Course Schedule Building

A HELPFUL GUIDE FOR EVERYTHING YOU NEED TO KNOW ABOUT SCHEDULE BUILDING
HELLO!

Christie Roberts

You can find us at schedule@tamucc.edu
Tools
WHAT THEY DO

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
Summer and Fall 2023 Course Schedule Timeline

26 January - 1 March
Course schedule building begins.

2-3 March
Room Optimization for courses that need rooms.

1 March, 5:00 PM
Hands off course schedules, deadline for data entry and edits for Summer & Fall 2023.

6 March
Room shopping begins for Summer & Fall 2023.

13 March
Summer & Fall 2023 schedules go live on SAIL.

27 March
SAIL registration opens for Summer & Fall 2023.
Course Creation!

Course have been rolled from the previous like term. Review all courses and update necessary information!
Helpful things to check
Courses are rolled from like terms

Review courses that have rolled over

What does NOT rollover

• Room Assignment
• Max Enrollment
• Cross List Codes

Review and Update any necessary information

• Review Instructional Method
## What does it look like?

### Course Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>3330</td>
<td>PERSUASION</td>
<td>2023</td>
<td>01792</td>
<td>COMM</td>
<td>3330</td>
<td>PERSUASION</td>
<td>2023</td>
<td>01792</td>
</tr>
</tbody>
</table>

### Class Information

- **Main Campus:** Corpus Christi
- **Status:** Active
- **Grade Mode:** Normal Grading
- **Session:** 10 week session
- **Special Approval:**
- **Duration:**

### Class Type

- **Open Learning Class:**
- **Part of Term:** 1
- **Registration Dates:**
  - First
  - Last
  - Processing Rules
- **Start Dates:**
- **Maximum Extensions:** 0

### Credits

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lecture</th>
<th>Lecture Indicator</th>
<th>Lab</th>
<th>Lab Indicator</th>
<th>Other</th>
<th>Other Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.000</td>
<td>3.000</td>
<td>0.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course Information

- **Instructional Method:** Blended/25-49% Online Course
- **Integration Partner:** ISLAND ONLINE INTERFACE

### Class Indicators

- **Prerequisite Check:**
  - Basic or None
  - CAPP
  - DegreeWorks
- **Method:** CEU Indicator
- **Attendance Method:** Hybrid/Blended Course
- **Weekly Contact Hours:**

### Daily Contact Hours

- **Print:**
- **Gradable:**
- **Tuition and Fee Waiver:**
- **Voice Response and Self-Service Available:**
COURSE CREATION
SSASECT

- **TERM BOX = SEMESTER CODE**
  - 202301- SPRING
  - 202302- SPRING 1 MINI-TERM (ONLY FOR COB)
  - 202303- SPRING 2 MINI-TERM (ONLY FOR COB)

- 202305- SUMMER 1 MINI-TERM (ONLY FOR COB)
  - 202306- SUMMER I
  - 202307- SUMMER II
  - 202308- SUMMER 2 MINI-TERM (ONLY FOR COB)

- 202309- FALL
  - **SELECT ‘CREATE CRN’**

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.
### SSASECT Fields

**Course Section Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>COMM</th>
<th>COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>3330</td>
<td>***</td>
</tr>
<tr>
<td>Title</td>
<td>PERSUASION</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>B01</td>
<td>***</td>
</tr>
<tr>
<td>Cross List</td>
<td>SSAXLST</td>
<td></td>
</tr>
</tbody>
</table>

- **Subject** - Subject you are creating the CRN for
- **Course Number** - Course number you are creating the CRN for
- **Section Number** - Must be unique. If the section exists, you will receive an error.
  - **Section Codes**
    - Lectures= 0-99
    - Labs=1-150
    - Online= W
    - Honors= H
    - Blended= B
    - NCBO’s= N
- **Cross List** - SSAXLST

<table>
<thead>
<tr>
<th>Campus</th>
<th>M</th>
<th>Main - Corpus Christi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>LEC</td>
<td>Lecture</td>
</tr>
<tr>
<td>Instructional Method</td>
<td>B</td>
<td>Blended/Hybrid</td>
</tr>
<tr>
<td>Integration Partner</td>
<td>IOL</td>
<td>ISLAND ONLINE INTERFACE</td>
</tr>
</tbody>
</table>

