

Reimagined Scheduling

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



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Hi! We are here to help!



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- Much More!



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- Much More!

Annual Scheduling



Shift from term-based to annual scheduling.

Knowledge: Informed scheduling relies on analyzing data such as course demand, student enrollment patterns, and institutional goals to ensure offerings align with the needs of students and strategic objectives.



Benefits of a centralized and collaborative process

Culture: A collaborative and transparent culture among stakeholders—faculty, administrators, and students are essential for fostering trust and aligning scheduling practices with shared priorities.

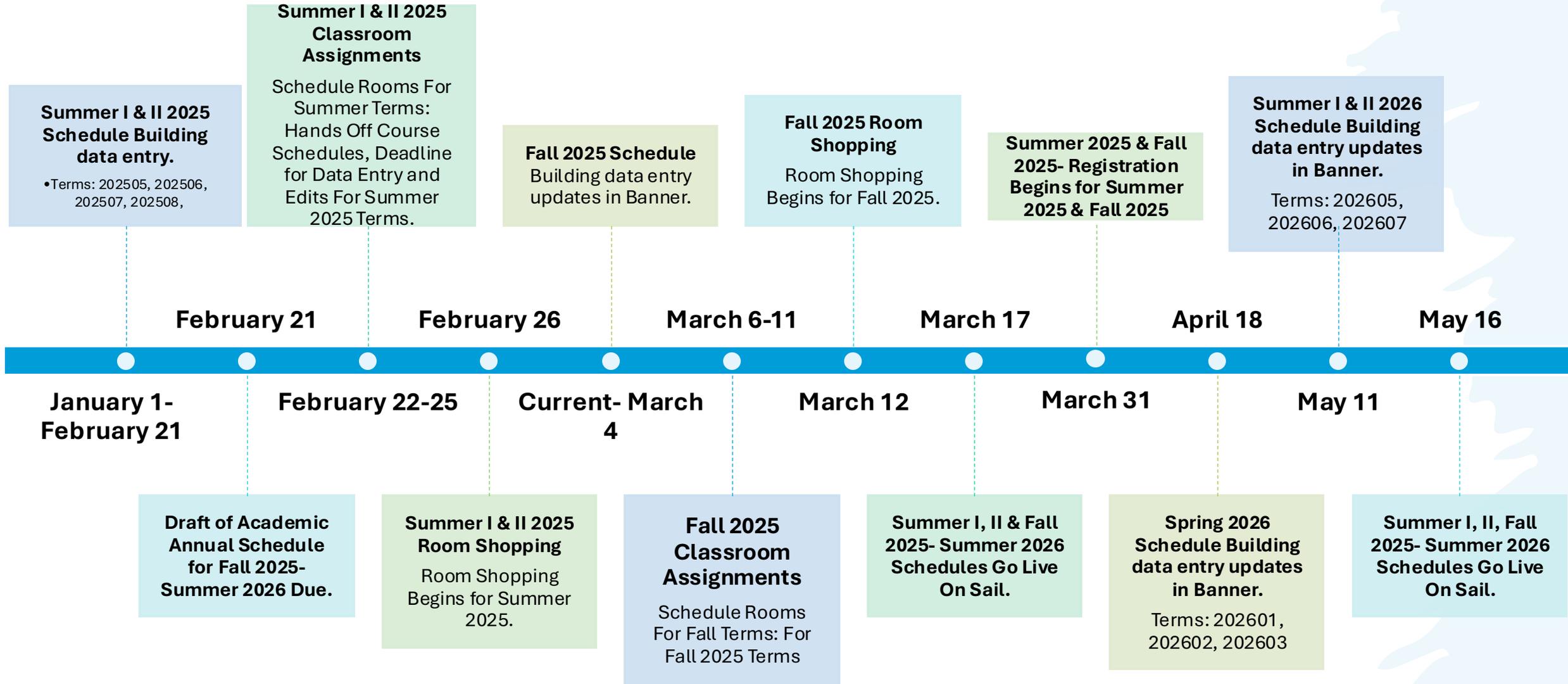


Four Pillars of Smart Scheduling

Process and Policy: Clear, standardized scheduling processes and policies streamline decision-making, reduce conflicts, and ensure that scheduling decisions support equity, efficiency, and goals.

Technology: Leveraging tools like Ad Astra's software enhances scheduling capabilities, enabling data-driven decisions, real-time adjustments, and optimized resource utilization to meet student and institutional needs effectively.

Spring 2025 Timeline



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

Student Information System (SIS) designed for higher education institutions, offering streamlined access, essential features, and workflows for students, faculty, and staff. Its components include Banner for administrative functions and S.A.I.L. for other user interactions.



Degree Works

Easy-to-use online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate. This Degree Audit System Provides a clear picture of degree requirements, interactive “what-if?” scenarios and Student Educational Planner (“Plans” tab).



Standard Time Block Schedule Guide

Regular three-hour lecture classes are required to follow the standard time block schedules for the Fall, Spring, and Summer templates. Courses that do not align with standard time blocks will be reviewed by the University Registrar and scheduled during the second round of scheduling.



ARGOS REPORTS

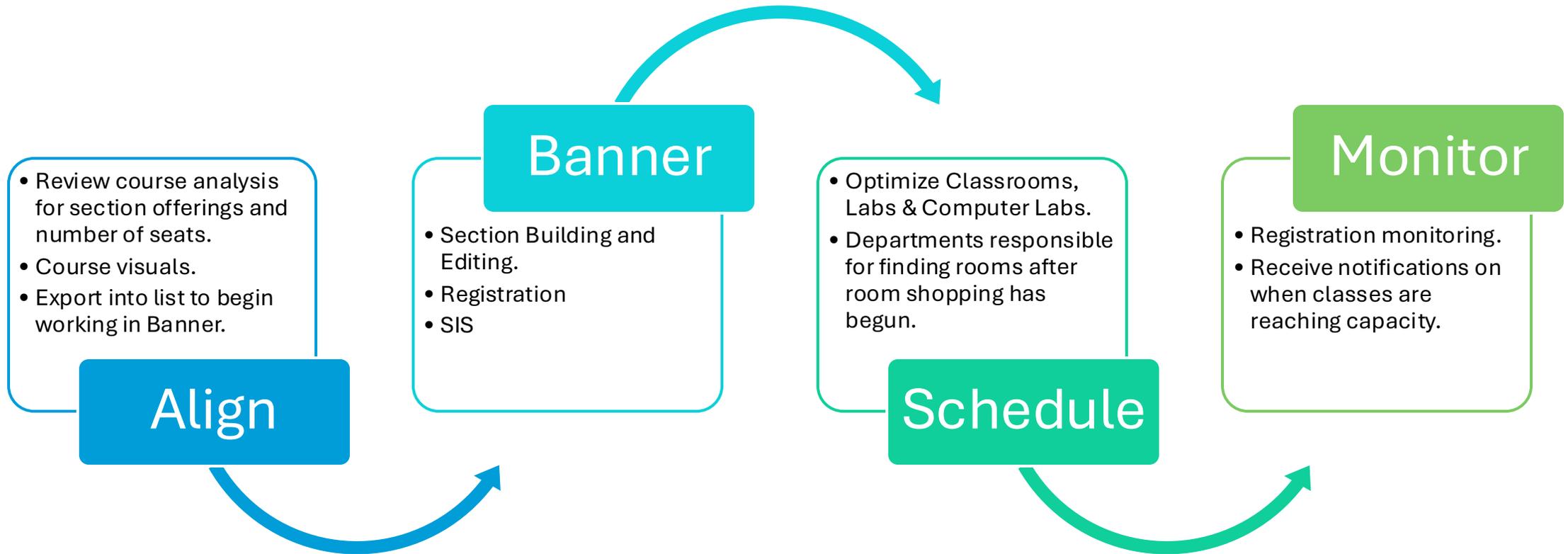
Versatile reporting tool that enables institutions to create, manage, and analyze data-driven reports for informed decision-making and operational efficiency.



UNIVERSITY CATALOG

Official publication that outlines academic programs, course descriptions, policies, and procedures, serving as a comprehensive resource for students, faculty, and staff.

Schedule Building Process



A tropical beach scene at sunset. A tall palm tree stands on the left side of the frame. In the center, a lifeguard stand is visible on the sandy beach. The ocean extends to the horizon under a sky with soft, golden clouds. The overall atmosphere is calm and serene.

