HELLO!

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Adrianna Zuniga

You can find us at schedule@tamucc.edu
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.

BANNER PRODUCTION
- 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 & Fall 2022 Timeline

- **January 31-February 28**: Course building
- **February 28 at 12:00 pm**: Hands off course schedules, deadline for data entry and edits for Summer & Fall 2022
- **March 1-4**: Schedule classrooms in Ad Astra
- **March 7**: Room Shopping Begins: courses not assigned a room will make changes to course and request rooms scheduled. Resume building courses.
- **March 14**: Summer & Fall 2022 Schedules go live on SAIL.
- **March 27**: Final review of schedules, all edits to Instructional Method must be completed prior to registration
- **March 28**: SAIL registration opens for Summer & Fall 2022
- **April 1**: Registration opens for all populations
- **May 16**: Maymester begins
- **May 31**: Summer I begins
- **July 5**: Summer II begins
- **August 22**: Fall begins
Course Creation!

*Summer is not rolling over and you are creating from scratch!*
1. **Term Box**: Enter Semester Code
2. **CRN Box**: Enter ADD
3. **GO**: Select GO box
1. Enter SUBJECT and COURSE NUMBER, this will prepopulate the Title.
2. Enter Subject Code for Course.

**SECTION CODE**
- Lectures - “0”
- Labs - “1”
- Computer - “2”
- Online - “W”
- Honors - “H”
- Blended - “B”
- Math Galveston - “G”
- NCBO’s - “N”

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**COURSE SECTION INFORMATION**

<table>
<thead>
<tr>
<th>Subject*</th>
<th>BIOL</th>
<th>BIOLOGY</th>
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<tbody>
<tr>
<td>Course Number*</td>
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</tr>
<tr>
<td>Title</td>
<td>ANATOMY AND PHYSIOLOGY</td>
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<td>Section*</td>
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<tr>
<td>Cross List</td>
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**Campus:** M= Main & R=Rellis

<table>
<thead>
<tr>
<th>Grade Mode</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Session</td>
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<td>Special Approval</td>
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<tr>
<td>Duration</td>
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</tr>
<tr>
<td>Override Duration</td>
<td>[ ]</td>
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</tbody>
</table>
**Status**

- A = Active
- X = Canceled
- C = Closed

**Schedule Type**

- LEC = Lectures
- LAB = Lab
- RCT = Recitation

**Instructional Method**

- **CAUTION! This controls course fees**

**Integration Partner**

- Always “IOL”
- Enables courses to Blackboard
Instructional Method - NEW!!

CURRENT CHANGING BY MARCH 28, 2022

- B – Blended; 50 – 84% online
- C – 25 – 49% online
- D – 1---24% online/ face---to--
- face
- E – e-line, CONHS
- CC – Off---campus, local, no campus access
- F – Face---to---face/ no web--
- enhancements
- I – Fully online / 85% --- 100% online
- IV – two--
- way interactive video
- OS – Outside of Corpus Christi Area

NEW

Course Instructional Method Designations
Courses must have an instructional method designated below. Do not use a designation that is not on this list.

- F – Face-to-face/Web-Enhanced (24% or less online)
- B – Blended/Hybrid (25%-84% online)
- I – Online (85%-100% online)
- E – e-line (CONHS only)
Definitions for Instructional Method Designations

**F – Face-to-Face (Web Enhanced)**
A course in which the instructor and the students are in a place devoted to instruction and teaching and learning take place at the same time. No planned instruction occurs when the students and instructor(s) are not in the same place. Learning management system enhances course delivery without face-to-face substitution.

**B– Blended/Hybrid Course**
A course in which a majority (25% or more up to 84%), of the planned instruction occurs when the students and instructor(s) are not in the same place. Learning management systems enhances delivery with pre-declared (on course schedule) face-to-face substitution.

“B” courses will be coded “S” or “A”* for SSASECT--- Attendance Method.
*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.
**Definitions for Instructional Method Designations**

**I – Online**
A course in which 85% or more of the planned instruction occurs when the students and instructor(s) are not in the same place. This type of course may have mandatory face-to-face sessions totaling up to 15% of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review or an in-person test.