- **Campus**
  - M= Main
  - R= Rellis
- **Status**
  - A= Active
  - C= Closed
  - X= Canceled
- **Schedule Type**
  - LEC= Lecture
  - LAB= Laboratory
  - PRA= Practicum
  - IND= Independent Study
  - DSR= Dissertation
  - FLD= Field Experience
  - PRL= Private Lesson
  - SEM= Seminar
  - RCT=Recitation
  - STU= Studio
- **Instructional Method**
  - See Next Slide
- **Integration Partner**
  - Always “IOL”
  - Enables courses to Blackboard
**Instructional Method**

Effective Summer 2022

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

Effective Summer 2022

<table>
<thead>
<tr>
<th>Attendance Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Face to face, on campus</td>
</tr>
<tr>
<td>S</td>
<td>Synchronous, online</td>
</tr>
<tr>
<td>A</td>
<td>Asynchronous, online</td>
</tr>
<tr>
<td>IV</td>
<td>Two-way interactive video</td>
</tr>
<tr>
<td>CC</td>
<td>In Corpus Christi, local</td>
</tr>
<tr>
<td>OC</td>
<td>Outside of Corpus Christi in Texas</td>
</tr>
<tr>
<td>OT</td>
<td>Outside of Texas</td>
</tr>
<tr>
<td>SA</td>
<td>Study Abroad</td>
</tr>
</tbody>
</table>

**Attendance Method:** A (Asynchronous, online)
### SSASECT Fields

**Grade mode/ Session/ Special Approvals**

<table>
<thead>
<tr>
<th>Grade Mode</th>
<th>Session</th>
<th>Special Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Normal Grading</td>
<td>16 week session</td>
<td></td>
</tr>
</tbody>
</table>

- **Grade Mode**
  - G = Normal Grading
  - Any other grade mode must have been approved at catalog process

- **Special Approval**
  - AA = Approval Advisor
  - CE = Course Exchange Program
  - DE = Permission – Dean
  - DP = Permission – Department
  - IN = Permission – Instructor
  - PC = Permissions – Cert. Office

- **Session**
  - Fall
    - L = 16-week
    - S = 7.5-week
    - T = 7.5 week
  - Summer I
    - B = 2.5 week (Maymester)
    - F = 10 Week
    - A = 5 week
  - Summer II
    - G = 5 week
    - H = 2.5 week
    - I = 2.5 week
Parts of Term

- FALL
  - 1 = 16 week
  - S = 7.5 week
  - T - 7.5 week

- SUMMER I
  - May = 2.5 week
    (Maymester)
  - SC = 10 Week
  - SUM = 5 week

- SUMMER II
  - 1 = 5 week
  - S2H = 2.5 week
  - S2I = 2.5 week
Ensure the “session” & “part of term” MATCH.
SSASECT Fields

Credit/Billing/Contact Hours

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

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

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

Class Indicators

Link Identifier
- Code to link to corresponding course. This means a student will need to register for both courses. Used for same SUBJECT & COURSE but different section.
- More on Slides 33-39

Attendance 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

Print
- Check Box= prints the section in the semester schedule and reports

Gradable
- produces grades sheets
  - Uncheck for zero credit labs where course grade is given in lecture courses
  - If not checked, the course will not show up on the degree planner.
  - MAJOR implications if checked and shouldn’t be and vice versa
    - Reporting
    - Degree Works
    - Missing Grades
    - End of Term

Hit save to create the CRN
Section Enrollment Information

Enrollment Details

Maximum/Actual/Remaining
• Maximum Enrollment = the max number of students that can enroll
  • Max Enrollment did NOT roll over.
  • Utilize Ad Astra Align’s Predictive Data (more on Slides 59-60)
• Actual Enrollment = students who are registered for the course
• Remaining = Maximum - Actual

Waitlist Maximum/Actual/Remaining
• Waitlist Maximum Enrollment = the max number of students that can be put on the waitlist
  • Enter 20 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

<table>
<thead>
<tr>
<th>ENROLLMENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum *</td>
</tr>
<tr>
<td>Actual</td>
</tr>
<tr>
<td>Remaining</td>
</tr>
</tbody>
</table>
Meeting Time and Instructor

Tab

• Tab to begin and the course dates will be entered.
  • Double check for correct part of term and session.

