASATP]

Course Section Detail [SSADETL]

Schedule Restrictions [SSAPRES]

Schedule Pre-requisites [SSAPREQ]

Course Section Comments [SSATEXT]

Schedule Exclusion Rules [SSAEXCL]

Section Calendar [SSAACCL]

CAUTION!

NEVER edit Section Title. It creates transcript entry errors and causes conflicts with state reporting.

Indicator

Billing Hours: 1,000 3,000 2,000

Billing Hours: None To Or

Indicator

Contact Hours: 2,000 6,000

Other: 1,000 3,000

Block Section Controls [SSABLCK]

Term Control Rules [SOATERM]

SSASYLB

Making the Connection

Linked: Lecture-Laboratory or Lecture-Recitation with same course number

Cross-Listed: Faculty teaching same day, time and place.

Stacked: Sections at different levels taught together as a group

The Why?



Ensures student enrolls in the LEC section of a course and register for one of several connected LAB/RCT sections.



All sections in the connected group **MUST** have the same subject and course number- but different section numbers: ex: BIOL 1308.001 & BIOL 1308.101

Need: students need to register for both lecture and lab/rct.

Conceptual Summary

BIOL 1308.001
LEC [AA]

BIOL 1308.101 LAB [BB]

BIOL 1308.102 LAB [BB]

BIOL 1308.103 LAB [BB]

BIOL 1407.001
LEC [AA]

BIOL 1407.101 LAB [BB]

BIOL 1407.102 LAB [BB]

BIOL 1407.103 LAB [BB]

BIOL 1308.002
LEC [CC]

BIOL 1308.104 LAB [DD]

Biol 1308.105 LAB [DD]

Biol 1308.106 LAB [DD]

BIOL 1407.002
LEC [CC]

BIOL 1407.104 LAB [DD]

BIOL 1407.105 LAB [DD]

BIOL 1407.106 LAB [DD]

Cross-Listed & Stacked Sections

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 Sociology
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, a 4000- level section combined with a 5000-level section meeting together.

Must put controls to restrict, to ensure students register for the correct level.

Why?

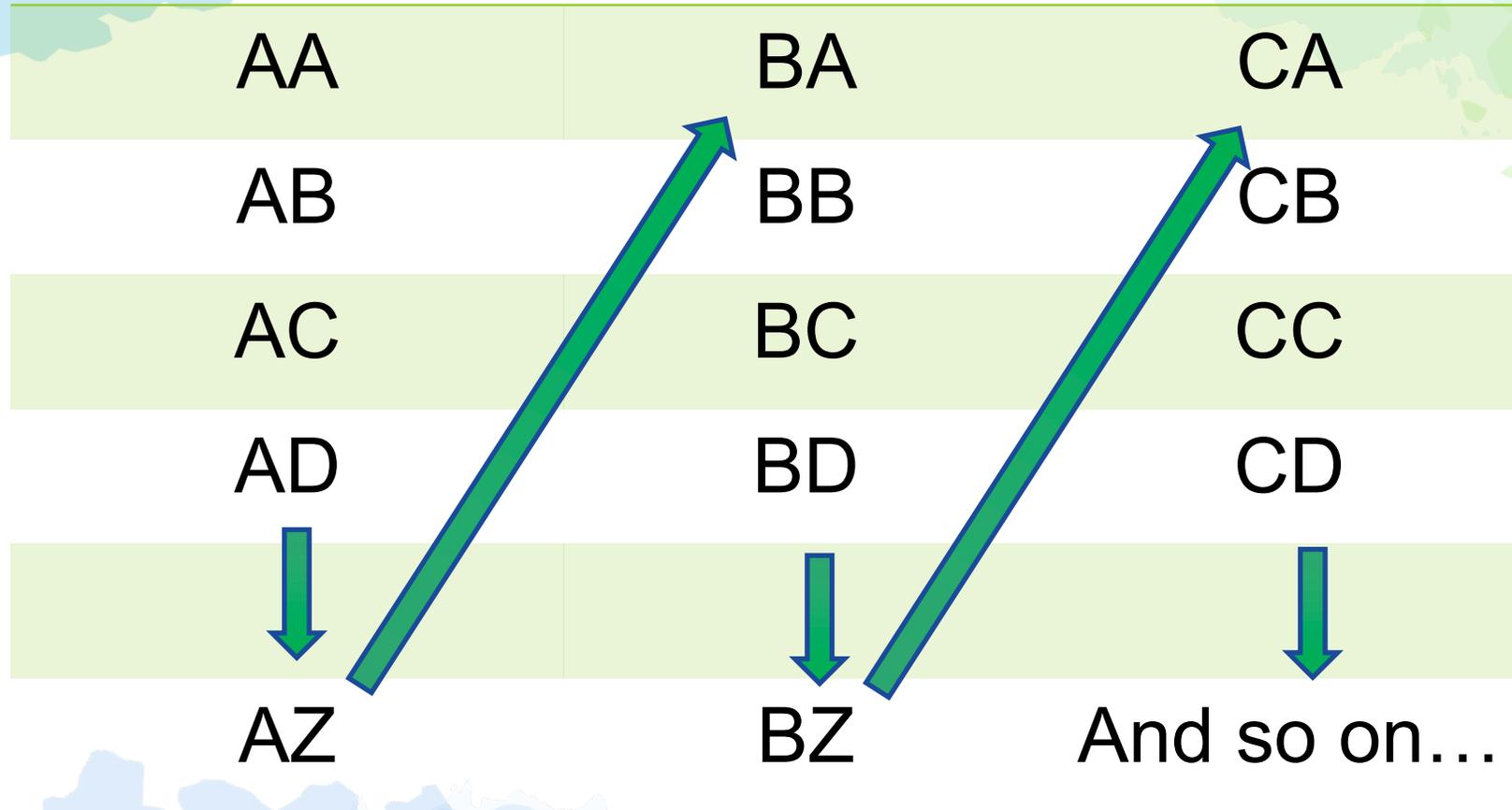
Required for Coordinating Board reporting.

Faculty instructional workload reporting to work correctly.

Classroom Assignments

Cross-Listed & Stacked Sections

Conceptual Summary



The query will show you all the codes that have been used as well as the courses they connect. Scroll up and down to find the next code. You can also go to the end of the list

- Select the three dots by the Cross List Group Identifier dialog box.
- If you know the cross-list code, enter term and cross list code.

✕ Schedule Cross List Definition SSAXLST 9.3.23 (BPROD)

Term: ...

 Cross List Group: ...

Identifier

Cross-Listed & Stacked Sections

SSAXLST

SCHEDULE CROSS LIST QUERY Settings +

Basic Filter Advanced Filter

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
<input type="text" value="202301"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- Enter the term in which you are building the course for and select "GO"

Cross-Listed & Stacked Sections

SSAXLST

CROSS LIST ENROLLMENT Insert Delete Copy Filter

Maximum Enrollment:	<input type="text" value="40"/>	Actual Enrollment:	0	Seats Available:	40
---------------------	---------------------------------	--------------------	---	------------------	----

CROSS LIST SECTION Settings Insert Delete Copy Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Available
20128		BIMS	3300	001	1	M	3.000				20	0	20
20129		BIOL	3300	001	1	M	3.000				20	0	20

1 of 1 | Per Page | Record 1 of

SSAXLST- Enter term, the cross list and select GO

Maximum enrollment= Course A max enrollment + Course B max enrollment .

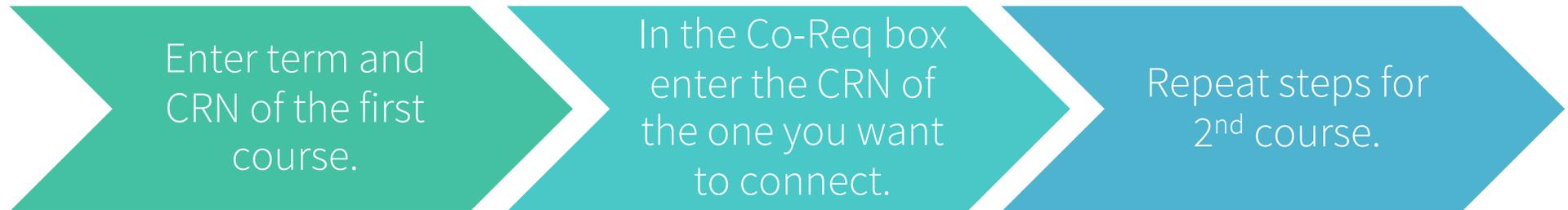
Enter the CRNs of the course and press save.