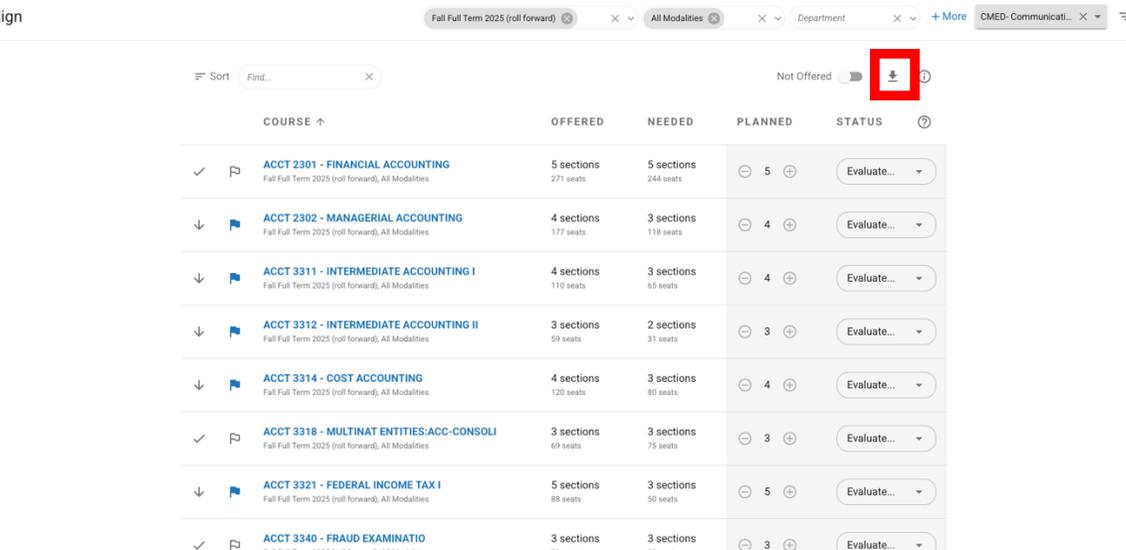
Ad Astra

Align | Monitor | Schedule

Ad Astra Align

Predictive Data

- Review recommended changes to course offerings for the upcoming term.
- Analysis identifies high-impact addition and reduction candidates for departmental action.



COURSE ↑	OFFERED	NEEDED	PLANNED	STATUS
ACCT 2301 - FINANCIAL ACCOUNTING Fall Full Term 2025 (roll forward), All Modalities	5 sections 273 seats	5 sections 244 seats	5	Evaluate...
ACCT 2302 - MANAGERIAL ACCOUNTING Fall Full Term 2025 (roll forward), All Modalities	4 sections 177 seats	3 sections 118 seats	4	Evaluate...
ACCT 3311 - INTERMEDIATE ACCOUNTING I Fall Full Term 2025 (roll forward), All Modalities	4 sections 110 seats	3 sections 65 seats	4	Evaluate...
ACCT 3312 - INTERMEDIATE ACCOUNTING II Fall Full Term 2025 (roll forward), All Modalities	3 sections 59 seats	2 sections 31 seats	3	Evaluate...
ACCT 3314 - COST ACCOUNTING Fall Full Term 2025 (roll forward), All Modalities	4 sections 120 seats	3 sections 80 seats	4	Evaluate...
ACCT 3318 - MULTINAT ENTITIES:ACC-CONSOLI Fall Full Term 2025 (roll forward), All Modalities	3 sections 69 seats	3 sections 75 seats	3	Evaluate...
ACCT 3321 - FEDERAL INCOME TAX I Fall Full Term 2025 (roll forward), All Modalities	5 sections 88 seats	3 sections 50 seats	5	Evaluate...
ACCT 3340 - FRAUD EXAMINATIO Fall Full Term 2025 (roll forward), All Modalities	3 sections 73 seats	3 sections 68 seats	3	Evaluate...

By selecting a course, it opens the analysis tab which gives you some useful information like the Historical Analysis and Student Demand Forecasting (if purchased) to schedule your room effectively. By going to the Section tab, opening a section, and then clicking edit meeting.

•**Candidate Type and the Candidate Detail:** an explanation for the recommendation

•**Offered:** sections and seats currently offered in the analyzed term.

•**Needed:** the total number of recommended sections and seats based upon the data analyzed.

•**Planned:** total number of sections and seats that will be offered after the scheduling changes are confirmed. This value starts out equal to Offered and can be toggled up or down to model the addition or reduction of sections.

•**Status:** the status of a course that can be changed relative to your schedule change process.

Ad Astra Align

Predictive Data

Align > ACCT 2301 - FINANCIAL ACCOUNTING

- The Analysis Term visual shows the high-level data from the most recent analysis run, which is the same data we see in the overall course list. You can see still see if it is a reduction, addition, or no action candidate, and you can see the status.
- Seats and Enrollment
 - Shows the actual enrollment (blue bar) matched up against the course caps or max seats (gray bar) for the last 5 like terms from a historical lens. For the analysis term, it will show the historical demand (green).
 - Shows the predicted demand (orange bar) and needed demand (purple bar). The needed demand is a weighted demand between the historical and predicted seats needed.
 - Seats by Time of Day - Historical
 - Seats by Modality – Analysis Term
 - Seats by Modality – Historical

Analysis

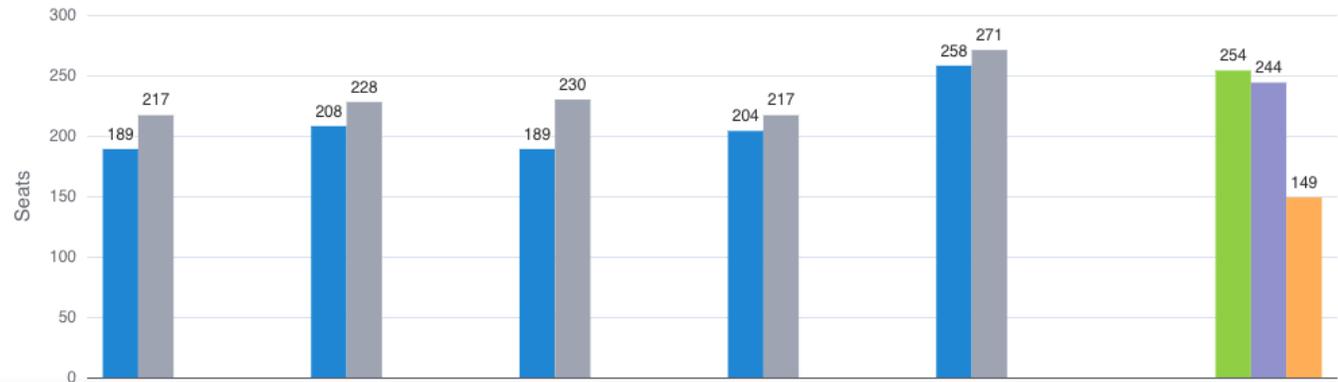
Sections

Students

Align Analysis

TERM	OFFERED	NEEDED	PLANNED	STATUS
✓ Fall Full Term 2025 (roll forward), Main - Corpus Christi	5 sections 271 seats	5 sections 244 seats	Sort - 5 +	Evaluate...

Seats and Enrollment





Banner



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

SSADEF

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

Course Building Checklist

Course Creation

SSASECT

Review courses that have rolled over



What does NOT rollover

Room Assignment

Max Enrollment

Link Identifier and Connector

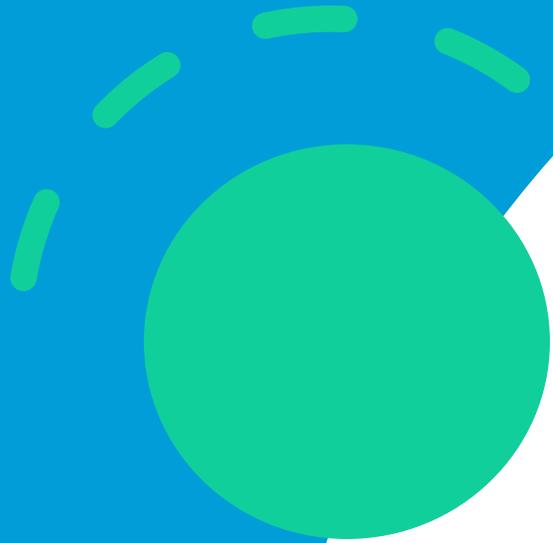


Review and Update any necessary information

Instructional Method

Attendance Method

Review Cross List Codes



SSASECT

Course Building Form

COURSE CREATION

✕ Schedule SSASECT 9.3.34 (BPROD) ADD RETRIEVE RELATED TOOLS 🔔

Term: ⋮ CRN: ⋮ Go

Subject: Course:

Title:

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.

