



**Texas A&M University – Corpus Christi**  
**Office of the University Registrar**  
**Course Building Quick Reference Guide**

**Schedule SSASECT 9.3.37 (BPROD)** ADD RETRIEVE RELATED TOOLS

Term: 202509 CRN: 83723 Subject: COMM Course: 1315 Title: PUBLIC SPEAKING Course Alias: Start Over

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

**COURSE SECTION INFORMATION** Insert Delete Copy Filter

Subject	COMM COMMUNICATION	Campus *	M Main - Corpus Christi	Grade Mode	G Normal Grading
Course Number	1315	Status *	A Active	Session	L 16 week session
Course Alias		Schedule Type	LEC Lecture	Special Approval	AA Approval-Advisor
Title	PUBLIC SPEAKING	Instructional Method	I Online (100% online)	Duration	
Section *	FP1	Integration Partner	IOL ISLAND ONLINE INTERFACE	<input type="checkbox"/> Override Duration	
Cross List					

**CLASS TYPE** Insert Delete Copy Filter

**Traditional Class**

Part of Term	1	08/25/2025	12/11/2025	16
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**Open Learning Class**

Registration Dates			Processing Rules
Start Dates			
Maximum Extensions	0		

**Important Checks on SSASECT**

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B, Dual Credit- IA, Online ONLY program sections- Z.
  - 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)
- Attendance Method: (F) Face-to-Face, (OT) Outside of Texas, (FC) Foreign Country, (II) Inter-Institutional, (IS) Independent Study, (B) Business, Hospital, Government or other, (H) High School for Dual Credit, (OF) Other Off-Campus, (S) Synchronous, Online (A) Asynchronous, Online
- Session and Part of terms must match: check that the number of weeks match.
- Credit and Billing Hours **MUST** match.
- Reference IM/AM sheet from PAIRS

**Banner Forms**

- **SSASECT**- Main Course Building
- **SSADETL**- Linking & Co-Req
- **SSAPREQ**- Pre-Requisites (must be in catalog)
- **SSARRES**- Course Restrictions
- **SSAXLST**- Cross-List/Stacked
- **SFASLST**- Course Roster
- **SSATEXT**- Comments, are not enforced
- **SSASYLB**- Long Course Title

**CLASS INDICATORS**

Prerequisite Check ☒ Basic or None ☐ CAPP ☐ DegreeWorks

Method ☐ CEU Indicator

Link Identifier AB

Attendance Method F Face to Face, on campus

Please refer to the course building training for a comprehensive how-to on course building and important information.  
For questions, email [schedule@tamucc.edu](mailto:schedule@tamucc.edu).

## **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**

- Utilize the Standard Class Meeting Time Schedule, which includes the Class Schedule Distribution Rules along with the designated meeting times.
- No courses should have a non-standard time start. To offer a non-standard meeting time, you must request a non-standard time exemption.

### **2. Cross-Listed & Stacked Courses**

- 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.
- Cross-list courses in Banner before assigning rooms.

### **3. Maximum Enrollment**

- 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**

- 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.