“I” courses will be coded “S” or “A”* for SSASECT---Attendance Method.
*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.

**E – e-line**
A course offered by the College of Nursing and Health Sciences for their e-line program.
“E” courses will be coded “S” or “A”* for SSASECT---Attendance Method.
*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.
Attendance Method - NEW!

- 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
SSASECT Fields

Grade Mode
- Always G-gradeable unless listed in the catalog as credit/no credit.

Session
- Code dependent on standard time block sheet

Special Approval
- Skip for now
- Refer to standard time block sheet
Be sure that “session” & “part of term” MATCH. This ties into SO MUCH such as financial aid, grades, and reporting!
SSASECT
Fields

Credit Hours
- Enter Credit and Billing Hours
  - Must MATCH
**SSASECT Fields**

**Check boxes in lower right**

- **“Print”** - prints the section in the Semester Schedule
- **“Voice Response/Self Service”** allows SAIL viewing & registration.
- **“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.

**CLASS INDICATORS**

<table>
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<tr>
<th>Prerequisite Check Method</th>
<th>Basic or None</th>
<th>CAPP</th>
<th>DegreeWorks</th>
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<tbody>
<tr>
<td>CEU Indicator</td>
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</tr>
<tr>
<td>Link Identifier</td>
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<td></td>
<td></td>
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<tr>
<td>Attendance Method</td>
<td>1 Face-to-Face</td>
<td></td>
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</tbody>
</table>

**Daily Contact Hours**

- **Print**
- **Gradable**

**Additional Options**

- Tuition and Fee Waiver
- Voice Response and Self-Service Available

Hit Save to Create the CRN
Enter the “maximum” amount of students that can register for the class.
- Use your keyboard Tab key to pull over the start and end dates.
- Check the days of the week that the class will be taught
- Enter Start and End Times
- Tab key get the dates to come over but leave fields for building, and rooms blank for
Hybrid-Blended Courses

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.

1. Navigate to meeting times and instructor
2. Tab over to populate dates and select the days and time the faculty will need a room.
3. Select Insert and follow step 2 and select day and time the faculty will NOT need a room.
Adding an Instructor

- Enter professors A number into the "ID" box OR enter name.
  - Tab and instructor will populate
- If you cannot assign an Instructor please contact Debbie Barak.

- Enter % of responsibility and % of session
- If not cross listed with other sections, it will be 100%
- If cross listed, divide 100% by the number cross list sections
Adding Registration Controls & Comments

• 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

- Use only when absolutely necessary
- 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.
Enter Student ID, Semester code and click GO

Choose a Permit (click on the 3 dots to search for a permit)
  - Enter CRN that is approved
  - Enter the subject and course Number (meaning any section is approved.

This is done at the student level. Must enter it for each course permitting into.
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.
Pre-requisites and Restrictions
MUST be printed in the University Catalog

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 3426 - Functional Anatomy or BIOL 3430 - Physiology.
Co-requisite: SMTE 0091.
TCCNS: BIOL 2401
In this example, the student will need to have taken BIOL 1406 with a "C" or better

Prerequisites
Comments

- One comment per line. Use this sparingly and 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.
Zero Credit & Variable Credit Courses

- Lecture Lab Credit
- Variable credit
- Creating sections that do not have specified meeting days & times
- Creating transcript titles.
Variable Credit

- This example is a variable topic independent study course from 1 to 3 hours.
- This particular section will be 3 hours, so credit, billing, contact hours all MUST be re-set to 3
- If you DO NOT get this right, it will mess up student transcripts, student fees and bills and faculty workload calculations! Major implications if not matching.
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.
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 and return to SSASECT.
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.
Creating Section Linkages

• **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?

- To ensure that student enrolls in the LEC section of a course and also register for one of several connected LAB sections.