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

▼ COURSE SECTION INFORMATION + Insert - Delete Copy Filter

Subject	ACCT	ACCOUNTING	Campus *	M	Main - Corpus Christi	Grade Mode	G	Normal Grading
Course Number	3311		Status *	A	Active	Session	L	16 week session
Title	INTERMEDIATE ACCOUNTING I		Schedule Type	LEC	Lecture	Special Approval		
Section *	B01		Instructional Method	B	Blended/Hybrid	Duration		
Cross List			Integration Partner	IOL	ISLAND ONLINE INTERFACE	<input type="checkbox"/>	Override Duration	

▼ CLASS TYPE + Insert - Delete Copy Filter

Traditional Class

Part of Term	1	08/26/2024	12/12/2024	16
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Open Learning Class

Registration Dates	First	Last	Processing Rules
Start Dates			
Maximum Extensions	0		

▼ CREDIT HOURS + Insert - Delete Copy Filter

Credit Hours

Credit Hours	0.000	3.000	3.000	Lecture	3.000	3.000	
Credit Hours Indicator	<input type="radio"/> None	<input type="radio"/> To	<input checked="" type="radio"/> Or	Lecture Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Billing Hours	0.000	3.000	3.000	Lab			
Billing Hours Indicator	<input type="radio"/> None	<input type="radio"/> To	<input checked="" type="radio"/> Or	Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Contact Hours	3.000		3.000	Other			
Contact Hours Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or	Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

▼ CLASS INDICATORS + Insert - Delete Copy Filter

Prerequisite Check Method	<input checked="" type="radio"/> Basic or None	<input type="radio"/> CAPP	<input type="radio"/> DegreeWorks	<input type="checkbox"/> Long Title
Link Identifier		<input type="checkbox"/> CEU Indicator	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Comments
Attendance Method	A	Asynchronous, online	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> Syllabus
Weekly Contact Hours			<input type="checkbox"/> Tuition and Fee Waiver	
			<input checked="" type="checkbox"/> Voice Response and Self-Service Available	

What does it look like?

Subject	COMM	COMMUNICATION
Course Number	3330	
Title	PERSUASION	
Section *	B01	
Cross List		

SSASECT Fields

Course Section Information

Campus *	M	Main - Corpus Christi
Status *	A	Active
Schedule Type	LEC	Lecture
Instructional Method	B	Blended/Hybrid
Integration Partner	IOL	ISLAND ONLINE INTERFACE

- **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.
 - See Next Slide
- **Cross List**- SSAXLST

- **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 Canvas

Section Identifiers

- Number/Letter-codes added to section numbers are assigned by departments to identify registration for special groups. Some classes with a section designation will require a special approval override - please contact the department of the course for assistance.

Section Code	Description
0-99	Lecture
100-199	Lab
W	Web-Based Course
B	Blended/Hybrid
H	Honors
AC/AT	Academy Course Exchange
E	E-Line Nursing
F	First Year Students
IA	Islander Academy
N	Non-Credit Bearing Offering
R	Rellis
S	STEM (Math Courses)
SN	STEM Students- TSI Liable (Math Courses)
Z	Online Programs

Instructional Method

- **THECB has recently changed the percentages on the Instructional Method-effective Fall 2024.**
- **Reviewing with PAIRS, Bursar, Finance & Administration, Registrar to plan out game plan for Face to Face sections.**
- **Courses coded Blended/Hybrid & Online will not need an update.**
- **THANK YOU FOR YOUR PATIENCE.**



F – Face-to-Face/ Web-Enhanced (50% or less online)

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



B – Blended/Hybrid (51%-99% online)

\$75.00 Associated DE Fee Amount

“B” courses will be coded “S” or “A”* for SSASECT---Attendance Method.



I – Online (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

- Additional information is needed for Reporting for any off-campus courses.
- PAIRS will send a spreadsheet within the first week of classes to get the Zip Codes or the State/Country name for each course section.
 - Zip Codes are needed for Attendance Method = **CC** or **OC**
 - State Name is needed for Attendance Method = **OT**
 - Country Name is needed for Attendance Method = **SA**

Zip
Code

**CC – In Corpus Christi,
local**

**OC – Outside of
Corpus Christi in Texas**

State
Name

OT – Outside of Texas

Country
Name

SA – Study Abroad

SSASECT Fields

Grade mode/ Session/ Special Approvals

Grade Mode	<input type="text" value="G"/>	<input type="text" value="⋮"/>	Normal Grading
Session	<input type="text" value="L"/>	<input type="text" value="⋮"/>	16 week session
Special Approval	<input type="text"/>	<input type="text" value="⋮"/>	

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 & Spring
- 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 & Session

Ensure they MATCH.

Session

16 week session

Part of Term

1



01/17/2023

05/11/2023

16

Credit-Billing Hours

Credit Hours

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

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

Billing Hours

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

edit Hours

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

Lecture	3.000	<input type="text" value="3.000"/>
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Lab		<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Other		<input type="text"/>
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

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.

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**

▼ CLASS INDICATORS

Prerequisite Check Basic or None CAPP DegreeWorks

Method CEU Indicator

Link Identifier

Attendance Method Hybrid/Blended Course

Weekly Contact Hours

Daily Contact Hours

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Service Available

Long Title

Comments

Syllabus

Insert Delete Copy Filter

SAVE

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
- Actual Enrollment= students who are registered for the course
- Remaining= Maximum – Actual
- Courses with 0 max enrollment will not get a classroom assignment or show on SAIL.

Waitlist Maximum/Actual/Remaining

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

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

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

Waitlisting

The screenshot shows a web application with a navigation bar at the top containing links for Personal Information, Student, Financial Aid, Faculty Services, and WebTailor Administration. Below the navigation bar is a search field with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Add or Drop Classes' with a sub-heading 'Number Of Students Currently On Waitlist For This Course'. A yellow horizontal line separates the header from the main content. Below the line, there is a note: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' A red icon indicates 'Registration Add Errors'. A table lists a class with the following details: Status: Closed, Action: 1 Waitlisted, CRN: 10002, Subj: ACCK, Crse: 300, Sec Level: 001, Undergraduate, Cred: 3.000, Grade Mode: Standard, Title: Accounting Concepts. The 'Action' dropdown menu is open, showing options: None, None, and Wait List. A green arrow points from the 'Wait List' option to the '1 Waitlisted' status. An orange arrow points from the 'Wait List' option to a note: 'If the student selects waitlist, she is not enrolled in the course, just added to the waitlist'. The page also includes a date and time stamp: 'Spring 2015 Dec 02, 2014 02:37 pm' and a link for 'Add Classes Worksheet'.

Waitlist Information



<https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php>

- **Waitlists serve as queues for students awaiting seats in full classes.**
- **Departments may enable waitlists for full classes, offering students the chance to join.**

1. Joining the Waitlist

1. When a class reaches full capacity, students can opt to join the waitlist.
2. If permitted by the department, students can secure a spot on the waitlist.

2. Seat Notification

1. The first student on the waitlist receives notification via their Islander email when a seat becomes available.
2. They have 24 hours to register for the class after receiving the notification.

3. Department Overrides

1. Departments hold the authority to override waitlists using CAP permits.
2. Upon registration, departments are advised to increase class enrollment accordingly.

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

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		

Term: 202101 CRN: 73119 Subject: ACCT Course: 5396 Title: DIRECTED INDIVIDUAL RESEARC

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences	
Times and Instructors	Scheduler Preferences			
Meeting Dates	Meeting Location and Credits			
SCHEDULE				
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *
		<input type="text"/> ...	IND	

1 of 1 | 10 Per Page

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.

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

- Must match for every individual CRN and by instructor.
- 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)
- Department Chairs will submit an override to adjust faculty workload for cross listed or stacked courses in the faculty workload self-service portal in SAIL during the faculty workload review process.

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

Hybrid/Blended Courses

Navigate to meeting times and instructor

1 →

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

2 →

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

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				



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.

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**

SSARRES

College and Major Restrictions

Remember to **INCLUDE**
when adding restrictions.
Banner defaults to
exclude.

Freshman= 0-29 hrs.

Sophomore= 30-59 hrs.

