

Reimagined Scheduling

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



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Scheduling Team



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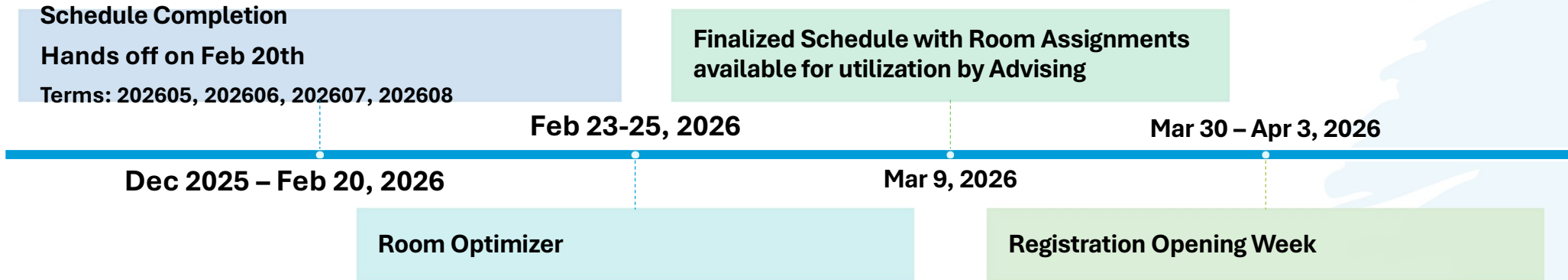


Brittney Esqueda

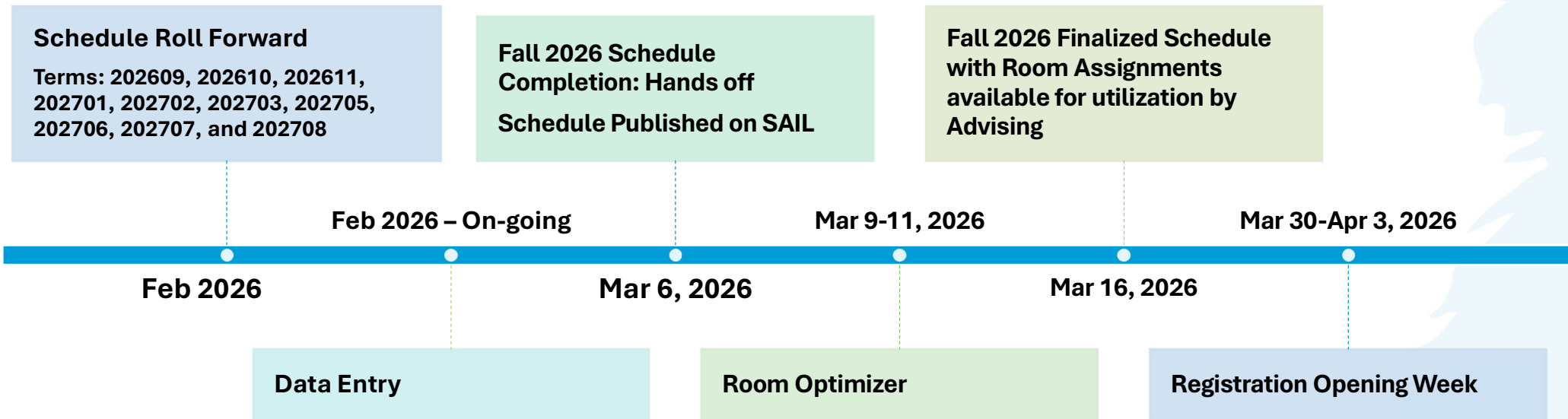
Records Specialist II

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Summer 2026 Schedule Timeline



Fall 2026 Schedule Timeline



How to Build/Edit in Banner





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

Important Checks on SSASECT

- Section Number: Lecture- 0-99, Lab 1-199,
Online- W, Honors- H, Blended- B, Dual Credit-
IA, Online ONLY program sections- Z.
 - Consult with Registrar's office before
using new section code.
- Status: A- Active, C- Closed, X- Cancelled
- Instructional Method: Face to Face (F), Blended
(B), Hybrid (H) or Online (I)
- Session and Part of terms must match: check
that the number of weeks match.
- Credit and Billing Hours MUST match.
- Reference IM/AM sheet from PAIRS

Banner Forms

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

Schedule SSASECT 9 3 37 (BPROD)