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

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Meeting Type</th>
<th>Start Date *</th>
<th>End Date *</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Start Time</th>
<th>End Time</th>
<th>Session Indicator *</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CLASS</td>
<td>01/17/2023</td>
<td>05/11/2023</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>1300</td>
<td>1350</td>
<td>L</td>
</tr>
</tbody>
</table>
**Hours Per Week**

Whenever you create a class with no scheduled class meetings (i.e. an independent study section), you MUST set hours per week to zero. If you forget to do this, Banner will not let you assign an Instructor to the section.
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.

### Hybrid/Blended Courses

<table>
<thead>
<tr>
<th>Course Section Information</th>
<th>Section Enroll/Insert Information</th>
<th>Meeting Times and Instructor</th>
<th>Section Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Times and Instructors</td>
<td>Scheduler Preferences</td>
<td>Meeting Dates</td>
<td>Meeting Location and Credits</td>
</tr>
<tr>
<td><strong>SCHEDULE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Time</td>
<td>Meeting Type</td>
<td>Start Date *</td>
<td>End Date *</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>CLAS</td>
<td>08/23/2021</td>
<td>12/09/2021</td>
<td></td>
</tr>
<tr>
<td>CLAS</td>
<td>08/23/2021</td>
<td>12/09/2021</td>
<td></td>
</tr>
</tbody>
</table>

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.
Adding an Instructor

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 CRN.
• The % of responsibility needs to equal 100% for every CRN.
  o If a course is cross listed or stacked, each CRN will need to equal 100% responsibility.
  o If there are more than one instructor on the cross listed or stacked course, then the sum of their % responsibility will need to total up to 100% for the individual CRN.
  o PAIRS will complete an override to adjust faculty workload for cross listed or stacked courses.
**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

1. Use only when necessary.

2. Process requires that the student know who to see, be able to find them, the “permitter” must be available, and that person must grant permissions in Banner, before the course becomes available to the student.

Codes

- AA = Approval Advisor
- CE = Course Exchange Program
- DE = Permission – Dean
- DP = Permission - Department
- IN = Permission - Instructor
- PC = Permissions - Cert. Office

Reminders
Permits

SFASPRO

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
Banner counts grade history hours PLUS hours in progress to determine classification.

- Freshman = 0-29 hrs.
- Sophomore = 30-59 hrs.
- Junior = 60-89 hrs.
- Senior = 90+ hrs., but no degree

In this example, the combinations of restrictions means that the course is NOT open to Freshman or Sophomores.

The best way to do this is to INCLUDE the levels that are allowed to register and leave everything else blank.
  - When adding a new restriction, Banner will default to exclude.
BIOL 2401 Anatomy and Physiology I
4 Semester Credit Hours (4 Lecture Hours)
Structure and function of the human body emphasizing biological chemistry, cell biology, tissues, and the integumentary, skeletal, muscular, and nervous systems. Not recommended for majors in the College of Science and Engineering. To count this course toward a major in the Department of Life Sciences, a student must demonstrate that it is required by professional schools in his or her career track and obtain approval for a substitution from his or her faculty mentor. Students may not receive credit for both this course and either BIOL 3425 - Functional Anatomy or BIOL 3430 - Physiology.
Co-requisite: SMTE 0091.
TCCNS: BIOL 2401
Prerequisites

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.

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.
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
Creating transcript titles
No scheduled meeting times
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’s transcript, so be sure it is spelled correctly.
- Don’t forget to save- bottom right-hand corner,

CAUTION!
NEVER edit Section Title. It creates transcript entry errors and causes conflicts with state reporting.
Way To Go!