Junior= 60-89 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
DEGREE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Degree	Description			
1 of 1				
10 Per Page				
PROGRAM RESTRICTIONS				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Program	Description			
BU-BBA-ACCT	BBA with Major in Account			
BU-BBA-BAIS	BBA with Major in Bus Ar			
BU-BBA-BUSI	BBA in General Business			
BU-BBA-DUAL	Dual Major in College of I			
BU-BBA-ECOB	BBA in Business Econom			
BU-BBA-FINA	BBA with Major in Financ			
BU-BBA-MGMT	BBA with Major in Manag			
BU-BBA-MISY	BBA with Major in Mgmt I			
BU-BBA-MKTG	BBA with Major in Market			
1 of 1				
10 Per Page				

Schedule Restrictions SSARRES 9.3.11 (BPROD)					ADD	RETRIEVE
Term: 202006 CRN: 30918 Subject: ACCT Course: 3322 Title: FEDERAL INCOME TAX II						
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					
1 of 1						
10 Per Page						
LEVEL RESTRICTIONS						
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude						
Level	Description					
1 of 1						
10 Per Page						

SSAPREQ

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.

Section Information		Section Test Score and Prerequisite Restrictions								
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

SSATEXT

Special Comments

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. 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.

Term: 202409 CRN: 71373 Subject: ARTS Course: 4303 Title: ADVANCED PAINTING

▼ SECTION TEXT

Section Text *

Assumes competencies attained in ARTS 3303

1 of 1 10 Per Page

▼ SECTION LONG TEXT

Section Long Text



University Catalog

- **Pre-requisites and Restrictions**
- **MUST be printed in the University Catalog**

MATH 4306 Modern Algebra

3 Semester Credit Hours (3 Lecture Hours)

Fundamentals of set operations, maps and relations, groups, rings and field theory. Topics include permutation groups, cosets, homomorphisms and isomorphisms, direct product of groups and rings, integral domains field of quotients, fundamental properties of integers, the ring of integers modulo n , and rings of polynomials. Applications.

Prerequisite: MATH 3311 and 3313.

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: XXXXXXXXXX Start Over

STUDENT PERMITS AND OVERRIDES																	
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 Per Page Record 1 of 4

STUDENT SCHEDULE																		
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"/>					

SFASTCA

Course Registration Audit

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

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.

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.

Registration Audit		Registration Error Message												
STUDENT COURSE REGISTRATION AUDIT														
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	
1	202209	72025	COMM	1318	001	M	U	G	3.000	3.000	3.000	BASE	RE	
2	202209	72025	COMM	1318	001	M	U	G	0.000	0.000	0.000	BASE	DD	
3	202209	72888	HIST	1301	003	M	U	G	3.000	3.000	3.000	BASE	RE	
4	202209	71325	KINE	2375	WD1	M	U	G	3.000	3.000	3.000	BASE	RE	
5	202209	70888	PHYS	1401	001	M	U	G	4.000	4.000	4.000	TEMP	RE	

SFASLST

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	A		RW	03/30/2022					3.000	<input type="checkbox"/>
12	A		RW	03/30/2022			G		3.000	<input type="checkbox"/>
13	A		RW	03/30/2022			G		3.000	<input type="checkbox"/>
16	A		RW	03/31/2022			G		3.000	<input type="checkbox"/>
17	A		RW	03/31/2022			G		3.000	<input type="checkbox"/>

Variable Credit Courses



VARIABLE
CREDIT



NO SCHEDULED
MEETING TIMES



CREATING
TRANSCRIPT TITLES

Variable Credit

▼ 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 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,

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)

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 Christi Grade Mode

Course Number 5396 Status * A Active Session

Title DIRECTED INDEPENDENT STUDY Mode Type IND Independent Study Special Approval

Section * 001 Face to Face/No Web Enhancemen Duration

Cross List Integration Partner ISLAND ONLINE INTERFACE

* CLASS TYPE

Traditional Class

Part of Term: FALL 09/05/2017

Open Learning Class

Registration Dates

Start Dates

Maximum Extensions 0

Indicator

Billing Hours 1,000 3,000 2,000 Lab

Billing Hours None To Cr Lab Indicator None To Cr

Indicator

Contact Hours 2,000 6,000 Other 1,000 3,000

Block Section Controls [SSABLOCK]

Term Control Rules [SOATERM]

SSASYLB

CAUTION!

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

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

*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.

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]

Step By Step to Linking

Step 1

SSASECT

- lecture section, enter the Link Identifier, “AA”.

SAVE.

Schedule SSASECT 9.3.15 (BPROD)

Term: 202009 CRN: 53030 Subject: BIOL Course: 1406 Title: BIOLOGY I

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

COURSE SECTION INFORMATION

Subject BIOL BIOLOGY Campus * M Main - Cc
Course Number 1406 Status * A Active
Title BIOLOGY I Schedule Type LEC Lecture
Section * 001 Instructional Method F Face to F
Cross List Integration Partner IOL ISLAND

CLASS TYPE

Traditional Class
Part of Term 1 08/24/2020 12/10/2020 16

Open Learning Class
First
Registration Dates
Start Dates
Maximum Extensions 0

CREDIT HOURS

Credit Hours 0.000 4.000 4.000
Credit Hours None To Or
Indicator
Billing Hours 0.000 4.000 4.000
Billing Hours None To Or
Indicator
Contact Hours 5.000
Contact Hours None To Or
Indicator

CLASS INDICATORS

Prerequisite Check Method Basic or None CAPP DegreeWorks
Daily Contact Hours
 CEU Indicator Print
Link Identifier AA Gradable
Attendance Method 1 Face-to-Face Tuition and Fee Waiv
Weekly Contact Hours Voice Response and

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.

Schedule Detail SSADETL 9.3.15 (BPROD)

Term: 202009 CRN: 53030 Subject: BIOL Course: 1406 Title: BIOL

Section Links and Corequisites | Section Fees | Degree Program Attributes

SECTION LINKS

Link Connector *

BB ←

1 of 1 | 10 Per Page

COREQUISITES

CRN *	Subject *

1 of 1 | 10 Per Page

Step By Step to Linking

Step 3

SSASECT

- The Lab section and enter the “BB” link identifier.

SAVE.

Schedule SSASECT 9.3.15 (BPROD)

Term: 202006 CRN: 30019 Subject: BIOL Course: 1406 Title: BIOLOGY I

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

COURSE SECTION INFORMATION

Subject: BIOL BIOLOGY Campus: M Main - Corpus Christi
Course Number: 1406 Status: A Active
Title: BIOLOGY I Schedule Type: LAB Laboratory
Section #: 101 Instructional Method: F Face to Face/No W
Cross List: Integration Partner: IOL ISLAND ONLINE IP

CLASS TYPE

Traditional Class
Part of Term: SUM 06/01/2020 07/03/2020 5

Open Learning Class
First Last
Registration Dates
Start Dates
Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 4.000 0.000
Credit Hours Indicator: None To Or Lecture I
Billing Hours: 0.000 4.000 0.000
Billing Hours Indicator: None To Or Lab I
Contact Hours: 5.000
Contact Hours Indicator: None To Or Other I

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
CEU Indicator:
Link Identifier: BB
Attendance Method: 1 Face-to-Face
Weekly Contact Hours:
Daily Contact Hours:
 Print
 Gradable
 Tuition and Fee Waiver
 Voice Response and Self-Serv



Step By Step to Linking

Step 4

SSAETL

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

SAVE.

Schedule Detail SSAETL 9.3.15 (BPROD)

Term: 202006 CRN: 30019 Subject: BIOL Course: 1406 Title: BIOLOGY I

Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract an

SECTION LINKS

Link Connector *

AA

1 of 1 | 10 Per Page

COREQUISITES

CRN *	Subject *

1 of 1 | 10 Per Page

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

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

X Schedule Detail SSADETL 9.3.15 (BPROD)

Term: 202001 CRN: 23404 Subject: MATH Course: 0099 Title: NON-COURSE DEVELOPMENTAL

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

SECTION LINKS

Link Connector *

1 of 1 10 Per Page

COREQUISITES

CRN *	Subject *	Course *
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 of 1 10 Per Page

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.

Cross-Listed & Stacked Sections

Cross- Listed

- 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

- 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.