Co-Requisites

SSADETL

- A corequisite is a course that a student must take at the same time as another course or requirement.
 - Similar to Linking but not same Subject and Course .
- Must be in the catalog and co-reqed at the catalog level and then at the section level.
 - Send email to schedule@tamucc.edu to request courses be co-reqed at the catalog level.

The screenshot shows a web interface for 'Schedule Detail SSADETL 9.3.15 (BPROD)'. At the top, it displays 'Term: 202001 CRN: 23404 Subject: MATH Course: 0099 Title: NON-COURSE DEVELOPMENTAL'. Below this are several tabs: 'Section Links and Corequisites' (which is selected), 'Section Fees', 'Degree Program Attributes', and 'Contract and Block Schedule Information'. Under the 'SECTION LINKS' section, there is a 'Link Connector *' field. Below that is a pagination control showing '1 of 1' and '10 Per Page'. The 'COREQUISITES' section is expanded, showing a table with columns for 'CRN *', 'Subject *', and 'Course *'. There is an input field for the CRN and a dropdown menu for the subject and course.



How to Copy a CRN?

• 2. Se

Schedule SSASECT 9.3.27 (BPROD)

Term: 202301 CRN: 81792 Subject: COMM Course: 3330 Title: PERSUASION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

▼ COURSE SECTION INFORMATION

Subject	COMM	COMMUNICATION	Campus *	M	Main - Corpus Christi
Course Number	3330		Status *	A	Active
Title	PERSUASION		Schedule Type	LEC	Lecture
Section *	0		Instructional Method	C	Blended/25-49% Online Course
Cross List			Integration Partner	IOL	ISLAND ONLINE INTERFACE

1. Change section number to 0 and save.

Schedule SSASECT 9.3.27 (BPROD)

Term: 202301 CRN: 81792

Subject: COMM Course: 3330

Title: PERSUASION

Create CRN Copy CRN

Default Section Details SSASECT 9.3.27 (BPROD)

Default Term: 202301 Default CRN: 81792

Process Default Cancel

3. Enter CRN you are copying and select 'Process Default'.
4. A new CRN will be created.

Don't forget to change the original CRN's section number.

Deleting

- Course Section Information Tab and click on the Delete button.
- You will get a warning and then Save.

Cancel vs. Delete

All data must be removed before you can cancel & delete the CRN.

Canceling

- Meeting Dates tab, Delete, Save
- Next Block to instructor, Delete, Save
- Return to Course Section Information Tab and change status from A (Active) to X (Canceled) in the Status field.

The difference between deleting a class and cancelling a class, is that once it's deleted, you cannot retrieve it again.

Course Changes

After Registration Begins

1. Notify students of the changes to the section via email. (Pull course roster from Argos).

- If instructional method is being changed, notify students of increased fee.

2. Send the information to schedule@tamucc.edu

- Send roster and the changes being made.
 - Instructional Method Changes: include new IM and AM
 - Day and Time Changes: make the time changes and send the roster. We will drop and re-add students and notify department if any students with time conflicts.

Once the Registrar's office has completed the moves, we will notify the department.

Should not happen after the last posted day to add a class.

Permits- SFASRPO

Enter Student ID, Semester code and click GO

Choose a Permit (click on the 3 dots to search for a permit)

- Enter the CRN and subject and course will populate (permit for exact section)
- Enter the subject and course Number (permit for any section).

This is done at the student level. Must enter it for each course permitting into.

Codes

ADA= Approval by Advisor	CAP= Capacity	CLA= Classification	COL= College
CRE= Co-Requisite	CRSE= Course Overload Hours	DEG= Degree	DUP= Duplicate
FLD= Field of Study	LEV= Level	MAJ= Major	PRD= Permission-Department
PRE= Pre-Requisite	PRI= Permission-Instructor	PRO= Program	TIME= Time Conflict

ID: Start Over

STUDENT PERMITS AND OVERRIDES						Settings	Insert	Delete	Copy	Filter													
Permit *	Permit Description	CRN	Subject	Course Number	Section																		
CRE	Co-Requisite		ENGR	2106																			
CRE	Co-Requisite		ENGR	2306																			
PRE	Pre-Requisite		ENGR	2106																			
PRE	Pre-Requisite		ENGR	2306																			
⏪ ⏩ 1 of 1 ⏪ ⏩ 5 Per Page Record 1 of 4																							
STUDENT SCHEDULE																			Settings	Insert	Delete	Copy	Filter
CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group					
52598	1	ENGR	2460	001	2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050		AA	EE					
52599	1	ENGR	2460	201	4	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515		BB	EF					
53651	1	SMTE	0099	W01	832	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

Student Course Registration

Audit SFASSTCA

5	202209	70988	PHYS	1401	001	M	U	G		4.000	4.000	4.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
6	202209	71000	PHYS	1401	105	M	U	G		0.000	0.000	0.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
7	202209	70988	PHYS	1401	001	M	U	G		4.000	4.000	4.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
8	202209	71000	PHYS	1401	105	M	U	G		0.000	0.000	0.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
9	202209	70988	PHYS	1401	001	M	U	G		4.000	4.000	4.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
10	202209	71000	PHYS	1401	105	M	U	G		0.000	0.000	0.000	TEMP	RE	08/16/2022	08/16/2022	Prerequisite and Test Score error
11	202209	70988	PHYS	1401	001	M	U	G		0.000	0.000	0.000	BASE	DD	08/16/2022	08/16/2022	
12	202209	71000	PHYS	1401	105	M	U	G		0.000	0.000	0.000	BASE	DD	08/16/2022	08/16/2022	
13	202209	73363	HIST	1302	010	M	U	G		3.000	3.000	3.000	BASE	RE	08/16/2022	08/16/2022	
14	202209	71105	SMTE	0095	W01	M	U	N		0.000	0.000	0.000	BASE	RE	08/16/2022	08/16/2022	
15	202209	70988	PHYS	1401	001	M	U	G		4.000	4.000	4.000	BASE	RE	08/16/2022	08/16/2022	
16	202209	71000	PHYS	1401	105	M	U	G		0.000	0.000	0.000	BASE	RE	08/16/2022	08/16/2022	
17	202209	72969	POLS	2306	W02	M	U	G		3.000	3.000	3.000	TEMP	RE	08/17/2022	08/17/2022	Open - Reserved for Wait List
18	202209	72969	POLS	2306	W02	M	U	G		0.000	0.000	0.000	TEMP	DD	08/17/2022	08/17/2022	Record deleted on 17-AUG-2022
19	202209	73392	POLS	2306	003	M	U	G		3.000	3.000	3.000	BASE	RE	08/19/2022	08/19/2022	
20	202209	73350	POLS	2306	002	M	U	G		3.000	3.000	3.000	TEMP	RE	08/19/2022	08/19/2022	Time conflict with CRN 70988
21	202209	73392	POLS	2306	003	M	U	G		0.000	0.000	0.000	BASE	DD	08/19/2022	08/19/2022	
22	202209	73350	POLS	2306	002	M	U	G		0.000	0.000	0.000	BASE	DD	08/19/2022	08/19/2022	
23	202209	73392	POLS	2306	003	M	U	G		3.000	3.000	3.000	BASE	RE	08/19/2022	08/19/2022	

Activity Date & User

Activity Date 08/15/2022 10:51:27 AM Activity User JBAKER5

Grey bar at bottom of page will indicate the date/time and user of the course status change.

Course Status

- AU= Audit
- DC= Drop Course- Post Census Date
- DD= Drop/Delete- Before Census
- DS- Drop Course- 6 drop rule
- DW= Web Drop
- NP= Drop for no—payment
- RE- Registered by TAMUCC Staff
- RW= Web Registered by Student
- W1= Withdrawal- Before Census Date
- W2= Withdrawal- After Census Date
- WL=Waitlist

Messages

- Record deleted on XX-XX-20XX : Dropped from course as never attended.
- Prerequisite and Test Score Error: student did not have the pre-req or test score for course trying to register.
- Open- Reserved for Waitlist: Student reserved a waitlist seat.
- Time Conflict with CRN XXXXX: course that is trying to be registered for has a time conflict with already registered course.
- Record Deleted: student dropped from a course before census date.