- All sections in the connected group MUST have the same prefix and course number (but different section numbers): BIOL 1308.001 & BIOL 1308.101
Conceptual Summary

- BIOL 1308.001 LEC [AA] ➔ Link Identifier on SSASECT ➔ Link to SSADETL to partner
  - BIOL 1308.101 LAB [BB] ➔ Link Identifier on SSASECT ➔ Link to SSADETL to partner
  - BIOL 1308.102 LAB [BB]
  - BIOL 1308.103 LAB [BB]
- BIOL 1308.002 LEC [CC] ➔ Link Identifier on SSASECT ➔ Link to SSADETL to partner
  - BIOL 1308.104 LAB [DD] ➔ Link Identifier on SSASECT ➔ Link to SSADETL to partner
  - Biol 1308.105 LAB [DD]
  - Biol 1308.106 LAB [DD]
Step By Step to Linking

Step 1: In the lecture section, enter the Link Identifier, “AA” in this example.
Step By Step to Linking

Step 2- SSADETL-Enter the “link connector” code of the lab sections you will be connecting to, SAVE
Step 3- SSASECT: open the Lab section and enter the “BB” link identifier. SAVE.
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*
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, either a 4000-level section combined with a 5000-level section meeting together.

Why?

- Required for Coordinating Board reporting.
- Faculty instructional workload reporting to work correctly.
- Classroom Assignments
Cross list code

- **SSAXLST**
- Enter Term and select the three dots to run a query so you can identify which codes have already been used.

- 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.
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.
Enter the cross list Code

SSAXLST- Enter term, the cross list and select GO
- Enter maximum enrollment: this will be the combined enrollment for both of the course
- Enter the CRNs of the course and press save.
A corequisite means a course or other requirement that a student must take at the same time as another course or requirement.

- Must be in the catalog and co-req at the catalog level and then at the section level.
- SSADETL - 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. Don’t forget to re-number the sections and SAVE!

2. Select copy CRN and GO.

3. Enter CRN you are copying and select process default.

Change section number to 0 and save!
Cancelling a CRN

- Go to the Meeting Dates tab, Delete, Save
- Tab to the Instructor field, Delete, Save
- Go to Course Section Information tab and change the A (active) to X (cancel) in the Status field. SAVE! The inactive CRN can be used again for the same course, if needed.

Deleting a CRN

- The difference between Deleting a class and Inactivating a class, is that once it's deleted, you cannot retrieve it again.
- There are many times when this is good to do.
  - You may have added the wrong class altogether or in the wrong term and want it gone for good.
  - If this is the case, go to the Course Section Information Tab and click on the Delete button. You will get a warning and then Save.

All data must be removed before you can cancel & delete the CRN.
Course Changes After Registration begins

• Moving Students into different Sections OR
• Making changes to instructional method or days & times

1. Notify Students of changing of sections via email. If instructional method is being changes, notify students of increased fee. If you are changing to an online only course there will be a fee increase as well.

2. Send roster to registrar’s office with information of NEW CRN.

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

**THIS SHOULD NOT HAPPEN AFTER THE LAST POSTED DAY TO ADD A CLASS**
First-Year Learning Communities Program

The what, when, why and how!
Sections

- Grouped together in blocks labeled A, AP, B, EN, US, V, etc.
- LC section #'s tend to be in the higher range, such as .030-.999
- The FYLCP team enters lecture faculty names in Banner. Departments are responsible for adding lab instructor names.
- Lastly, actions can be linked together in multiple ways! Any minor changes done to one section can have a domino affect across the LC schedule!

If you see a section number that does not make sense to you, please do not delete it! : )
You can check on the Banner schedule online!

Select “All Subjects” and “Learning Communities”
Logging In

- http://argos.tamucc.edu/
- Select “Login to Argos”
  - Enter your AD username and password
Navigating to the right report
Used to review course creation guidelines

Easy way to see if course has all the details it needs
Report: Class Schedule with Fees

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

**Spring Full Term 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>
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<tbody>
<tr>
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<td>FINANCIAL ACCOUNTING</td>
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</table>
This report can show you where you are missing a cross-listed coding.
Ad Astra Schedule

Classroom Scheduling & Course Data
## Course Building & Room Scheduling Timeline

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>Hands off – Room Assigned in Astra</td>
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<tr>
<td>Week 8</td>
<td>Monday-Schedule visible to students</td>
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<td>Room shopping – 3 weeks – includes spring break</td>
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<tr>
<td>Week 9</td>
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<td>Week 10</td>
<td>Monday-Registration Begins</td>
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</table>
Classroom Capacities