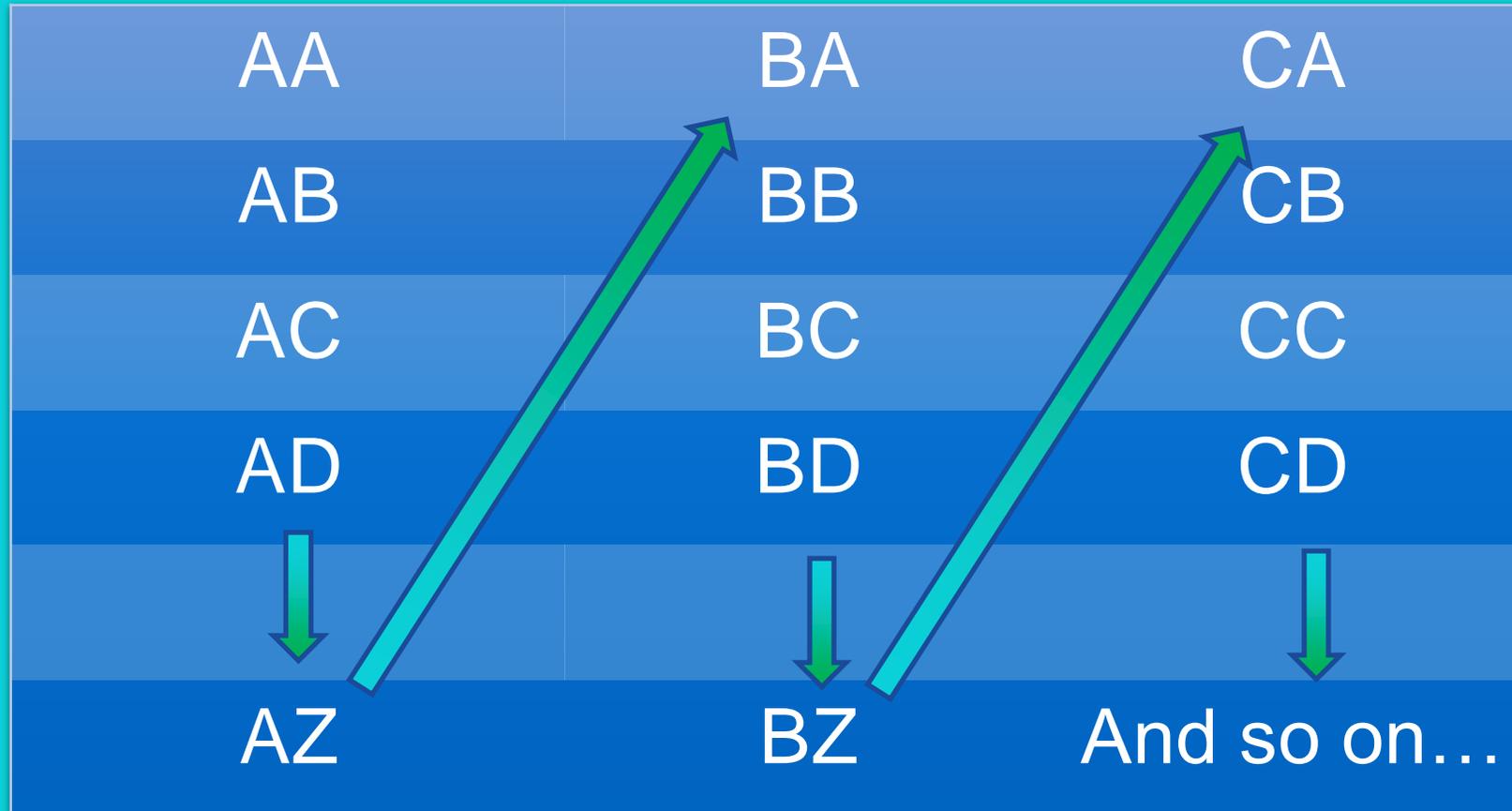
Faculty instructional workload reporting to work correctly.

Classroom Assignments

Canvas course section merges

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.

SSAXLST

✕ Schedule Cross List Definition SSAXLST 9.3.23 (BPROD)

Term:



Cross List Group:

Identifier

- 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 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

- 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.

Schedule Cross List Query SSAXLSQ 9.3.15 (BPROD)

▼ SCHEDULE CROSS LIST QUERY

Active filters: AF Term: 202309 Clear All

Term	Cross List
202309	AA
202309	AB
202309	AC
202309	AD
202309	AE
202309	AF
202309	AG
202309	AH
202309	AI
202309	AJ
202309	AK
202309	AL
202309	AM
202309	AN
202309	AO
202309	AP
202309	AQ
202309	AR
202309	AS
202309	AT

1 of 13 20 Per Page

▼ CROSS LIST SECTION

CRN	Subject	Course	Section	Part of
10783	THEA	1121	101	1
10794	THEA	2120	101	1
10797	THEA	3120	101	1

Cross-Listed & Stacked Sections

SSAXLST

CROSS LIST ENROLLMENT + Insert - Delete ▢ Copy 🔍 Filter

Maximum Enrollment: Actual Enrollment: Seats Available:

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 *	Enro
20128		BIMS	3300	001	1	M	3.000				20	0	
20129		BIOL	3300	001	1	M	3.000				20	0	

Record 1 of 2

1. Enter term, the cross list and select GO.

2. Enter max enrollment and next block.

3. Enter CRNS that are to be cross listed and SAVE.

Copy CRN SSASECT

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

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

Default Section Details SSASECT 9.3.27 (BPROD)

Default Term ... Default CRN ...

1. Change section number to
0 and save.

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

Schedule SSASECT 9.3.27 (BPROD)

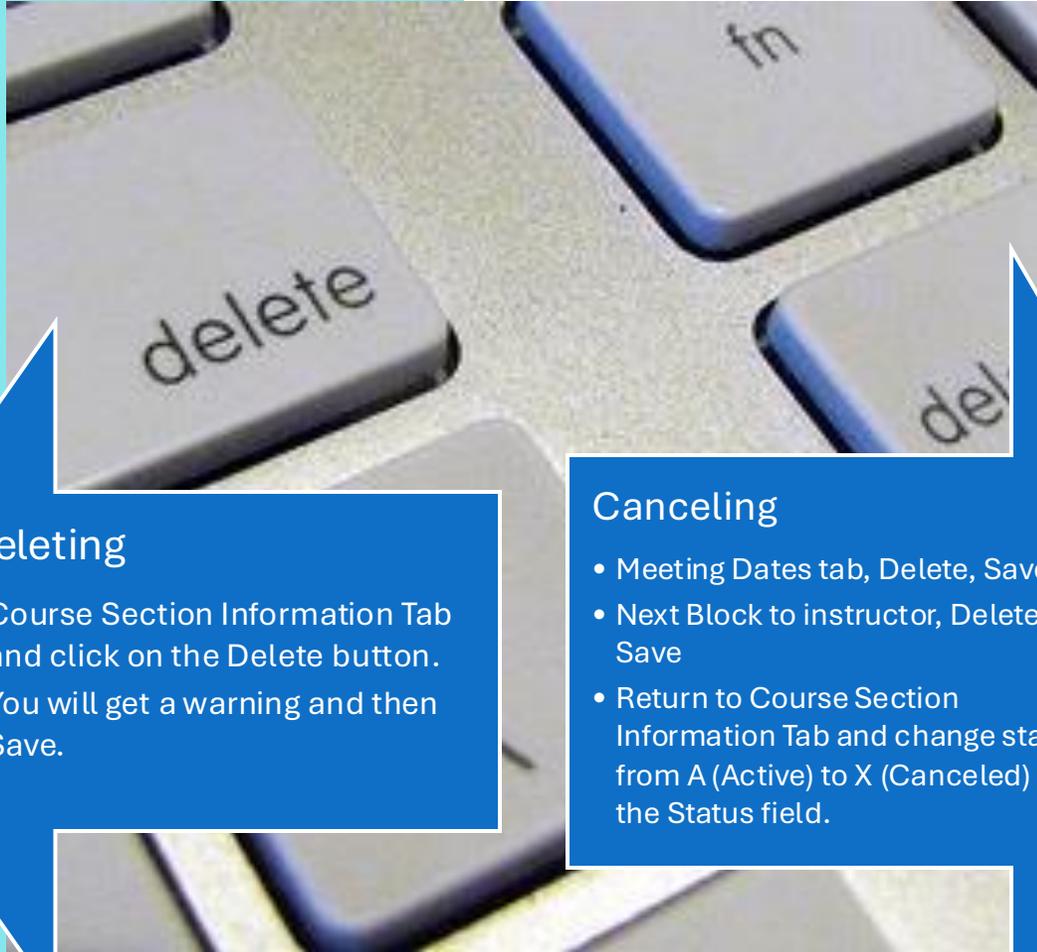
Term: ... CRN: ...

Subject: COMM Course: 3330

Title: PERSUASION

2. Select 'COPY 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.

Cancel vs. Delete

- The difference between deleting a class and cancelling a class, is that once it's deleted, you cannot retrieve it again.
- All data must be removed before you can cancel & delete the CRN.