Class Attendance Roster

SFASLST

- Status Date- when the student registered for the course
 - NA= Never Attended
 - SA= Stopped Attending
- Mid Term Grade- grade given at midterm.
- Final Grade- final grade given at the end of the term.
- Hours- hours student is registered for



11	A04265517	Sidrian, Elizabeth P.	RW	03/30/2022			G			3.000	<input type="checkbox"/>
12	A04109678	Kay, Hailey N.	RW	03/30/2022			G			3.000	<input type="checkbox"/>
13	A04185003	Batt, Celine R.	RW	03/30/2022			G			3.000	<input type="checkbox"/>
16	A04200859	Giannini, Cailynn J.	RW	03/31/2022			G			3.000	<input type="checkbox"/>
17	A04215247	Carroll, Rowdy B.	RW	03/31/2022			G			3.000	<input type="checkbox"/>

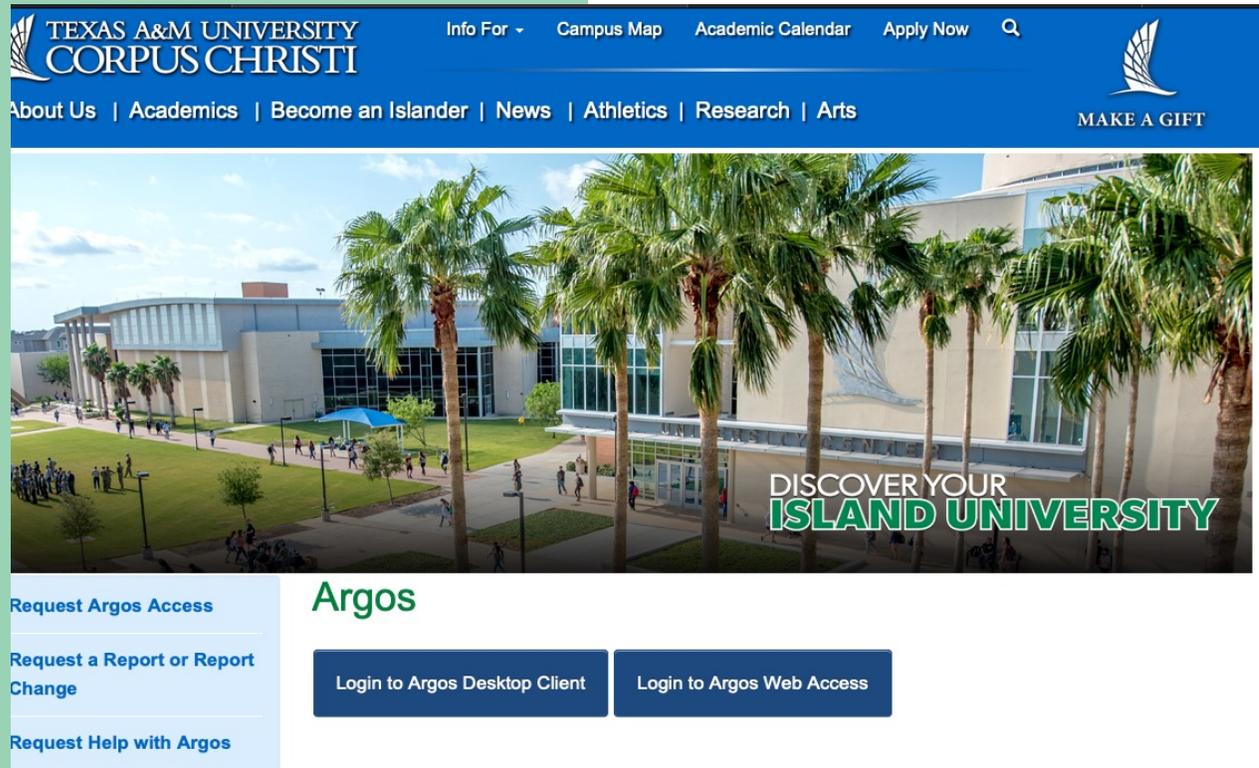
Alternative Grades

Alternate Grading Systems				
*These grades are not computed in students GPA calculation				
GRADE	Grade Description	Applies to Undergrad Courses	Applies to Graduate Courses	Grade Details
CR / NC	Credit / No Credit	YES	YES	Credit / No Credit- Satisfactory, but without qualitative grading (see Alternate Grading Systems)
P / NP	Pass / No Pass	YES	NO	Pass - Satisfactory but without qualitative grading of the credit hours earned. Applicable only to those courses stipulated by the Pass/No Pass Policy. Not used in graduate courses.
S / U	Satisfactory / Unsatisfactory	NO	YES	Satisfactory / Unsatisfactory - Applicable to specified graduate courses.
I	Incomplete	YES	YES	Incomplete - An incomplete notation may be given to a student who is passing but has not completed a term paper, examination, or other required work for reasons beyond the student's control other than lack of time. Student is not required to re-register for the course. Coursework must be completed prior to the end of the next long term semester.
IP	In Progress	Remedial courses only	All thesis & dissertation courses	In Progress - Assigned to a remedial course or a thesis/dissertation course indicating that at the conclusion of the semester the course was still in progress. This is a permanent notation that does not affect grade point average. To receive a qualitative grade, the student must register for the same course in the subsequent semester , paying the appropriate tuition and fees.

The total number of credit hours earned at this University outside the standard grading system (e.g., grades of CR/NC or P/NP) that a student may apply toward the baccalaureate degree is ten (10). No more than seven (7) semester hours of CR/NC may be in a student's major field of study. The hours graded P (pass) or CR (credit), given in those instances where standard letter grades are not used, will not be applied in computing Grade Point Averages nor influence student eligibility for academic honors.

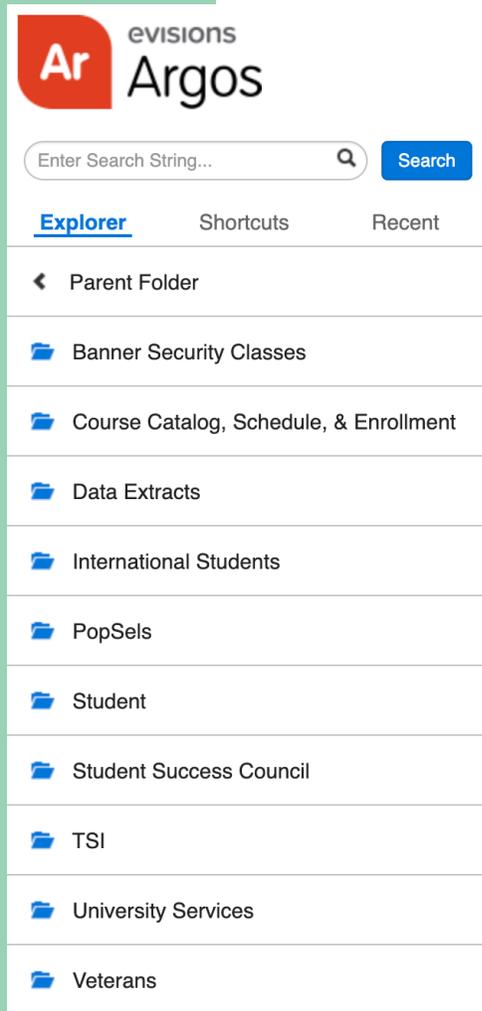
Argos

Web Access



The screenshot shows the top navigation bar of the Texas A&M University Corpus Christi website. The header includes the university name, navigation links (Info For, Campus Map, Academic Calendar, Apply Now), a search icon, and the 'MAKE A GIFT' logo. Below the header is a banner image of a campus with palm trees and the text 'DISCOVER YOUR ISLAND UNIVERSITY'. The main content area features a sidebar with links: 'Request Argos Access', 'Request a Report or Report Change', and 'Request Help with Argos'. The main content area has the word 'Argos' in green, followed by two buttons: 'Login to Argos Desktop Client' and 'Login to Argos Web Access'.

- Reports**
- <http://argos.tamucc.edu/>
 - Select “Login to Argos”
 - Enter your AD username and password



Argos

- Know what type of report you are looking for.
 - Use the search bar-to-search keywords
- Helpful course schedule reports
 - Course Catalog, Schedule, & Enrollment
- Helpful missing grades
 - Student
- Helpful roster
 - Course Catalog, Schedule, & Enrollment

Navigating to the right report

Ar evisions Argos

Enter Search String... Search

Explorer Shortcuts Recent

Parent Folder

- Banner Security Classes
- Course Catalog, Schedule, & Enrollment**
- International Students
- PopSels
- Student
- Student Success Council
- TSI
- Veterans

Ar evisions Argos

Enter Search String... Search

Explorer Shortcuts Recent

Parent Folder

- Course Catalog
- Course Schedule & Development Diagn...**
- Grades
- Triad-Tetrad Reports