You now know how to create a free-standing course section in Banner with permissions, restrictions, pre-requisites, comments, variable topics and variable credit.
Linked: Lecture-Laboratory or Lecture-Recitation with same course number

Cross-Listed: Students can enroll for same course under different prefixes

Stacked: Sections at different levels taught together as a group
**LEC/LAB Links: what does that mean?**

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
**Conceptual Summary**

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

<table>
<thead>
<tr>
<th>BIOL 1308.001 LEC [AA]</th>
<th>BIOL 1308.101 LAB [BB]</th>
<th>BIOL 1308.102 LAB [BB]</th>
<th>BIOL 1308.103 LAB [BB]</th>
</tr>
</thead>
</table>
Step By Step to Linking

Step 1

SSASECT- LECTURE SECTION, ENTER THE LINK IDENTIFIER, “AA”. SAVE.
**Step By Step to Linking**

Step 2

**SSADETL- LECTURE SECTION, ENTER THE “LINK CONNECTOR” CODE OF THE LAB SECTIONS YOU WILL BE CONNECTING TO, SAVE**
Step By Step to Linking

Step 3

SSASECT - the Lab section and enter the “BB” link identifier. SAVE.
### Step By Step to Linking

**Step 4**

TO CONNECT THE LAB BACK TO THE LECTURE, ENTER THE “AA” LINK IDENTIFIER. SAVE.

REPEAT THIS SAME PROCEDURE WITH ALL LAB SECTIONS IN THIS GROUP.

---

<table>
<thead>
<tr>
<th>Schedule Detail SSADET 9.3.15 (BPROD)</th>
</tr>
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<tbody>
<tr>
<td>Term: 202006</td>
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</table>

#### SECTION LINKS

<table>
<thead>
<tr>
<th>Link Connector *</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
</tr>
</tbody>
</table>

#### COREQUISITES

<table>
<thead>
<tr>
<th>CRN *</th>
<th>Subject *</th>
</tr>
</thead>
</table>

---
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
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.

And so on…
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.

Enter the term in which you are building the course for and select "GO"
Finding an available cross list code

• 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.
**Cross-Listed & Stacked Sections**

**SSAXLST**

- 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Block</th>
<th>Subject *</th>
<th>Course Number *</th>
<th>Section *</th>
<th>Part of Term</th>
<th>Campus *</th>
<th>Credit Hours Low</th>
<th>Credit Hours Indicator</th>
<th>Credit Hours High</th>
<th>Reserved Indicator</th>
<th>Enrollment Maximum</th>
<th>Enrollment Actual *</th>
<th>Error</th>
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</thead>
<tbody>
<tr>
<td>20128</td>
<td>BIMS</td>
<td>3300</td>
<td>001</td>
<td>1</td>
<td>M</td>
<td></td>
<td>3.000</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>20129</td>
<td>BIOL</td>
<td>3300</td>
<td>001</td>
<td>1</td>
<td>M</td>
<td></td>
<td>3.000</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Co-Requisites

A corequisite is a course that a student must take at the same time as another course or requirement.

- Similar to Linking but not the same Subject and Course.

- Must be in the catalog and co-req'd at the catalog level and then at the section level.

- Send email to schedule@tamucc.edu to request courses be co-req'd at the catalog level.

Enter term and CRN of the first course.

In the Co-Req box enter the CRN of the one you want to connect.

Repeat steps for 2nd course.
1. Change section number to 0 and save.

2. Select ‘COPY CRN’

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.
**Cancel vs. Delete**

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

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

### 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.
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.
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
Argos
Web Access

- 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
• 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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Title</th>
<th>Dates</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fees</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81086 ACCT-2301.001</td>
<td>LEC FINANCIAL ACCOUNTING</td>
<td>01/17-05/11</td>
<td>MWF 01:00-01:50</td>
<td>TBA</td>
<td>Staff</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>82204 ACCT-2301.002</td>
<td>LEC FINANCIAL ACCOUNTING</td>
<td>01/17-05/11</td>
<td>TR 12:30-01:45 PM</td>
<td>TBA</td>
<td>R. Zekian</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>82205 ACCT-2301.901L</td>
<td>LEC FINANCIAL ACCOUNTING</td>
<td>01/17-03/07</td>
<td>TBA</td>
<td>TBA</td>
<td>G. DeLattia</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>81088 ACCT-2302.001</td>
<td>LEC MANAGERIAL ACCOUNTING</td>
<td>01/17-05/11</td>
<td>MWF 09:00-09:50</td>
<td>TBA</td>
<td>G. DeLattia</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
Report: Faculty Teaching Multiple Sections at the Same Day, Time, and Room