Course Changes

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

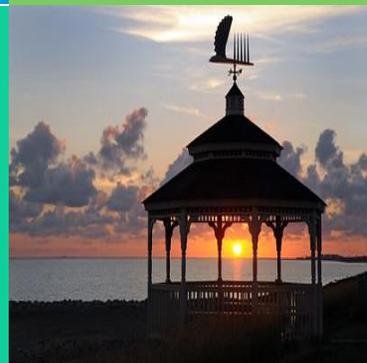
- If instructional method is being changed, they will notify students of increased/decreased fee.

2. We ask departments to also loop in advisors if a course is being canceled so they're able to assist students as well.

- Course change request are sent to the Registrar's Office to schedule@tamucc.edu

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.



REGISTRATION ADD / DROP FORM

Registration Forms

- Do not register students without a paper trail
 - Registration documentation is required and uploaded to students Laserfiche record
 - Place all notes in banner SPACMNT, Registrar's Office does not use Starfish
- Student's making registration updates for multiple terms must fill out a separate form for each term (Summer I, Summer II, Fall)
- Students who are requesting to "drop" all the courses they're registered for that term must complete a *Withdrawal Authorization form*
- With DocuSign students will receive an automatic notification that their request is "complete." They must open the PDF to see if request was approved or if there were any errors.

DocuSign Envelope ID: BE648E7D-0FF9-4E0E-B838-619CB0DFB757



Texas A&M University-Corpus Christi
Office of the University Registrar
REGISTRATION ADD / DROP FORM

*******IMPORTANT NOTICE TO STUDENTS*******

Your signature on this form confirms your acknowledgement of and compliance with the following policies:

- You are responsible for cancelling your enrollment if you do not attend class/complete course requirements
- You are responsible for all financial obligations and grades associated with your enrollment, whether or not you attend class
- A copy of your photo ID must be submitted with this form.

Dropping a course(s) may affect financial assistance. For more information, contact the Office of Student Financial Assistance.

TO BE COMPLETED BY THE STUDENT:

Student ID: _____ Student's name: _____

Please indicate which term and year (only one form per term):

___ Spring Summer I ___ Summer II ___ Fall Year: 2026

(For Online BBA, MBA & MACC only) ___ Mini-Term 1 ___ Mini-Term 2

REGISTRATION / ENROLLMENT INFORMATION

ADD COURSE(S) [View Course Schedule](#)

*When adding a course that requires a lab, the lab must also be added

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only
55221	MATH	2415.001	
55291	CHEM	3411.002	

DROP COURSE(S)

*If dropping ALL courses, you must submit a [Withdrawal Authorization Form](#)

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only

DocuSigned by

Maria Stevens

4/3/2024

Student's Signature

Date

To check on the processing status of your form, contact the Office of the Registrar by phone at 361.825.7245 or by e-mail at registrar@tamucc.edu

NOTES

- Approved All Courses _____
- Registration Errors _____
- Denied All Courses _____

Unable to register due to several holds with the Office of Admissions. Please contact Admissions at (361)825-2624.

FOR REGISTRAR'S OFFICE USE ONLY
Processed by: Jason I. Boyardo
Date: 4/3/2024

A scenic background image featuring silhouettes of palm trees and streetlights against a sunset sky. The sun is low on the horizon, casting a warm, golden glow that illuminates the clouds and the ground. The palm trees are of various heights and are scattered across the landscape. The streetlights are tall and slender, with their tops visible against the sky. The overall mood is serene and tropical.

Argos

| Reporting Tool |



Enter Search String...

Explorer Shortcuts Recent

← Parent Folder

Banner Security Classes

Course Catalog, Schedule, & Enrollment

Data Extracts

International Students

PopSels

Student

Student Success Council

TSI

University Services

Veterans

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
- Degree Works
 - DW Planner data by College
 - Students Enrolled with Degree Completion Percent
 - All Student Exceptions by Student ID, Level
 - DW-SEP-Plan w/Filter
 - SEP Plans Assigned
 - SEP Plans with Tracking terms

Navigating to the right report

The screenshot shows the Argos interface with the 'Course Catalog, Schedule, & Enrollment' folder highlighted with a red box. The interface includes the Argos logo, a search bar, and a navigation menu with options like Explorer, Shortcuts, and Recent. The folder list includes Banner Security Classes, Course Catalog, Schedule, & Enrollment, International Students, PopSels, Student, Student Success Council, TSI, and Veterans.

The screenshot shows the Argos interface with the 'Course Schedule & Development Diagn...' folder highlighted with a red box. The interface includes the Argos logo, a search bar, and a navigation menu with options like Explorer, Shortcuts, and Recent. The folder list includes Parent Folder, Course Catalog, Course Schedule & Development Diagn..., Grades, and Triad-Tetrad Reports.

The screenshot shows a list of reports in the Argos interface. The reports are listed under the heading 'Name'. The reports include 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, and Unofficial Course Schedule including Tetrad/Triads. The 'Course Schedule' and 'Course Schedule w/ Fees' reports are highlighted with red boxes.

Report: Class Schedule

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

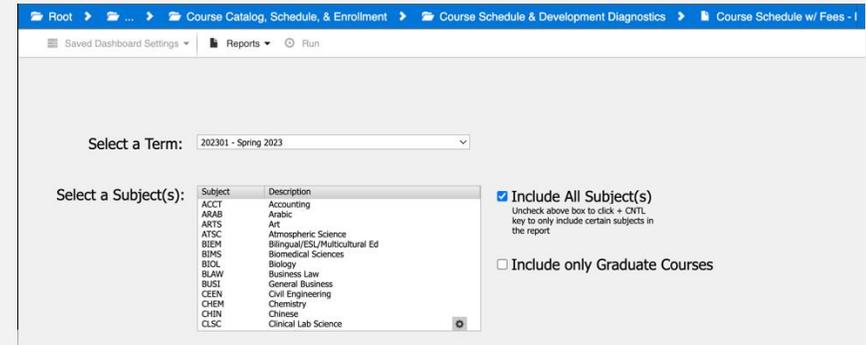
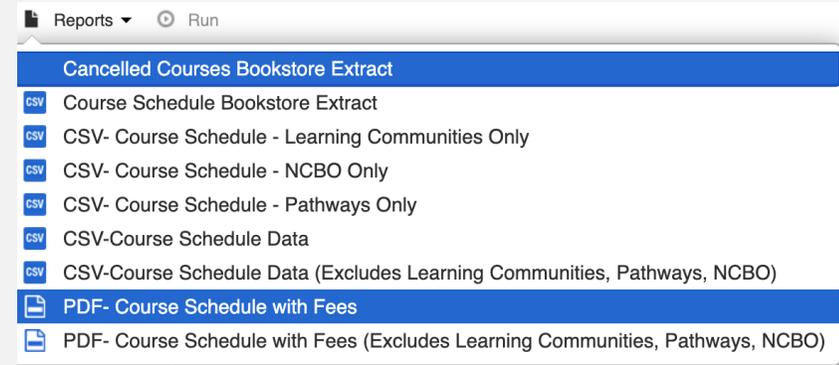
The screenshot shows a Banner system report titled "Class Schedule". The interface includes a navigation bar at the top with "Course Catalog, Schedule, & Enrollment" and "Course Schedule & Development Diagnostics". Below the navigation bar, there are filter options for Term (Spring 2023), College (All), Course Type (All), Building (All), and Room. There are also fields for Instructor Filter, Section Filter, and CRN. The main data is presented in a table with columns: CRN, SUBJ, CRSE, SECT, PART_TERM, TITLE, XLIST, STAT, TYPE, INSTR_METHOD, GRD_MOD, GRADABLE, LINK_IDENT, CAP, ENR, AVL, and XL_CAP. The table lists various accounting courses such as FINANCIAL A., MANAGERIAL, INTERMEDIAL, COST ACCOU..., FEDERAL INC..., FRAUD EXAM..., AUDITING PR..., ETHICS FOR..., ACCOUNTING..., and FOUNDATION... with their respective section numbers and attributes. At the bottom, there are sections for "Course Comments" and "SZASXRF" with a search bar and a list of items.