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

COURSE SECTION INFORMATION

Subject: COMM COMMUNICATION Campus: M Main - Corpus Christi Grade Mode: G Normal Grading

Course Number: 1315 Status: A Active Session: L 16 week session

Course Alias: Title: PUBLIC SPEAKING Schedule Type: LEC Lecture Special Approval: AA Approval-Advisor

Section: FP1 Instructional Method: I Online (100% online) Duration: Override Duration

Cross List: Integration Partner: IOL ISLAND ONLINE INTERFACE

CLASS TYPE

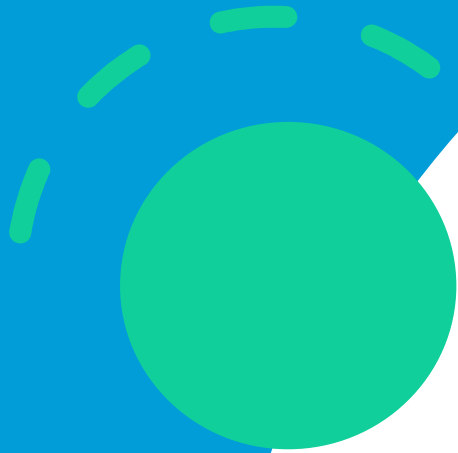
Traditional Class

Part of Term: 1 08/25/2025 12/11/2025 16

Open Learning Class

Course Building Quick Reference

5



SSASECT

Schedule Building Form

Schedule SSASECT 9.3.37 (BPROD)

ADDRETRIEVERELATEDTOOLS

Term: 202601CRN: ADDSubject:Course:Title:Course Alias:Start Over

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

COURSE SECTION INFORMATION

InsertDeleteCopyFilter

Subject *

Course Number *

Course Alias

Title

Section *

Cross List

Campus *

Status *

Schedule Type *

Instructional Method

Integration Partner

Grade Mode

Session

Special Approval

Duration

☐ Override Duration

CLASS TYPE

InsertDeleteCopyFilter

Traditional Class

Part of Term

Open Learning Class

First

Last

Registration Dates

Start Dates

Maximum Extensions

Processing Rules

CREDIT HOURS

InsertDeleteCopyFilter

Credit Hours

Credit Hours

Credit Hours ☒ None ☐ To ☐ Or

Indicator

Billing Hours

Billing Hours ☒ None ☐ To ☐ Or

Indicator

Contact Hours

Contact Hours ☒ None ☐ To ☐ Or

Indicator

Lecture

Lecture

Lecture Indicator ☒ None ☐ To ☐ Or

Lab

Lab

Lab Indicator ☒ None ☐ To ☐ Or

Other

Other

Other Indicator ☒ None ☐ To ☐ Or

CLASS INDICATORS

InsertDeleteCopyFilter

Prerequisite Check ☒ Basic or None ☐ CAPP ☐ DegreeWorks

Method

CEU Indicator☐

Link Identifier

Attendance Method

Weekly Contact

Daily Contact Hours

☒ Print

☒ Gradable

☐ Tuition and Fee Waiver

☒ Voice Response and Self-Service

☐ Long Title

☐ Comments

☐ Syllabus

SAVE

COURSE SECTION CREATION FROM THE START

Schedule SSASECT 9.3.37 (BPROD)

Term: ...

CRN: ...

Go

Subject:

Course:

Title:

Course Alias:

Create CRN

Copy CRN

Enter Term Code (202601, 202602, or 202603) in Term field

Enter “ADD” in CRN field

Click Go

SSASECT Fields & What they mean.

Course Section Information

▼ COURSE SECTION INFORMATION

Subject * ...

Course Number * ...

Course Alias ...

Title

Section * 0 ...

Cross List ...

Campus * ...

Status * ...

Schedule Type * ...

Instructional Method ...

Integration Partner ...

- **Subject** – Subject you are creating the CRN for
- **Course Number** – Course number you are creating the CRN for
- **Course Alias** – Do not touch
- **Title** – Do not touch.
- **Section** – Must be unique. If the section already exists, you will receive an error.
- **Cross List**- SSAXLST

- **Campus**
 - M= Main
 - R= Rellis*
- **Status**
 - A= Active
 - C= Closed
 - X= Canceled

*Only courses held at the RELLIS Campus

- **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 Handout
- **Integration Partner**
 - Always “IOL”
 - Enables courses to Canvas

Section Identifiers

Alpha/Numeric-codes to designate a section number. These are assigned by departments to identify registration for special groups.