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

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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Total Count</th>
<th>MWF Count</th>
<th>Percentage in MWF</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses</td>
<td>1089</td>
<td>183</td>
<td>17.11%</td>
</tr>
<tr>
<td>BU Courses</td>
<td>96</td>
<td>12</td>
<td>12.5%</td>
</tr>
<tr>
<td>EH Courses</td>
<td>74</td>
<td>9</td>
<td>12.16%</td>
</tr>
<tr>
<td>LA Courses</td>
<td>474</td>
<td>94</td>
<td>19.83%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Total Count</th>
<th>Count Before 9:30 am</th>
<th>Percentage Before 9:30 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses</td>
<td>1089</td>
<td>94</td>
<td>8.79%</td>
</tr>
<tr>
<td>BU Courses</td>
<td>96</td>
<td>6</td>
<td>6.25%</td>
</tr>
<tr>
<td>EH Courses</td>
<td>74</td>
<td>6</td>
<td>8.1%</td>
</tr>
<tr>
<td>LA Courses</td>
<td>474</td>
<td>33</td>
<td>6.96%</td>
</tr>
</tbody>
</table>

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

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

Percentage of courses in the MWF time blocks for 202209 - Fall Full

Percentage of courses scheduled before 9:30 am for 202209 - Fall
Ad Astra
ALIGN- MONITOR- SCHEDULING
## Timeline

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
</tbody>
</table>

- **Week 1**: Hands off- classroom scheduling in Ad Astra Schedule.
- **Week 5**: Room Shopping begins- Closes first day of classes.
- **Week 8**: Course viewable on S.A.I.L.
- **Week 10**: Registration Begins
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!

https://app.adastra.live
• 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.
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.

Ad Astra Monitor
Registration Tracking

Monitor > ACCT 2301 - FINANCIAL ACCOUNTING

Course > Sections

<table>
<thead>
<tr>
<th>Registration Status</th>
<th>Enrollment Ratio</th>
<th>Enrollment</th>
<th>Sections</th>
<th>Campus</th>
<th>Term Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Track</td>
<td>83%</td>
<td>190 / 230</td>
<td>4</td>
<td>All Modalities</td>
<td>08/22/2022</td>
</tr>
</tbody>
</table>

Enrollment Progression
Enrollment Ratio Progression

https://app.adastra.live
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!
Room Assignments

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.
Classroom & Computer Lab Capacities

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

• Preferences with varying weights: MUST BE PEDAGOGICAL
  • Building Preferences
  • Proximity to labs
  • Professors needs (instructional and physical)
Texas A&M University-Corpus Christi Office of the University Registrar

Ad Astra Scheduling Preferences

<table>
<thead>
<tr>
<th>Department Name</th>
<th>PENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Galina Reid</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:galina.reid@tamucc.edu">galina.reid@tamucc.edu</a></td>
</tr>
<tr>
<td>Subject(s) and/or Course(s) (i.e. COMM 1311, All MATH, PHYS 1303, PHYS 1304, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426)</td>
<td></td>
</tr>
<tr>
<td>Meeting Type(s)</td>
<td>LEC, LAB, RCT, PRA, LEC</td>
</tr>
<tr>
<td>Room Type(s) (e.g. classroom or PENS Lab)</td>
<td>Classroom</td>
</tr>
<tr>
<td>Features</td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>RFEB, CI, BH, IM, OCNR</td>
</tr>
<tr>
<td>Instructor Preference (if a particular instructor needs a particular teaching environment or pedagogical approach)</td>
<td>None</td>
</tr>
</tbody>
</table>