Name ^

- ★ Building/Room Utilization by Term
- ★ Course Schedule**
- ★ Course Schedule Quick Reference
- ★ Course Schedule w/ Fees**
- ★ Courses by selected Days and Term
- ★ Diagnostic: Variable Credit Course Check
- ★ Enrollment at Course Capacity with Larger Room
- ★ Enrollment Exceeds Room Size
- ★ Faculty Teaching Courses on Same Day,Time,Room
- ★ Room State Data
- ★ Schedule Rule 1 - NonStandard Meeting Times
- ★ Schedule Rule 2 - 20% in MWF time blocks
- ★ Schedule Rule 3 - 10% in time blocks before 9:30
- ★ Schedule Rule 4 - Contact Hours for 2 and 3 hr Labs and Studios
- ★ Schedule Rule 5 - NonStandard Start Times for LAB/STU
- ★ SSASECT Mismatch on Credit Hours vs Billing Hours
- ★ Subject Enrollment and Fill Ratio
- ★ SZAREGS Mismatch on Credit Hours vs Billing Hours
- ★ Unofficial Course Schedule including Tetrad/Triads

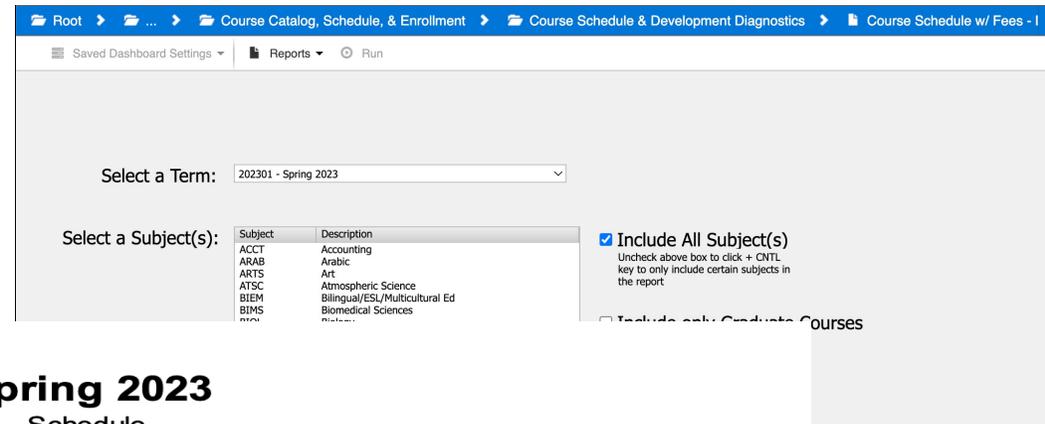
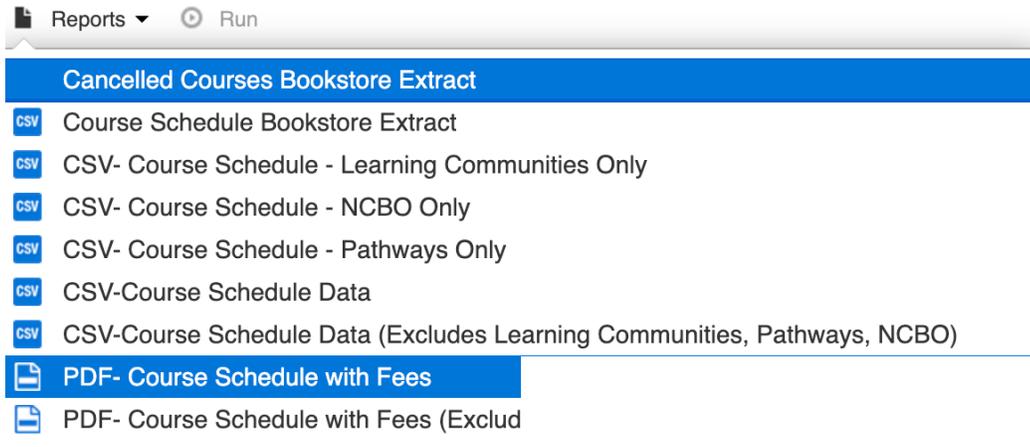
Report: Class Schedule

CRN	SUBJ	CRSE	SECT	PART_TERM	TITLE	XLIST	STAT	TYPE	INSTR_METHOD	GRD_MOD	GRADABLE	LINK_IDENT	CAP	ENR	AVL	XL_CAP
81086	ACCT	2301	001	1	FINANCIAL A...		A	LEC	F	G	Y		0	0	0	0
82204	ACCT	2301	002	1	FINANCIAL A...		A	LEC	D	G	Y		0	0	0	0
82205	ACCT	2301	W01	S	FINANCIAL A...		A	LEC	I	G	Y		0	0	0	0
81088	ACCT	2302	001	1	MANAGERIAL...		A	LEC	D	G	Y		0	0	0	0
82206	ACCT	2302	002	1	MANAGERIAL...		A	LEC	D	G	Y		0	0	0	0
82207	ACCT	2302	003	1	MANAGERIAL...		A	LEC	D	G	Y		0	0	0	0
82209	ACCT	2302	W01	T	MANAGERIAL...		A	LEC	I	G	Y		0	0	0	0
81089	ACCT	3311	001	1	INTERMEDIA...		A	LEC	D	G	Y		0	0	0	0
82214	ACCT	3311	W01	S	INTERMEDIA...		A	LEC	I	G	Y		0	0	0	0
81090	ACCT	3312	001	1	INTERMEDIA...		A	LEC	D	G	Y		0	0	0	0
82453	ACCT	3312	R01	1	INTERMEDIA...		A	LEC	D	G	Y		0	0	0	0
82215	ACCT	3312	W01	S	INTERMEDIA...		A	LEC	I	G	Y		0	0	0	0
81091	ACCT	3314	001	1	COST ACCOU...		A	LEC	D	G	Y		0	0	0	0
82228	ACCT	3314	W01	1	COST ACCOU...		A	LEC	I	G	Y		0	0	0	0
81093	ACCT	3321	001	1	FEDERAL INC...		A	LEC	D	G	Y		0	0	0	0
82454	ACCT	3321	R01	1	FEDERAL INC...		A	LEC	D	G	Y		0	0	0	0

- Used to review course creation guidelines.
- Check work in Banner and review course information for all pages.

Report: Class Schedule with Fees

- What published schedule will look like.
- Verify to see what students will see and the “notes” and “comments”.



Spring 2023 Schedule

Call Number	Course/Type	Course Title	Dates	Day and Time	Room	Instructor	Fees	Cr
Accounting								
81086	ACCT-2301.001	LEC FINANCIAL ACCOUNTING 1. ONLY College of Business;	01/17-05/11	MWF 01:00-01:50	TBA	Staff		3
82204	ACCT-2301.002	LEC FINANCIAL ACCOUNTING 1. ONLY College of Business;	01/17-05/11	TR 12:30-01:45 PM	TBA	R. Zeidan		3
82205	ACCT-2301.W01	LEC FINANCIAL ACCOUNTING 1. ONLY College of Business;	01/17-03/07	TBA	TBA	G. DeLatte		3
81088	ACCT-2302.001	LEC MANAGERIAL ACCOUNTING 1. ONLY College of Business; 2. Prerequisite course required-ACCT2301;	01/17-05/11	MWF 09:00-09:50	TBA	G. DeLatte		3

Report: Faculty Teaching Multiple Sections at the Same Day, Time, and Room

Faculty Teaching Classes on the Same Day, Time, and Room
For Term: Spring 2023

9/14/2022 4:05:11 PM

FACULTY NAME	XLIST	CRN	COURSE	SSTS	DAYS	TIME	ROOM
Abdelrehim,		81514	PHYS1401.107	A	F	0800 - 1050	
Ahmed, Mohamed		80924	GEOL4422.013	A	TR	0930 - 1045	
		82563	GEOL6422.013	A	TR	0930 - 1045	
		82564	GEOL6422.113	A	T	1430 - 1620	
Aririguzo, Corletta		82364	NURS3614.106	A			
		82365	NURS3614.107	A			
Baca Garcia, Jose		82060	EEEN3330.001	A	TR	1100 - 1215	
		82047	ENTC4446.001	A	TR	1100 - 1215	
Bahr, Keisha	LV	80241	BIOL4334.001	A	TR	1400 - 1515	
	LV	80245	MARB6590.001	A	TR	1400 - 1515	
Benedetti,		81866	EDLD6397.001	A	S	0830 - 1230	
		81874	EDLD6333.001	A	S	0830 - 1230	
Benham-Hutchins,		81262	NURS4471.W01	A			
		81345	NURS6306.W01	A			
		81287	NURS5331.W01	A			
Bergan, Nicholas		82595	MISY3310.W03	A			
		81588	MISY3310.W02	A			
		81586	MISY3310.W01	A			

Identify that courses being taught by the same faculty at the same day and time are coded correctly

Class Distribution Rules

1

At least 20% of three/four undergraduate lecture classes in each college must be scheduled in MWF time blocks