Some section codes are reserved for special groups. (R-RELLIS, Z-Online Programs, IA/IW-Islander Academy).

Section Code	Description
001-099	Lecture
100-199	Lab
W	Web-Based Course
B	Blended/Hybrid
H	Honors
AC/AT	Acadeum Course Exchange
E	E-Line Nursing
F	First Year Students
IA/IW	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.



*Appropriate Use of Distance Education Fees • Salaries-instructional & support staff • Wages • Material/Supplies • Services/Training • Marketing • Software Purchases • Food & Meals • Maintenance & Repair • Furnishings & Equipment

	Description	Associated DE Fee Amount*
F	Face-to-face/Web-Enhanced (25% or less online)	\$0
B	Blended (26%-50% online)	\$75
H	Hybrid (51%-99% online)	\$75
I	Online (100% online)	\$100
E	E-line (CONHS only)	\$200 (\$100 DE Fee; \$100 E-line Fee)

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

Instructional Method & Attendance Method



SSASECT Fields

Grade mode/ Session/ Special Approvals

Grade Mode	<input type="text"/>	<input type="text"/>
Session	<input type="text"/>	<input type="text"/>
Special Approval	<input type="text"/>	<input type="text"/>
Duration	<input type="text"/>	<input type="text"/>

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

- Refer to Quick Reference Guide

Part of Term & Session

Ensure they align using the Course Building Quick Reference Sheet

The screenshot shows the 'Course Section Information' tab of a software interface. The form is divided into two main sections: 'COURSE SECTION INFORMATION' and 'CLASS TYPE'. The 'COURSE SECTION INFORMATION' section contains fields for Subject, Course Number, Course Alias, Title, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Special Approval, Duration, and Override Duration. The 'CLASS TYPE' section shows 'Traditional Class' as the selected option. Two yellow callout boxes with black borders and arrows point to specific fields. The first callout box, containing the text 'Must align with the Course Building Quick Reference Sheet', has an arrow pointing to the 'Session' dropdown menu in the 'Grade Mode' field. The second callout box, also containing the text 'Must align with the Course Building Quick Reference Sheet', has an arrow pointing to the 'Part of Term' dropdown menu in the 'CLASS TYPE' section.

Course Section Information				Section Enrollment Information	Meeting Times and Instructor	Section Preferences
▼ COURSE SECTION INFORMATION Insert Delete						
Subject *	<input type="text"/>	Campus *	<input type="text"/>	Grade Mode	<input type="text"/>	
Course Number *	<input type="text"/>	Status *	<input type="text"/>	Session	<input type="text"/>	
Course Alias	<input type="text"/>	Schedule Type *	<input type="text"/>	Special Approval	<input type="text"/>	
Title	<input type="text"/>	Instructional Method	<input type="text"/>	Duration	<input type="text"/>	<input type="text"/>
Section *	<input type="text"/>	Integration Partner	<input type="text"/>	<input type="checkbox"/>	Override Duration	
Cross List	<input type="text"/>					
▼ CLASS TYPE Insert Delete						
Traditional Class						
Part of Term <input type="text"/>						

Credit-Billing-Contact Hours

- *Credit, Billing, and Contact hours are derived from course catalog inventory.*
- *If you have a lab/lecture/recitation combo ensure you are assigning 0 hours to the lab/recitation, and the X credit hours to the lecture section.*
- *For a variable credit course, you must choose the correct number of credits the students will receive credit for, and the billing and contact hours must align with that number.*
- ***No Changes are to be made to credit or billing hours AFTER registration. If an error was made notify schedule@tamucc.edu before making any changes.***
 - ***Each student registered must be updated individually.***

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	2.000	6.000	<input type="text"/>
Contact Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or		

Non-Variable Credit

▼ CREDIT HOURS			
Credit 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"/>
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		

Variable topic courses can vary from 1 to 9 hours.

The credit and billing hours must match.

- There are major implications if not matching like errors on student transcripts, student fees and bills, and faculty workload calculations.

Cross listed sections should have matching credit and billing hours across the group.

SSASECT Fields

Class Indicators

▼ CLASS INDICATORS

Prerequisite Check Method

☒ Basic or None
 ☐ CAPP
 ☐ DegreeWorks

Daily Contact Hours

☐ Long Title

☐ Comments

☐ Syllabus

☐ CEU Indicator

Link Identifier

Attendance Method

...

