



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, Dual Credit- IA, Online ONLY program sections-Z.
 - General section identifiers.
 - Consult with Registrar’s office before using new section code.
- Status: A- Active, C- Closed, X- Cancelled
- Instructional Method: Face to Face (F), Blended (B), Hybrid (H) 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 Codes(match instructional method)

Code	Description	Code	Description
F	Face to face, on campus	B	Business, Hospital, Government or other Work Location.
OT	Outside of Texas	H	High School for Dual Credit
FC	Foreign Country	OF	Other Off-campus
II	Inter-Institutional	S	Synchronous, online
IS	Independent Study	A	Asynchronous, online

The screenshot shows the 'Schedule SSASECT 9.3.30 (BPROD)' interface. Key fields and annotations include:

- Course Section Information:** Subject: ACGT, ACCOUNTING; Course Number: 2302; Title: MANAGERIAL ACCOUNTING; Section #: 001.
- CLASS TYPE:** Part of Term 1, 01/16/2024 to 05/07/2024, 16 weeks.
- CREDIT HOURS:** Credit Hours: 3.000; Billing Hours: 3.000; Contact Hours: 3.000.
- CLASS INDICATORS:** Attendance Method: F (Face to Face, on campus).
- Annotations:** A green arrow labeled 'Must Match' points from the 'Attendance Method' field to the 'Instructional Method' field (F - Face-to-Face/Web Enhanced). Another green arrow labeled 'Must Match' points from the 'Part of Term' field to the 'Session' field (L - 16 week session).
- Other Fields:** Status: A (Active); Schedule Type: LEC (Lecture); Integration Partner: IOL (ISLAND ONLINE INTERFACE); Grade Mode: G (Normal Grading); Duration: 16 weeks.

SAVE

Part of Term & Session Code

Term	Part of Term	# of Weeks	Session
Fall & Spring 01 & 09	1	16	L
Fall & Spring 01 & 09	S	7.5	S
Fall & Spring 01 & 09	T	7.5	T
Summer I 06	May	2.5	B
Summer I 06	SC	10	F
Summer I 06	SUM	5	A
Summer II 07	1	5	G
Summer II 07	S2H	2.5	H
Summer II 07	S2I	2.5	I

1. Standard Time Blocks
 - a. Utilize the Standard Class Meeting Time Schedule, which includes the Class Schedule Distribution Rules along with the designated meeting times.
 - b. To offer a non-standard meeting time, ensure you submit a non-standard time exemption form.
2. Cross-Listed & Stacked Courses
 - a. Cross-listed or stacked courses must have the same credit value. For example, a 3-credit course cannot be cross-listed with a 4-credit course. The courses must also share the same instructor, day/time, and room.
 - b. Cross-list courses in Banner before assigning rooms.
3. Maximum Enrollment
 - a. Refer to historical and projected enrollment reports from Ad Astra's Align to determine the most accurate maximum enrollment for each course section.
4. Linked vs. Co-Requisite Courses
 - a. Courses that must be taken together—where students cannot register for one without the other—should be linked or co-requisite courses. Linked courses share the same subject, course number, but have different section numbers and schedule types. Co-requisite courses are two distinct courses that must be taken together. This configuration must be done at the catalog level in Banner, and then at the section level.

When in doubt, reach out to schedule@tamucc.edu !