2

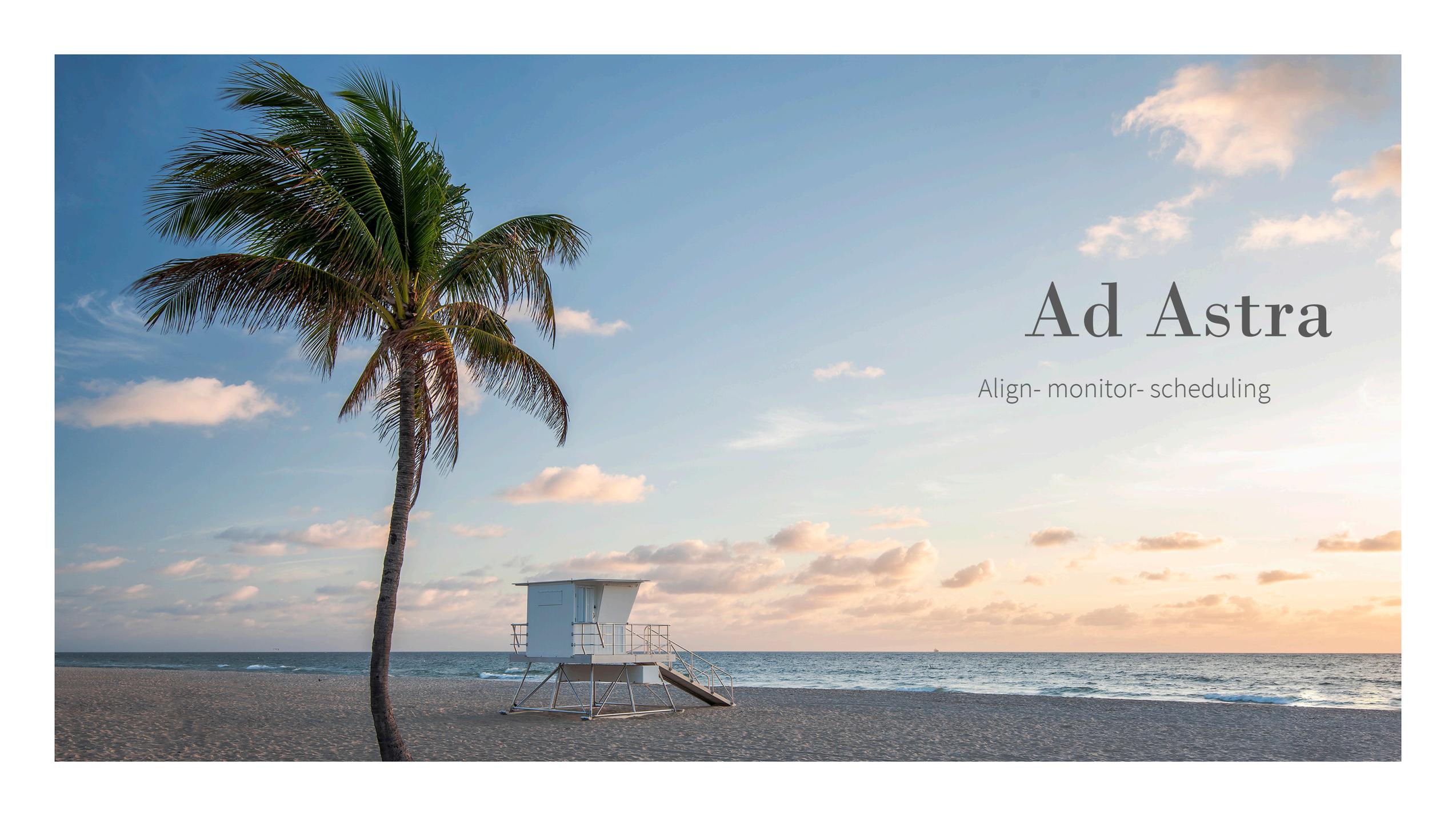
At least 10% of three/four undergraduate lecture classes in each college must be scheduled to begin BEFORE 9:30 am.

Percentage of courses in the MWF time blocks for 202301 - Spring

	Total Count	MWF Count	Percentage in MWF
All Courses	1069	183	17.11%
BU Courses	96	12	12.5%
EH Courses	74	9	12.16%
LA Courses	474	94	19.83%

Percentage of courses scheduled before 9:30 am for 202301 - Spring

	Total Count	Count Before 9:30 am	Percentage Before 9:30 am
All Courses	1069	94	8.79%
BU Courses	96	6	6.25%
EH Courses	74	6	8.1%
LA Courses	474	33	6.96%

A tropical beach scene at sunset. A tall palm tree stands on the left side of the frame. In the center, a white lifeguard stand is situated on the sandy beach. The ocean is visible in the background, with waves breaking near the shore. The sky is a mix of blue and orange, with scattered clouds. The overall atmosphere is serene and peaceful.

Ad Astra

Align- monitor- scheduling



Align is the perfect place to review the upcoming class schedule and compare what you are currently planning and the seats with the recommendations.



Recommendations for departmental course offerings for the given term. You can get some details about the course analysis and section details to make those data driven decisions.



All department chairs have access.

If you would like access, please send email to schedule@tamucc.edu to request an account!

Ad Astra Align

Predictive Data

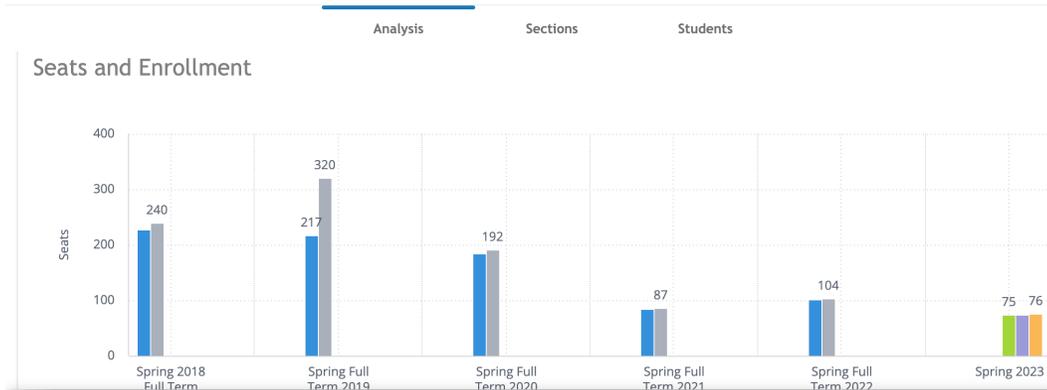
<https://app.adastra.live>

Ad Astra Align

Predictive Data

- Review the recommended changes to course offerings for given term.
- The analysis tees up high impact addition and reduction candidates which department can take action on.
- Drill in on a single course to get the course analysis and section details to help make decisions.

[Align](#) > ACCT 2301 - FINANCIAL ACCOUNTING



Align

Spring 2023 × Campus × Department × Subject ×

+ More Quick Filters ×

Sort Find... × Not Offered ↓ ⓘ

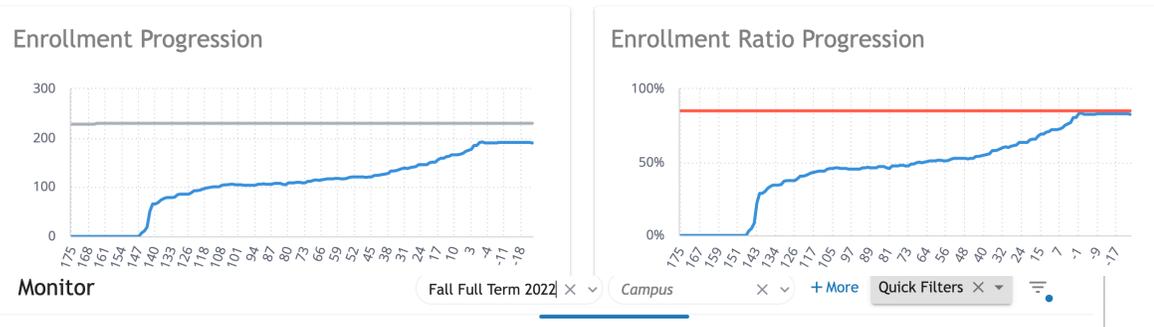
	COURSE	OFFERED	NEEDED	PLANNED	STATUS
↑	ACCT 2301 - FINANCIAL ACCOUNTING Spring 2023, Main - Face to Face	2 sections 0 seats	2 sections 75 seats	⊖ 2 ⊕	Evaluate... ↓
↑	ACCT 2301 - FINANCIAL ACCOUNTING Spring 2023, All Modalities	3 sections 0 seats	3 sections 130 seats	⊖ 3 ⊕	Evaluate... ↓
↑	ACCT 3355 - ACCOUNTING INFORMATION SYSTEMS Spring 2023, Main - Face to Face	0 sections 0 seats	1 section 20 seats	⊖ 0 ⊕	Evaluate... ↓
↑	ACCT 3355 - ACCOUNTING INFORMATION SYSTEMS Spring 2023, All Modalities	0 sections 0 seats	1 section 22 seats	⊖ 0 ⊕	Evaluate... ↓
↑	ACCT 4345 - ETHICS FOR TEXAS CPA CANDIDATE Spring 2023, Main - Face to Face	0 sections 0 seats	2 sections 32 seats	⊖ 0 ⊕	Evaluate... ↓
↑	ACCT 4345 - ETHICS FOR TEXAS CPA CANDIDATE Spring 2023, All Modalities	0 sections 0 seats	2 sections 32 seats	⊖ 0 ⊕	Evaluate... ↓
↑	ARTS 1301 - ART AND SOCIETY Spring 2023, Main - Face to Face	5 sections 0 seats	6 sections 309 seats	⊖ 5 ⊕	Evaluate... ↓
↑	ARTS 1301 - ART AND SOCIETY Spring 2023, All Modalities	5 sections 0 seats	6 sections 318 seats	⊖ 5 ⊕	Evaluate... ↓