Weekly Contact Hours

☒ Print

☒ Gradable

☐ Tuition and Fee Waiver

☒ Voice Response and Self-Service Available

Hit save to create the CRN

SAVE

Link Identifiers

- Code to link corresponding course section. This means a student will need to register for both courses. Used for same subject and course number but different section.

Attendance Method

- Refer to Instructional and Attendance Method guide

Print

- Check box = prints the section in the course schedule and reports

Gradable Indicator

- Uncheck for zero credit labs where grade is given in lecture section
- If not checked, the course will not appear in degree planner
- MAJOR Implications if checked when it shouldn't be or vice versa:
Reporting, Degree Works, Missing Grades, End of Term

Section Enrollment Information

Enrollment Details

Maximum/Actual/Remaining

Maximum

- The max number of students that can register for the section
- Maximum enrollment does not roll over

Actual

- Students who are registered for the course section

Remaining

- Equals maximum enrollment minus actual enrollment
- Remaining = Maximum – Actual

ENROLLMENT DETAILS

Maximum *

Actual

Remaining

Courses set to zero (0) maximum *DO NOT* appear in SAIL and will *NOT* get a classroom assignment.

Waitlist Maximum *

Waitlist Actual

Waitlist Remaining

Waitlist Maximum/Actual/Remaining

Waitlist Maximum = 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

- Students who are on the waitlist for the course

Waitlist Remaining

- Remaining = Maximum - Actual

Meeting Time and Instructor

Tab

Tab to begin and the course dates will populate.

- Double check for correct Start Date and End Date.

Check

Check the days of the week the class will be offered.

If no days or times for course, hours per week should match contact hours.

Enter

Enter Start and End Times

- Military Time
- Session Indicator
- Should match *Course Section Information* tab

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences							
Times and Instructors		Scheduler Preferences											
Meeting Dates		Meeting Location and Credits											
<div> Settings Insert Delete Copy Filter </div>													
▼ SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session
	CLAS	01/20/2026	05/12/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	L

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 Del											
Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
CLAS	08/25/2025	12/11/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
CLAS	08/25/2025	12/11/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



If a department has a hybrid/blended course and only hosting ONE in-person class per week, the faculty must choose which day class will be held.



Our office will schedule a room for the one in-person meeting day. Must let our office know which day.




STANDARD TIME BLOCKS AND DISTRIBUTION RULES

- Courses must be scheduled in a standard time block. Labs/Recitations must have a standard start time.
- All courses that are not in standard time blocks must have prior approval from the AVP-Registrar and the Provost.
- No rooms will be scheduled for any courses not scheduled in standard time blocks
- At least 20% of three credit hour undergraduate lecture classes in each college **MUST** be scheduled in MWF time blocks.
- At least 10% of three credit hour undergraduate lecture classes in each college **MUST** be scheduled to begin **BEFORE 9:30AM**.

STANDARD TIME BLOCKS

FALL/SPRING STANDARD CLASS MEETING TIME SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	MWF 8:00-8:50	TR 8:00-9:15	MWF 8:00-8:50	TR 8:00-9:15	MWF 8:00-8:50	
8:30	(0800-0850)	(0800-0915)	(0800-0850)	(0800-0915)	(0800-0850)	
9:00	MWF 9:00-9:50		MWF 9:00-9:50		MWF 9:00-9:50	S 9:00-11:30 (0900-1130)
9:30	(0900-0950)	TR 9:30-10:45	(0900-0950)	TR 9:30-10:45	(0900-0950)	
10:00	MWF 10:00-10:50	(0930-1045)	MWF 10:00-10:50	(0930-1045)	MWF 10:00-10:50	
10:30	(1000-1050)		(1000-1050)		(1000-1050)	
11:00	MWF 11:00-11:50	TR 11:00-12:15	MWF 11:00-11:50	TR 11:00-12:15	MWF 11:00-11:50	
11:30	(1100-1150)	(1100-1215)	(1100-1150)	(1100-1215)	(1100-1150)	
12:00	MWF 12:00-12:50		MWF 12:00-12:50		MWF 12:00-12:50	S 12:00-2:30 (1200-1430)
12:30	(1200-1250)	TR 12:30-1:45	(1200-1250)	TR 12:30-1:45	(1200-1250)	
1:00	MWF 1:00-1:50	(1230-1345)	MWF 1:00-1:50	(1230-1345)	MWF 1:00-1:50	
1:30	(1300-1350)		(1300-1350)		(1300-1350)	
2:00	MW 2:00-3:15	TR 2:00-3:15	MW 2:00-3:15	TR 2:00-3:15	F 2:00-4:30	
2:30	(1400-1515)	(1400-1515)	(1400-1515)	(1400-1515)	(1400-1630)	
3:00						
3:30	MW 3:30-4:45 	TR 3:30-4:45	MW 3:30-4:45	TR 3:30-4:45		
4:00	(1530-1645)	(1530-1645)	(1530-1645)	(1530-1645)		
4:30						
5:00	M 4:20-6:50	T 4:20-6:50	W 4:20-6:50	R 4:20-6:50		
5:30	(1620-1850)	(1620-1850)	(1620-1850)	(1620-1850)		
5:30	MW 5:30-6:45	TR 5:30-6:45	MW 5:30-6:45	TR 5:30-6:45		
6:00	(1730-1845)	(1730-1845)	(1730-1845)	(1730-1845)		
6:30						
7:00	MW 7:00-8:15	M 7:00-9:30	TR 7:00-8:15	T 7:00-9:30	TR 7:00-8:15	R 7:00-9:30
7:30	(1900-2015)	(1900-2130)	(1900-2015)	(1900-2130)	(1900-2015)	(1900-2130)
8:00						
8:30						
9:00						