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: ALT
- All of our Biology subject labs, regardless of instructor, are required to be in USCI Labs, subject: BIOL, meeting type: Lab, room type: USCI Labs.
- All of our Kines 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 MUSN subject, regardless of meeting type or instructor, are preferred to be in rooms CA 228, 140 and 229. Subject: MUSN, room type: Classroom-Music, Notes: CA 228, 140, 229
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'

https://astra.tamucc.edu
Room Assignments

Room Assignment Status

Meeting Status= All
• View all courses and room assignments

Meeting Status= Unassigned
• View courses that do not have a room assigned. Review and look to request a classroom assignment.

Meeting Status= Requested
• Department has requested a room and the schedule team will review. Once approved, the room assignment will export to Banner.

• Select ‘Term’ in the left side and select ‘Search’.
• Select the course to select a room.
• Select the house to view rooms available.

• Set filter to show capacity and seat fill score
• Use drop down at top column and select ‘capacity’ and seat fill score’.
Filter Options

FILTER OPTIONS GENERATED FROM PREFERENCE SET UP.
Room Assignments
Selecting a Room

• View courses that have the appropriate seat fill and select available room.
  • Select ‘OK’

• Uncheck ‘show only available rooms’ to view rooms that are scheduled in a room.
  • Hover over ‘unavailable’ to see what is scheduled in that room.
Room Assignments

Selecting a Room

- Rooms will go into a requested status and schedule team will review.
- Save and Close.
### Available Room Report

Report that shows available rooms during standard time blocks.

Request via email.

<table>
<thead>
<tr>
<th>Campus: M</th>
<th>MWF 8-8:50A</th>
<th>43</th>
<th>16</th>
<th>59</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Name</td>
<td>Room Type</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay Hall 202</td>
<td>Classroom</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O’Connor 255</td>
<td>Classroom</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay Hall 201</td>
<td>Classroom</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Development Center 219B</td>
<td>Classroom</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Development Center 219A</td>
<td>Classroom</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay Hall 128</td>
<td>Classroom</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O’Connor 222</td>
<td>Classroom</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island Hall 159</td>
<td>Classroom</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O’Connor 358</td>
<td>Classroom</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for the Sciences 108</td>
<td>Classroom</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island Hall 267</td>
<td>Classroom</td>
<td>33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island Hall 162</td>
<td>Classroom</td>
<td>33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for the Sciences 103</td>
<td>Classroom</td>
<td>34</td>
<td></td>
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</tr>
<tr>
<td>Center for the Sciences 112</td>
<td>Classroom</td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O’Connor 123</td>
<td>Classroom</td>
<td>36</td>
<td></td>
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</tr>
<tr>
<td>Center for the Sciences 114</td>
<td>Classroom</td>
<td>38</td>
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<tr>
<td>Island Hall 268</td>
<td>Classroom</td>
<td>40</td>
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<td></td>
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<tr>
<td>Island Hall 156</td>
<td>Classroom</td>
<td>40</td>
<td></td>
<td></td>
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<tr>
<td>O’Connor 131</td>
<td>Classroom</td>
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<td>O’Connor 132</td>
<td>Classroom</td>
<td>44</td>
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<tr>
<td>Center for the Sciences 115</td>
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<tr>
<td>O’Connor 138</td>
<td>Classroom</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Instruction 106</td>
<td>Classroom</td>
<td>55</td>
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<tr>
<td>Center for Instruction 109</td>
<td>Classroom</td>
<td>55</td>
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<td></td>
</tr>
<tr>
<td>Center for Instruction 112</td>
<td>Classroom</td>
<td>56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Robert R. Fugate Engineering Building 108</td>
<td>Classroom</td>
<td>56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Helpful Handouts

- Preference Sheet
- Course Schedule Building Training
- Instructional Method and Attendance Method code sheet
- Checklist for Class Section Scheduling
- Classrooms and Computer Capacities
- Instructional Space Scheduling Guidelines
- Standard Time block Schedule
Thank You!

Christie Roberts

You can find us at schedule@tamucc.edu