Ad Astra Monitor

Registration Tracking

Monitor > ACCT 2301 - FINANCIAL ACCOUNTING

REGISTRATION STATUS	ENROLLMENT RATIO	ENROLLMENT	SECTIONS	CAMPUS	TERM START
✓ On Track	83%	190 / 230	4	All Modalities	08/22/2022 202209



Monitor

Fall Full Term 2022 Campus + More Quick Filters

COURSE	ENROLLMENT RATIO
ACCT 2301 - FINANCIAL ACCOUNTING Fall Full Term 2022, All Modalities	83% 190 / 230 - 4 sections
ACCT 2301 - FINANCIAL ACCOUNTING Fall Full Term 2022, Main - Face to Face	78% 136 / 175 - 3 sections
ACCT 2301 - FINANCIAL ACCOUNTING Fall Full Term 2022, Online	98% 54 / 55 - 1 sections
ACCT 2302 - MANAGERIAL ACCOUNTING Fall Full Term 2022, All Modalities	55% 96 / 174 - 3 sections
ACCT 2302 - MANAGERIAL ACCOUNTING Fall Full Term 2022, Main - Face to Face	55% 66 / 120 - 2 sections

• *Monitor* tracks registration and monitors trends over time leading up to the start of the term.

• Follow courses you are interested in for courses and get alerts when they start to fill up.

• Keep an eye on registrations for key courses before the start of a term.

High and low enrollment ratios may require action to be taken.

See something interesting? Dive into a single course and learn more.



Log into one place and locate both modules.

All department chairs have access. If you would like access, please send email to schedule@tamucc.edu to request an account!

Ad Astra Align & Monitor

SUE Score

Texas Higher Education Coordinating Board scores institutions based on demand, utilization and space efficiency using the “Space Utilization Efficiency (SUE) score

Percent Fill- 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.

Exceptions can be made with requests to schedule team.

Room Assignments

Room assignments will be exported 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.

Ad Astra Scheduling Preferences

Date Submitted: _____

Department Name: _____

Contact Name: _____ Contact Email: _____

Subject(s) and/or Course#: [i.e. COMM 1311, All MEDA]: _____

Meeting Type [i.e. LEC, LAB, RCT, PRA]: _____

Room Type [i.e. classroom or PENS Lab]*: _____

Features [i.e. room with moveable chairs]: _____

Building(s): _____

Instructor Preference (if a particular instructor needs a particular for medical or pedagogical reason): _____

Exclude from rooms [do not place in CS or ECDC OR do not put in CS 103]: _____

Notes: _____

Examples

- All of our Math subject courses, regardless of meeting type, or instructor, are required to be in Classroom: subject: MATH, meeting type: ANY, room type: Classroom, Building: ANY
- All of our Biology subject labs, regardless of instructor, are required to be in LCSI Labs: subject: BIOL, meeting type: Lab, room type: LCSI Labs.
- All of our KINA subject courses, with a LAB of meeting type, are required to be in the region (group) of KINE: Subject: KINE, Meeting Type: LAB.
- All of our MUEN subject, regardless of meeting type, or instructor, are preferred to be in rooms CA 228, 140 and 229: Subject: MUEN, room type: Classroom-Music, Notes: CA 228, 140, 229

Preferences

Preferences with varying weights:
MUST BE PEDAGOGICAL

Building Preferences

Proximity to labs

Professors needs (instructional
and physical)

Ad Astra Scheduling Preferences

Date Submitted: 9/3/2020

Department Name: PENS

Contact Name: Galina Reid Contact Email: galina.reid@tamucc.edu

Subject(s) and/or Course#: [i.e. COMM 1311, All MEDA]: PHYS 1303; PHYS 1304; PHYS 1401; PHYS 1402; PHYS 2425; PHYS 2426

Meeting Type [i.e. LEC, LAB, RCT, PRA]: LEC

Room Type [i.e. classroom or PENS Lab]*: classroom

Features [i.e. room with moveable chairs]: _____

Building(s): RFEB, CI, BH, IH, OCNR,

Instructor Preference (if a particular instructor needs a particular for medical or pedagogical reason): none

Exclude from rooms [do not place in CS or ECDC OR do not put in CS 103]: do not place in CI 126, ECDC

Notes: _____

Please, schedule multiple lectures on the same day, in the same room or at least in the same building

Examples

- All of our Math subject courses, regardless of meeting type, or instructor, are required to be in Classroom: subject: MATH, meeting type: ANY, room type: Classroom, Building: ANY
- All of our Biology subject labs, regardless of instructor, are required to be in LCSI Labs: subject: BIOL, meeting type: Lab, room type: LCSI Labs.
- All of our KINA subject courses, with a LAB of meeting type, are required to be in the region (group) of KINE: Subject: KINE, Meeting Type: LAB.
- All of our MUEN subject, regardless of meeting type, or instructor, are preferred to be in rooms CA 228, 140 and 229: Subject: MUEN, room type: Classroom-Music, Notes: CA 228, 140, 229

OCNR 131	44
OCNR 132	44
CI 122	51
EN 107	53
CI 106	55
CI 102	56
CI 109	56
CI 112	56
EN 108	56
BH 206	58
BH 207	61
BH 205	63
CI 126	64
OCNR 259	64
CI 108	65
CI 107	66
OCNR 116	66
OCNR 117	66
CI 127	67
CI 128	67
CS 101	74
EN 101	95
OCNR 115	95
BH 104	102
OCNR 145	116
EN 106	118

BH 127	24
BH 201	24
ECDC 219A	25
ECDC 219B	25
ECDC 219C	25
BH 128	26
OCNR 222	29
IH 158	32
OCNR 258	32
OCNR 133	36
IH 157	38
IH 156	40
IH 268	40
BH 126	46
IH 163	62
IH 162	70
IH 164	70
IH 267	76

CS 114	38
CS 111	40
CS 115	52
OCNR 118	55

- Classrooms – Types of Seating
 - Stadium Seating
 - Movable Tables/Chairs
 - Chair Desks
- Computer Labs- Type of Computers
 - Mac
 - PC