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
82094	ACCT	2301	002	1	FINANCIAL A...		A	LEC	D	G	Y		0	0	0	0
82305	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	INTERMEDIAL...		A	LEC	D	G	Y		0	0	0	0
82214	ACCT	3311	W01	S	INTERMEDIAL...		A	LEC	I	G	Y		0	0	0	0
81090	ACCT	3312	001	1	INTERMEDIAL...		A	LEC	D	G	Y		0	0	0	0
82453	ACCT	3312	R01	1	INTERMEDIAL...		A	LEC	D	G	Y		0	0	0	0
82215	ACCT	3312	W01	S	INTERMEDIAL...		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
82217	ACCT	3321	W01	T	FEDERAL INC...		A	LEC	I	G	Y		0	0	0	0
81096	ACCT	3322	W01	1	FEDERAL INC...		A	LEC	I	G	Y		0	0	0	0
81097	ACCT	3340	W01	S	FRAUD EXAM...		A	LEC	I	G	Y		0	0	0	0
82455	ACCT	4311	R01	1	AUDITING PR...		A	LEC	D	G	Y		0	0	0	0
81098	ACCT	4311	W01	T	AUDITING PR...		A	LEC	I	G	Y		0	0	0	0
82456	ACCT	4345	R01	1	ETHICS FOR...		A	LEC	D	G	Y		0	0	0	0
82220	ACCT	4355	001	1	ACCOUNTING...		A	LEC	D	G	Y		0	0	0	0
82457	ACCT	4355	R01	1	ACCOUNTING...		A	LEC	D	G	Y		0	0	0	0
82713	ACCT	4398	001	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82714	ACCT	4398	002	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82747	ACCT	4398	003	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82765	ACCT	4398	004	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82766	ACCT	4398	005	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82775	ACCT	4398	006	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82669	ACCT	4398	R01	1	ACCOUNTING...		A	PRA	F	G	Y		0	0	0	0
82221	ACCT	5312	W01	S	FOUNDATION...		A	LEC	I	G	Y		0	0	0	0
82222	ACCT	5312	W03	T	FOUNDATION...		A	LEC	I	G	Y		0	0	0	0
82223	ACCT	5315	W01	S	ACCOUNTING...		X	LEC	I	G	Y		0	0	0	0
82728	ACCT	5315	W03	T	ACCOUNTING...		A	LEC	I	G	Y		0	0	0	0

Spring Full Term 2025 Schedule

Call Number	Course/Type	Course Title	Dates	Day and Time	Room	Instructor	Fees	Cr
Accounting								
11375	ACCT-2301.001	LEC FINANCIAL ACCOUNTING	01/21-05/13	TR 12:30-01:45 PM	OCNR-117	R. Zeidan		3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;								
10606	ACCT-2301.002	LEC FINANCIAL ACCOUNTING	01/21-05/13	MWF 09:00-09:50	OCNR-117	C. Wertheim		3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. NOT BU-BBA-ACON or BU-BBA-ACRE or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-BURE or BU-BBA-DUON or BU-BBA-DURE or BU-BBA-FNON or BU-BBA-FNRE or BU-BBA-MGON or BU-BBA-MGRE or BU-BBA-MKON or BU-BBA-MKRE;								
12970	ACCT-2301.003	LEC FINANCIAL ACCOUNTING	01/21-05/13	MW 02:00-03:15 PM	OCNR-117	C. Wertheim		3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;								
11376	ACCT-2301.W01	LEC FINANCIAL ACCOUNTING	01/21-05/13	TBA	TBA	G. DeLatta	100	3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;								
12973	ACCT-2301.Z01	LEC FINANCIAL ACCOUNTING	01/21-05/13	TBA	TBA	G. DeLatta	100	3
1. Restricted to BBA students in online programs; 2. ONLY BU-BBA-ACON or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-DUON or BU-BBA-FNON or BU-BBA-MGON or BU-BBA-MKON;								
10608	ACCT-2302.001	LEC MANAGERIAL ACCOUNTING	01/21-05/13	MWF 09:00-09:50	OCNR-116	G. DeLatta		3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301;								
11377	ACCT-2302.002	LEC MANAGERIAL ACCOUNTING	01/21-05/13	TR 11:00-12:15 PM	OCNR-116	T. Xu		3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301;								
11378	ACCT-2302.W01	LEC MANAGERIAL ACCOUNTING	01/21-05/13	TBA	TBA	T. Xu	100	3
1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301;								

Report: Class Schedule with Fees



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

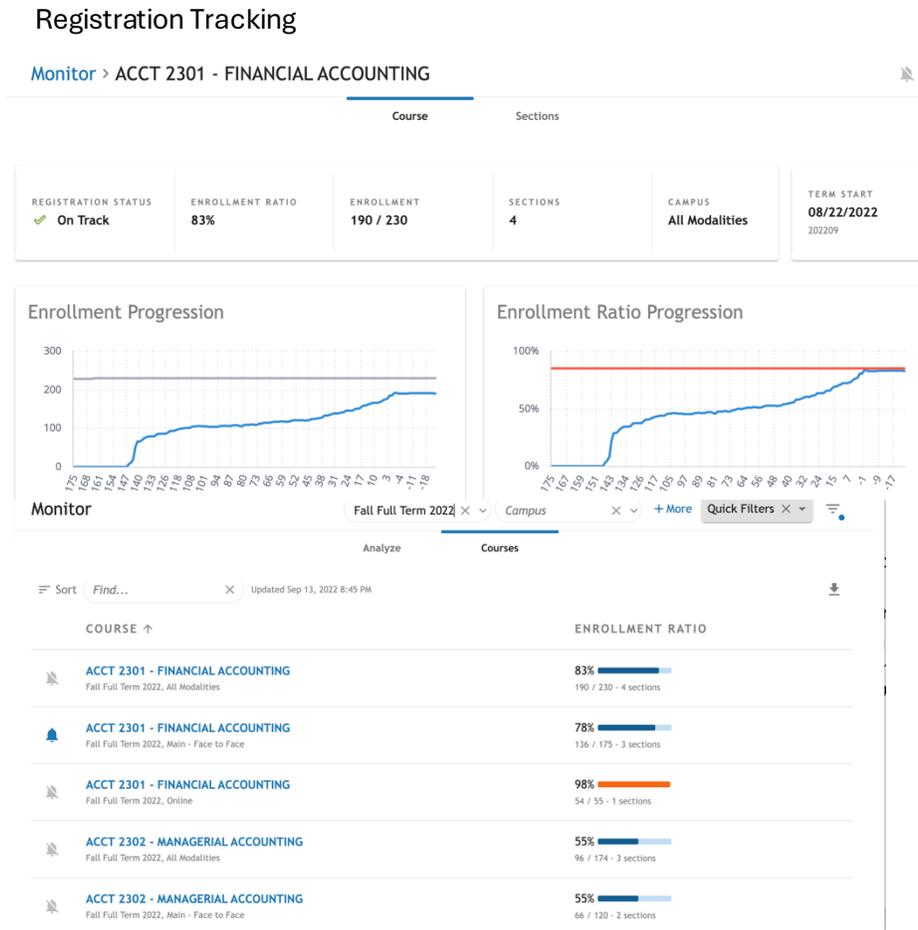
A tropical beach scene at dusk. A tall palm tree stands on the left side of the frame. In the background, a lifeguard stand is visible on the beach. The sky is a mix of dark blue and orange, with scattered clouds. The ocean is visible in the distance.

Ad Astra

Align | Monitor | Schedule

Ad Astra Monitor

Registration Tracking



- **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 Schedule

Room Assignments



Review in Argos

- Course assignments by reviewing the 'Course Schedule' report..

Review in Ad Astra Schedule

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

aaaiscloud.com/TXAMUCorpusChrist/default.aspx

Home Dashboards Calendars Analytics Academics Events Reporting Settings croberts4

Default

Activity list

Create Event

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	Sept 14
06:30 PM - 09:00 PM			Sept

1-6 of 6

Training and Help

[Classroom Viewbook](#)

Course Classroom and Computer Selection

[HOW TO SELECT CLASSROOM SELECTION](#)

Event Request Form

[HOW TO REQUEST FROM HOMEPAGE](#)

[HOW TO REQUEST FROM SCHEDULE](#)

[Ad Astra Platinum Analytics](#)

Scheduling

- Scheduling Sandboxes
- Sections

Organizational Structure

- Colleges
- Courses
- Departments
- Subjects
- Terms
- Notifications

Meeting Configuration

- Meeting Patterns
- Meeting 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

ule@tamucc.edu

25.3271 or 361.825.2276

ps://registrar.tamucc.edu

ice Center

Dr, Unit 5774

ti, TX 78412-5774

campus.

is map- The Student Service Center is number 22 on map: [Here](#)

Our Mission & Responsibilities

Our mission is to support teaching, learning, and student development by maintaining the integrity of academic policies and the student information system.

We serve the students, faculty, staff, and alumni by managing the course catalog, schedule of classes, and centrally scheduled classrooms and computer labs.