Classrooms & Computer Lab Capacities

<table>
<thead>
<tr>
<th>Stadium Seating</th>
<th>Movable Tables/Chairs</th>
<th>Chair Desks</th>
</tr>
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<tbody>
<tr>
<td><strong>CLASSROOM</strong></td>
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Computer Labs

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</thead>
<tbody>
<tr>
<td>COMPUTER LAB</td>
<td>CAPACITY</td>
</tr>
<tr>
<td>CCH 207</td>
<td>27</td>
</tr>
<tr>
<td>CCH 208</td>
<td>27</td>
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<tr>
<td>CI 222</td>
<td>30</td>
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<td>CI 223</td>
<td>30</td>
</tr>
<tr>
<td>CCH 210</td>
<td>48</td>
</tr>
<tr>
<td>CCH 204</td>
<td>49</td>
</tr>
</tbody>
</table>

- Classrooms – Types of Seating
  - Stadium Seating
  - Movable Tables/Chairs
  - Chair Desks
- Computer Labs – Type of Computers
  - Mac
  - PC
• Preferences with varying weights: MUST BE PEDAGOGICAL
  • Building Preferences
  • Proximity to labs
  • Professors needs (instructional and physical)
    • Computer Labs can be requested on the preference set
  • Submit Preference Request [HERE]
<table>
<thead>
<tr>
<th>Date Submitted: 9/3/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name: PENS</td>
</tr>
<tr>
<td>Contact Name: Galina Reid</td>
</tr>
<tr>
<td>Contact Email: <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 MEDA): PHYS 1303, PHYS 1304, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426</td>
</tr>
<tr>
<td>Meeting Type (i.e. LEC, LAB, RCT, PRA): LEC</td>
</tr>
<tr>
<td>Room Type (i.e. classroom or PENS Lab): classroom</td>
</tr>
<tr>
<td>Features (i.e. room with moveable chairs):</td>
</tr>
<tr>
<td>Building(s): REFB, CI, BH, IH, OONR,</td>
</tr>
<tr>
<td>Instructor Preference (if a particular instructor needs a particular for medical or pedagogical reason): 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: ANY
- All of our Biology subject labs, regardless of instructor, are required to be in LSCI labs: subject, Biol, meeting type: Lab, room type: LSCI Labs
- All of our KINE subject courses, with a LAB of meeting type, are required to be in the room (group) of KINE Subject, KINE, meeting type: LAB
- All of our MIVEN subject, regardless of meeting type, or instructor, are preferred to be in rooms CA 218, 140 and 219: Subject, MIVEN, room type: Classroom: MIVEN, Building: CA 218, 140, 219
• **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 the 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!
**Course Data Align**

- Set up quick filters for all departments and shared with department chairs.
- Drill down by course and can pull exactly which students have that course next in their pathway.
Monitor-Registration Tracking

- **Monitor** is a registration tracking platform that daily updates enrollment to allow for continued analysis and decision making in relation to the upcoming term course schedule.
- All department chairs have access. If you would like access, please send email to schedule@tamu cc.edu to request an account!
• Keep an eye on registrations for key courses before the start of the term
• Can take a deeper look into courses to learn more and start conversations with people inside the app and keep tabs on it with the “notify me”.
• 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 pushed 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.
Selecting a Room for a Course

Select the **Academics** tab and then Select Sections.
Selecting a Room for a Course

Select the Term in which you are course building
Selecting a Room for a Course

Select the course you want to select a room for.
Selecting a Room for a Course

Select the house to view rooms available.
Selecting a Room for a Course

- Make sure you select Classroom under the room type and select done.
- Select Search when complete.
- Find available room and select and click OK to save.
  Helpful Tip!
- To view unavailable rooms unselect the *show only available mtg. patterns*.
Helpful Handouts

1. How to Create Course Sections in Banner (this presentation)
2. Checklist for Class Section Scheduling
3. Instructional Space Scheduling Guidelines
4. Summer/Fall/Spring Standard Time block Schedule
5. Non-Standard Time Block Schedule Exception Form
6. Classrooms and Computer Capacities
7. Banner Schedule Designations for Instructional Method and Attendance Method.
Thanks
Any questions?

Contact us at schedule@tamucc.edu