Computer Labs

Mac	
COMPUTER LAB	CAPACITY
CCH 209	20
CCH 206	25

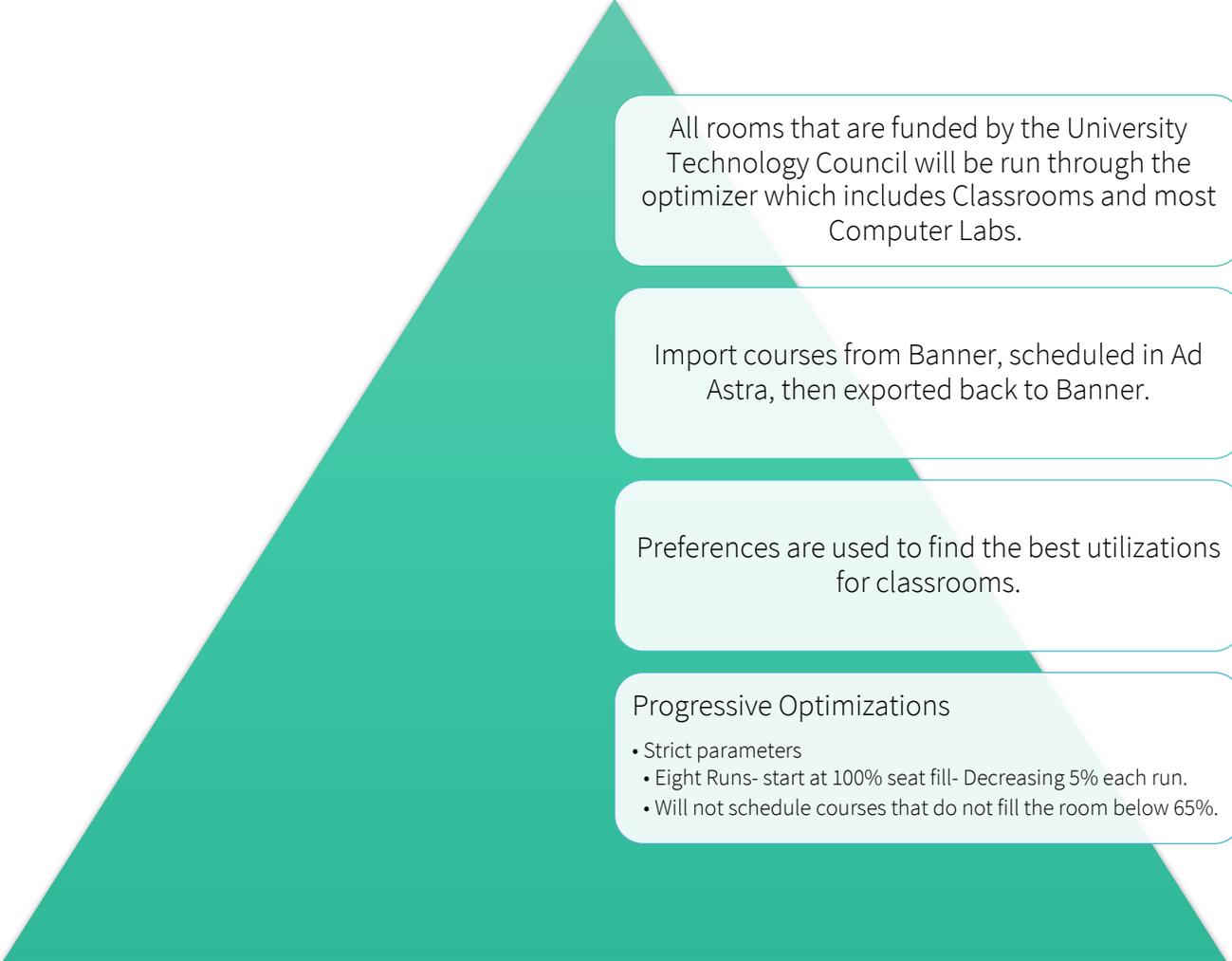


Classroom & Computer Lab Capacities

Anything on this list, can be put as a preference for a course or scheduled as an ad hoc meeting.

The Optimizer

Rooms 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 exported back to Banner.

Preferences are used to find the best utilizations for classrooms.

Progressive Optimizations

- Strict parameters
- Eight Runs- start at 100% seat fill- Decreasing 5% each run.
- Will not schedule courses that do not fill the room below 65%.

Room Assignments

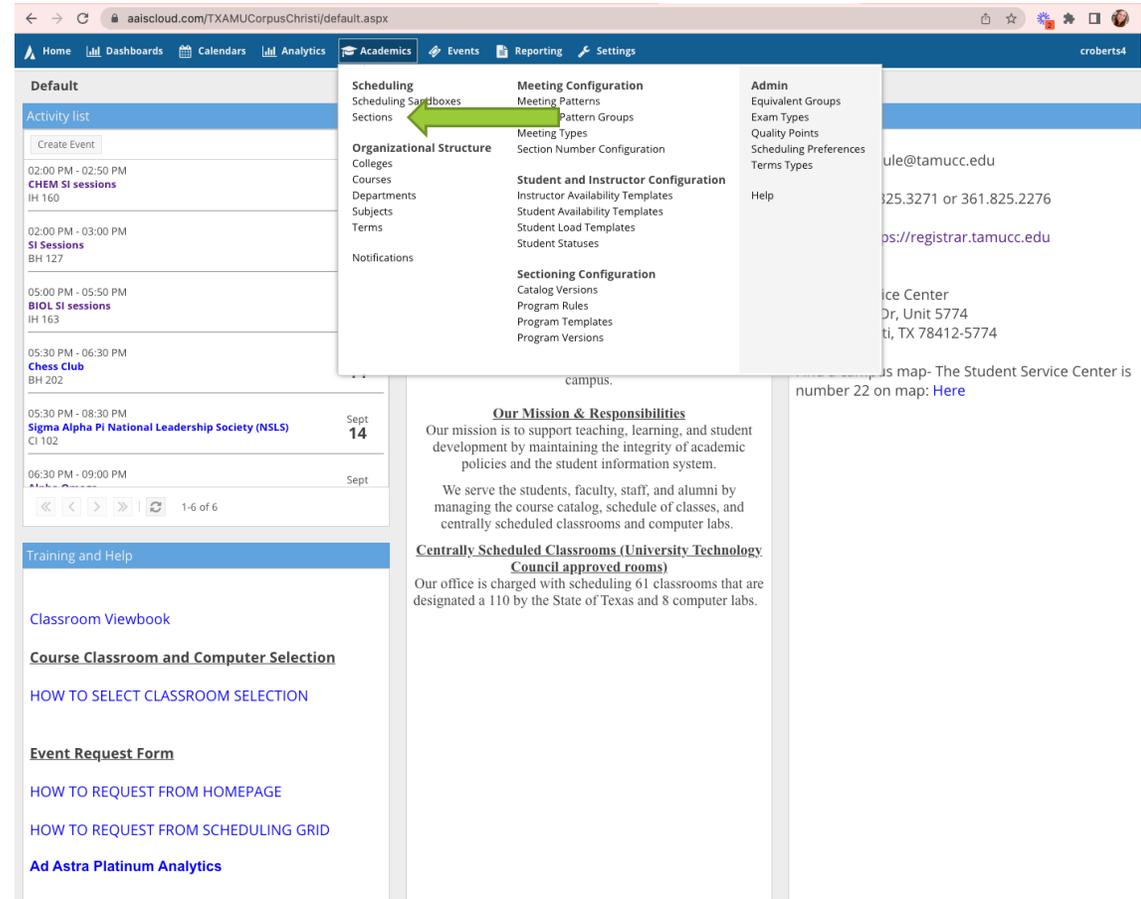
Next Steps

Review in Argos

- Course assignments by reviewing the 'Course Schedule' report as outlined on slide 54.

Review in Ad Astra Schedule

- Log in using AD credentials to <https://astra.tamucc.edu>
- Select the 'Academics' tab
- Select 'Sections'



The screenshot shows the Argos web application interface. The 'Academics' menu is open, and the 'Sections' option is highlighted with a green arrow. The main content area displays a list of sections with columns for time, course name, and room. The 'Sections' list includes:

Time	Course Name	Room
02:00 PM - 02:50 PM	CHEM SI sessions	IH 160
02:00 PM - 03:00 PM	SI Sessions	BH 127
05:00 PM - 05:50 PM	BIOL SI sessions	IH 163
05:30 PM - 06:30 PM	Chess Club	BH 202
05:30 PM - 08:30 PM	Sigma Alpha Pi National Leadership Society (NSLS)	CI 102
06:30 PM - 09:00 PM		

The 'Academics' menu includes the following options:

- Scheduling
- Scheduling Sandboxes
- Sections
- Organizational Structure
 - Colleges
 - Courses
 - Departments
 - Subjects
 - Terms
 - Notifications
- Meeting Configuration
 - Meeting Patterns
 - Pattern Groups
 - Meeting Types
 - Section Number Configuration
- Student and Instructor Configuration
 - Instructor Availability Templates
 - Student Availability Templates
 - Student Load Templates
 - Student Statuses
- Sectioning Configuration
 - Catalog Versions
 - Program Rules
 - Program Templates
 - Program Versions
- Admin
 - Equivalent Groups
 - Exam Types
 - Quality Points
 - Scheduling Preferences
 - Terms Types
 - Help

<https://astra.tamucc.edu>

Room Assignments

Room Assignment Status

- Meeting Status= All

Meeting Status= Unassigned

Meeting Status= Requested

View all courses and room assignments

View courses that do not have a room assigned. Review and look to request a classroom assignment.

Department has requested a room and the schedule team will review. Once approved, the room assignment will export to Banner.