Centrally Scheduled Classrooms (University Technology Council approved rooms)

Our office is charged with scheduling 61 classrooms that are designated a 110 by the State of Texas and 8 computer labs.



Texas A&M University – Corpus Christi
Office of the University Registrar
Classroom and Computer Capacities

Stadium Seating		Movable Tables/Chairs	
CLASSROOM	CAPACITY	CLASSROOM	CAPACITY
BH 103	253	BH 126	44
BH 104	102	BH 127	24
BH 205	61	BH 128	24
BH 206	58	BH 201	23
BH 207	61	BH 202	22
CI 102	56	ECDC 219A	25
CI 106	55	ECDC 219B	25
CI 107	56	ECDC 219C	25
CI 108	53	IH 156	40
CI 109	55	IH 157	38
CI 112	56	IH 158	32
CI 113	264	IH 162	33
CI 122	51	IH 163	62
CI 126	64	IH 164	70
CI 127	67	IH 267	76
CI 128	67	IH 268	40
CI 138	230	OCNR 133	36
CS 101	74	OCNR 222	29
CS 103	34	OCNR 255	22
IH 160	150	OCNR 258	32
OCNR 115	95		
OCNR 116	66		
OCNR 117	66		
OCNR 130	40		
OCNR 131	44		
OCNR 132	44		
OCNR 145	116		
OCNR 259	64		
RFEB 101	66		
RFEB 104	124		
RFEB 106	118		

Chair Desks	
CLASSROOM	CAPACITY
CS 108	32
CS 111	37
CS 112	34
CS 114	36
CS 115	52
OCNR 118	55

Computer Labs	
Mac	
COMPUTER LAB	CAPACITY
CCH 206	25
CCH 209	20
PC	
COMPUTER LAB	CAPACITY
CCH 204	49
CCH 208	27
CCH 210	48
CI 222	30
CI 223	30
OCNR 240	35
OCNR 241	54
OCNR 242	42

Classroom & Computer Lab Capacities

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



Classroom Viewbook

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



Classroom Viewbook



<https://online.fliphtml5.com/prslv/mlki/#p=1>

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%.

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



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

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):

Preferences

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

- Preferences with varying weights: MUST BE PEDAGOGICAL

Notes:

- Building Preferences
- Proximity to labs

Examples

- All of our Math subject courses, regardless of meeting type, or instructor, are required to be in Classroom- subject: MATH, meeting type: Lab.
- All of our KINE 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

The Why

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



Room Assignments

Room Assignment Status

Meeting Status= All

View all courses and room assignments

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		Schedul...	72059
ACCT 2301/001 LEC			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			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			08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72182
ACCT 3312/001 LEC	OCNR 118 - CLA...	TR	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...	02:00 PM	04:45 PM	202209		Schedul...	72069
			10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72183
ACCT 3321/001 LEC	OCNR 259 - CLA...	MWF	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209		Schedul...	72070
ACCT 3321/001 LEC			10/11/2...	12/01/2...	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 242 - Co...	TR	08/22/2...	12/08/2...	11:00 AM	12:00 AM	202209		Schedul...	73506
ACCT 4398/002 PRA			08/22/2...	12/08/2...	12:00 AM	12:00 AM	202209		Incompl...	73540
ACCT 5312/001 LEC	OCNR 118 - CLA...	TR	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72185
ACCT 5312/002 LEC			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
			08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	73125

Meeting Status= Unassigned

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

Course/Section #	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
ARTS 3387/001 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 5317/002 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
CMS 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
EED 4605/001 LEC		W	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	73150
EDAD 5696/001 IND		T	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209		Unassign...	70444
EDU 5361/001 LEC		T	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	71725
			08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Unassign...	72144
EDUC 4605/002 FLD		MTWTF	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	DS	Unassign...	73146
ENGL 4325/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209	DO	Unassign...	72962
ENGL 4325/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209		Unassign...	73083
ESG 1401/001 LAB		M	08/22/2...	12/08/2...	03:00 PM	04:15 PM	202209		Unassign...	73438
ESG 3202/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:20 PM	202209		Unassign...	71406
ESG 4301/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71432
ESG 6302/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71434
			08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Unassign...	72368

Meeting Status= Requested

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
------------------	------	----------	------------	----------	------------	----------	------	------------	--------	--------

- Select 'Term' in the left side and select 'Search'.
- Select the course to select a room.

Room Assignments

Selecting a Room

- Select the house to view rooms available.

Section COMM 3311 / NONVERBAL COMMUNICATION 002

Section Info

*Subject: COMM Title: NONVERBAL COMMUNICATION

*Course: 3311 *Campus: M

*Delivery Method: Standard *Term: 202209

*Section: 002 Part Of Term: 1_202209

Course Offering Id: 72050 SIS Key: 202209_72050

Sandbox Options

Assign All Meetings to Same Room

Do Not Optimize

Ignore In Historical Analysis

Max Enrollment: 35

Enrollment: 24

Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	07:00 PM	09:30 PM	W	08/22/2022	12/08/2022	Ivy, Diana	Scheduled	BH 205

M COMM 3311/002 / NONVERBAL COMMUNICATION (Standard) M / Ivy, Diana

Filter

Show Current Filter Search

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 35 and

Campus 1 Clear +

Building +

Room +

Region +

Room Type 1 Clear +

Room	Capacity	Seat Fill Score
BH 205	61	92
OCNR 133	36	92
IH 157	38	92
CS 114	38	87
IH 268	40	87
OCNR 130	40	87
CS 111	40	87
IH 156	40	87
OCNR 132	44	79
CI 122	51	68
RFEB 107	53	66
CI 109	55	63
CI 106	55	63

Columns

- Room
- Name
- Building
- Configuration
- Regions
- Capacity
- Room Type
- Pref Score
- Seat Fill Score
- Score

Page 1 of 2

OK

- Set filter to show capacity and seat fill score
- Use drop down at top column and select 'capacity' and seat fill score'.

Available Rooms

Last Run Date

For Selected Region

Term: (1/21/2025 - 5/13/2025)

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

Room Name	Room Type	Seats
Bay Hall 201	Classroom	23
Bay Hall 127	Classroom	24
Bay Hall 128	Classroom	24
Early Childhood Development Center 219C	Classroom	25
Island Hall 158	Classroom	32
O'Connor 258	Classroom	32
Island Hall 162	Classroom	33
Center for the Sciences 112	Classroom	34
O'Connor 133	Classroom	36
Center for the Sciences 114	Classroom	36
Island Hall 157	Classroom	38
Island Hall 268	Classroom	40
O'Connor 130	Classroom	40
Island Hall 156	Classroom	40
Bay Hall 126	Classroom	44
O'Connor 132	Classroom	44
Center for Instruction 122	Classroom	51
Dr. Robert R. Furgason Engineering Building 107	Classroom	53
Center for Instruction 108	Classroom	53
O'Connor 118	Classroom	55

Available Room Report

Report that shows available rooms during standard Time blocks

- Request via email

Helpful Sites



Academic Calendar



<https://www.tamucc.edu/academics/registrar/academic-calendar/index.php>



Registrar Website



<https://www.tamucc.edu/academics/registrar/>



Registrar Training



<https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php>

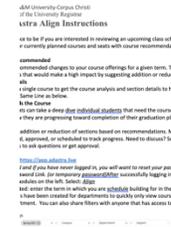
Helpful Handouts



Checklist for Class Section Scheduling



Scheduling a Room for an Academic Course in Ad Astra.



Ad Astra Align Instructions



Instructional Space Scheduling Guidelines



Standard Time Block Schedule

Classrooms & Computer Labs			
	Movable Tables/Chairs		CS
Y	CLASSROOM	CAPACITY	CLASSROOM
4	BH 202	22	CS 108
9	DOOR 215	22	CS 112
4	BH 127	24	CS 114
4	BH 201	24	CS 111
1	ECOC 219A	25	CS 115
1	ECOC 219B	25	DOOR 111
5	ECOC 219C	25	
6	BH 138	26	
4	DOOR 212	28	
6	HS 158	32	
6	DOOR 216	32	
8	DOOR 113	36	
1	HS 157	38	
1	BH 156	40	
4	HS 156	40	
4	BH 126	46	
1	HS 163	62	
1	HS 142	76	

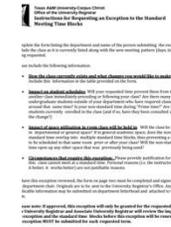
Classrooms and Computer Capacities



Instructional Method and Attendance Method code sheet



Preference Sheet



Non-Standard Time Block Exception Form