Term: 202601 CRN: 10675 Subject: THEA Course: 1310 Title: THEATRE APPRECIATION Course Alias:

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 *	Override Indicator	Session Credit Hours
	...		LEC	2.50		3.000
1 of 1				10	Per Page	

Hours Per Week

- All courses must have Hours per Week entered that must match the contact hours.
- Leaving this field blank in Banner will not let you assign an Instructor to the section.

Adding an Instructor-WORKLOAD IMPLICATIONS

Session Indicator

- MUST match session code from *Course Section Information* tab

ID and Name

- Enter faculty ID (A#) or name. Tab and instructor information will populate.

Instructional Workload

Percent of Responsibility and Percent of Session

- Must match for every individual CRN and by instructor.
- 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.

Primary Indicator and Override Indicator

▼ INSTRUCTOR

Settings

Insert

Delete

Copy

Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
L			3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

◀◀

1 of 1

▶▶

10

▼

Per Page

Record 1 of 1

Adding Registration Controls

Special Approvals

- Departmental or Instructor permission

Restrictions

- Based on classification, program, major, etc.

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

Registration Restrictions

Department and Field of Study

- Department Restrictions
- Field of Study Restrictions

Class and Level

- Class
- Level

Degree and Program

- Degree
- Program

Campus and College

- Campus
- College

Student Attribute and Cohort

- Attribute
- Cohort Restrictions

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	
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	
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						

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

University Catalog

Pre-requisites, co-requisites, and restrictions MUST be printed in the University Catalog.

BIOL 3403 Molecular Biology

4 Semester Credit Hours (3 Lecture Hours, 3 Lab Hours)

Principles of molecular biology including advanced concepts of gene structure, expression and regulation, chromatin structure, recombination, and current molecular biology techniques. Laboratory emphasis is on basic skills for nucleic acid analyses, including extraction, PCR amplification, quantification, restriction, and electrophoresis. DNA sequencing-based approaches are covered including bioinformatics for sequence comparisons, polymorphisms, and molecular identification. Offered every Spring. Cross listed with BIMS 3403.

Prerequisite: BIOL 2416 and 2421.

Co-requisite: SMTE 0092.

SSAPREQ

Prerequisite Registration Restrictions

Information
driven from
catalog course
description.

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.

Section Information		Section Test Score and Prerequisite Restrictions							
SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS									
And/Or	'I'	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	'J'
				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

Only 60 characters allowed per line.

Only for essential items 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.

Comments are not enforceable and will not restrict registration.

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



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 long 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 at bottom right-hand corner.

This is **required** for DIS, IND, and Special Topic sections.

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

Course Section Information Section Enrollment Information Meeting

COURSE SECTION INFORMATION

Subject THEA THEATRE

Course Number 4375

Course Alias

Title LIGHTING DESIGN

Section * 0

Cross List

Never edit section Title in SSASECT. It creates transcript entry errors and causes conflicts with state reporting.



Permits- SFASRPO

Student Registration Permit-Override

Enter student ID, Term 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).