Course/Section	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
@ACCT 2301/001 LEC	OCNR 116 - CLA...	TR	08/22/2...	12/08/2...	08:00 AM	09:15 AM	202209		Schedul...	72053
@ACCT 2301/002 LEC	OCNR 259 - CLA...	MWF	08/22/2...	12/08/2...	09:00 AM	09:50 AM	202209		Schedul...	72057
@ACCT 2301/003 LEC	OCNR 259 - CLA...	TR	08/22/2...	12/08/2...	09:30 AM	10:45 AM	202209		Incompl...	72059
@ACCT 2301/001 LEC	OCNR 259 - CLA...	TR	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72180
@ACCT 2302/001 LEC	OCNR 259 - CLA...	TR	08/22/2...	12/08/2...	02:00 PM	03:15 PM	202209		Schedul...	72061
@ACCT 2302/002 LEC	OCNR 259 - CLA...	MW	08/22/2...	12/08/2...	02:00 PM	03:15 PM	202209		Schedul...	72063
@ACCT 2302/001 LEC	OCNR 116 - CLA...	MW	10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72181
@ACCT 3311/001 LEC	OCNR 116 - CLA...	MW	08/22/2...	12/08/2...	02:00 PM	03:15 PM	202209		Schedul...	72067
@ACCT 3311/001 LEC	OCNR 116 - CLA...	MW	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72182
@ACCT 3312/001 LEC	OCNR 118 - CLA...	MW	08/22/2...	12/08/2...	02:00 PM	03:15 PM	202209		Schedul...	72068
@ACCT 3314/001 LEC	OCNR 132 - CLA...	TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Schedul...	72069
@ACCT 3321/001 LEC	OCNR 259 - CLA...	MWF	08/22/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72183
@ACCT 3321/001 LEC	OCNR 259 - CLA...	MWF	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72184
@ACCT 4311/001 LEC	OCNR 258 - CLA...	MW	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Schedul...	72071
@ACCT 4345/001 LEC	OCNR 131 - CLA...	W	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209	DR	Schedul...	72075
@ACCT 4355/001 LEC	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	02:00 PM	03:15 PM	202209		Schedul...	73128
@ACCT 4390/001 LEC	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	11:00 AM	12:15 PM	202209		Schedul...	73112
@ACCT 4398/001 PRA	OCNR 222/2...		12/08/2...	12:00 AM	12:00 AM	202209		Incompl...	73506	
@ACCT 4398/002 PRA	OCNR 222/2...		12/08/2...	12:00 AM	12:00 AM	202209		Incompl...	73540	
@ACCT 5312/001 LEC	OCNR 222/2...		10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72185	
@ACCT 5312/002 LEC	OCNR 222/2...		10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72186
@ACCT 5315/001 LEC	OCNR 255 - CLA...	T	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209		Schedul...	72077
@ACCT 5315/001 LEC	OCNR 255 - CLA...	T	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	73125

Course/Section	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
@ARTS 3367/001 STU		W	08/22/2...	12/08/2...	03:30 PM	06:20 PM	202209		Unassign...	71769
@ARTS 5314/001 STU		M	08/22/2...	12/08/2...	03:30 PM	06:20 PM	202209	GA	Unassign...	73430
@ARTS 5317/001 STU		MW	08/22/2...	12/08/2...	12:30 PM	03:20 PM	202209	FP	Unassign...	73275
@ARTS 5394/001 SEM		MW	08/22/2...	12/08/2...	06:30 PM	09:20 PM	202209		Unassign...	73542
@CHEM 1411/001 LEC		TR	08/22/2...	12/08/2...	09:30 AM	10:45 AM	202209		Unassign...	72903
@CMSS 6370/001 LEC		TR	08/22/2...	12/08/2...	08:00 AM	09:15 AM	202209		Unassign...	71070
@COMM 3311/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Unassign...	72048
@COSC 3324/001 LEC		TR	08/22/2...	12/08/2...	11:00 AM	12:15 PM	202209		Unassign...	71183
@ECED 5337/001 LEC		W	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	73150
@EDOD 5696/001 IND		T	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209		Unassign...	70444
@EDCI 5381/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209	DW	Unassign...	71725
@EDUC 4605/002 FLD		TR	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	72141
@EDUC 4605/002 FLD		MTWRF	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72145
@EDUC 4605/003 FLD		TR	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72146
@EDUC 4605/004 FLD		TR	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72147
@ENGL 3330/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209	D5	Unassign...	73146
@ENGL 4325/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209	DO	Unassign...	72982
@ENGL 4325/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209	DO	Unassign...	73583
@ESCI 1401/104 LAB		M	08/22/2...	12/08/2...	03:00 PM	04:55 PM	202209		Unassign...	73438
@ESCI 3203/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:20 PM	202209		Unassign...	71406
@ESCI 4301/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71432
@ESCI 6302/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71434
@ESCI 6302/001 LEC		TR	08/22/2...	12/08/2...	08:00 AM	09:15 AM	202209		Unassign...	72368

Course/Section	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
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- Select 'Term' in the left side and select 'Search'.
- Select the course to select a room.

Filter

Show Current Filter

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms
 Show Shared Rooms
 Show Alt Room Configs

Capacity:
Between and

Campus 1

Building

Room

Region

	Room	Capacity	Seat Fill Score	
<input type="radio"/>	BH 205	61	57	Available
<input type="radio"/>	OCNR 133	36	7	Available
<input type="radio"/>	IH 157	38	92	Available
<input type="radio"/>	CS 114	38		
<input type="radio"/>	IH 268	40		
<input type="radio"/>	OCNR 130	40	87	Available
<input type="radio"/>	CS 111	40	87	Available
<input type="radio"/>			7	Available
<input type="radio"/>			9	Available
<input type="radio"/>			8	Available
<input type="radio"/>			6	Available
<input type="radio"/>			3	Available
<input type="radio"/>			3	Available
<input type="radio"/>			2	Available

COMM 3311 002 (L...
8/22/2022-12/8/2022
W
7:00-9:30pm
Enrollment: 24

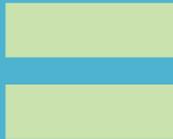
Filter Options

Filter options generated from preference set up.

Select Items

- Bay Hall Conference Hall
- Classroom
- Classroom - Academic Affairs
- Classroom - ESCI

Report that shows available rooms during standard Time blocks



Request via email

Available Rooms

Last Run Date: 8/12/22

For Selected Region

Term: Fall 2022 (8/22/2022 - 12/1/2022)

Term Weeks: 16

Seat Range Included: 0 - 300

Room Type(s): Classroom

Region: Classroom

On-Grid Meeting Patterns

Available Rooms

Used Rooms

Total Rooms

Campus: M

MWF 8-8:50A

43

16

59

<u>Room Name</u>	<u>Room Type</u>	<u>Seats</u>
Bay Hall 202	Classroom	22
O'Connor 255	Classroom	22
Bay Hall 201	Classroom	24
Early Childhood Development Center 219B	Classroom	25
Early Childhood Development Center 219A	Classroom	25
Bay Hall 128	Classroom	26
O'Connor 222	Classroom	29
Island Hall 158	Classroom	32
O'Connor 258	Classroom	32
Center for the Sciences 108	Classroom	32
Island Hall 267	Classroom	33
Island Hall 162	Classroom	33
Center for the Sciences 103	Classroom	34
Center for the Sciences 112	Classroom	34
O'Connor 133	Classroom	36
Center for the Sciences 114	Classroom	38
Island Hall 268	Classroom	40
Island Hall 156	Classroom	40
O'Connor 131	Classroom	44
O'Connor 132	Classroom	44
Center for the Sciences 115	Classroom	52
O'Connor 118	Classroom	55
Center for Instruction 106	Classroom	55
Center for Instruction 109	Classroom	55
Center for Instruction 112	Classroom	56
Dr. Robert R. Furgason Engineering Building 108	Classroom	56



Classroom Viewbook

A Complete Catalog of the
Classrooms and Computer Labs
as listed in AdAstra.



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SCHEDULE@TAMUCC.EDU

Helpful Handouts



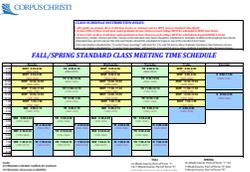
Course Schedule Building Training



Checklist for Class Section Scheduling



Instructional Space Scheduling Guidelines



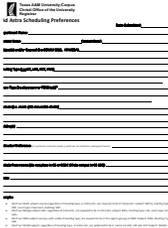
Standard Time block Schedule

Classrooms & Computer Labs		
	Movable Tables/Chairs	CLASSROOM CAPACITY
7	BH 202	32
8	OCNR 255	22
9	BH 127	24
10	BH 202	24
11	EDOC 219A	25
12	EDOC 219B	25
13	EDOC 219C	25
14	BH 128	26
15	OCNR 222	29
16	BH 128	32
17	OCNR 218	32
18	OCNR 133	36
19	BH 127	38
20	BH 156	40
21	BH 268	40
22	BH 126	46
23	BH 183	62
24	BH 162	70

Classrooms and Computer Capacities



Instructional Method and Attendance Method code sheet



Preference Sheet