Permits are entered at the student level and must be entered for each course section the student is permitted 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:

Start Over

STUDENT PERMITS AND OVERRIDES

Settings

Insert

Delete

Copy

Filter

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

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Record 1 of 4

STUDENT SCHEDULE

Settings

Insert

Delete

Copy

Filter

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"/>					

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 registers for the LEC section of a course and registers for one of several connected LAB/RCT sections.

All sections in the linked 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 1308.002 LEC [CC]	BIOL-1308.104 LAB [DD]
	BIOL-1308.105 LAB [DD]
	BIOL-1308.106 LAB [DD]

GISC- 1470.001 LEC [AA]	GISC-1470.101 LAB [BB]
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GISC- 1470.W01 LEC [CC]	GISC-1470.W11 LAB [DD]
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GISC- 1470.IW1 LEC [EE]	GISC-1470.IW2 LAB [FF]
-------------------------------	------------------------

Step By Step to Linking

Step 1

SSASECT

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

SAVE.

The screenshot displays the 'Schedule SSASECT 9.3.15 (BPROD)' form. The 'Course Section Information' tab is active. The form contains the following fields and values:

- Term: 202009, CRN: 53030, Subject: BIOL, Course: 1406, Title: BIOLOGY I
- Subject: BIOL, Course Number: 1406, Title: BIOLOGY I, Section: 001, Cross List: (empty)
- Campus: M, Status: A, Schedule Type: LEC, Instructional Method: F, Integration Partner: IOL
- CLASS TYPE: Traditional Class, Part of Term: 1, Start Date: 08/24/2020, End Date: 12/10/2020, Credits: 16
- Open Learning Class: First
- Registration Dates: (empty), Start Dates: (empty), Maximum Extensions: 0
- CREDIT HOURS: Credit Hours: 0.000 to 4.000 (4.000), Credit Hours Indicator: None, To, Or (Or selected), Billing Hours: 0.000 to 4.000 (4.000), Billing Hours Indicator: None, To, Or (Or selected), Contact Hours: 5.000, Contact Hours Indicator: None, To, Or (None selected)
- CLASS INDICATORS: Prerequisite Check Method: Basic or None, CAPP, DegreeWorks (Basic or None selected), CEU Indicator: (empty), Link Identifier: AA, Attendance Method: 1, Face-to-Face, Weekly Contact Hours: (empty)
- Daily Contact Hours: (empty)
- Print: (checked), Gradable: (checked), Tuition and Fee Waiv: (unchecked), Voice Response and: (checked)

A blue arrow points from the 'Link Identifier' field to the 'SAVE.' button.

Step By Step to Linking

Step 2

SSADETL

- In the lecture section, enter the link connector code “BB” for the lab sections that need to be connected to the lecture.

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

- In the lab section, enter the Link Identifier, “BB”.

SAVE.

Screenshot of the SSASECT 9.3.15 (BPROD) form. The form displays course information for Term: 202006, CRN: 30019, Subject: BIOL, Course: 1406, Title: BIOLOGY I. The 'COURSE SECTION INFORMATION' section shows Subject: BIOL, Course Number: 1406, Title: BIOLOGY I, Section: 101, and Cross List. The 'CLASS TYPE' section shows Traditional Class with Part of Term: SUM, Dates: 06/01/2020 to 07/03/2020, and 5 credits. The 'CREDIT HOURS' section shows Credit Hours: 0.000 to 4.000, Billing Hours: 0.000 to 4.000, and Contact Hours: 5.000. The 'CLASS INDICATORS' section shows Prerequisite Check: Basic or None, Method: CEU Indicator, Link Identifier: BB, Attendance Method: 1 Face-to-Face, and Weekly Contact Hours. A blue arrow points to the Link Identifier field.

Step By Step to Linking

Step 4

SSADETL

- In the lab section, enter the link connector code “AA” for the lecture section that needs to be connected to the lab.

SAVE.

Repeat steps 3 and 4 for all lab sections in this group.

✕ Schedule Detail SSADETL 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			



NO CHANGES TO LINKS SHOULD BE MADE AFTER REGISTRATION OPENS.

Corequisites

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 the same subject and course number. Example: SMTE safety seminars.
- Must be in the catalog and coreq'd at the catalog level and then at the section level.
 - Send email to schedule@tamucc.edu to request courses be coreq'd at the catalog level.

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 *

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.

If applicable,
repeat steps for
second 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 4331 Juvenile Delinquency
 - CRIJ 4331 Juvenile Delinquency

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


SSAXLST

 Schedule Cross List Definition SSAXLST 9.3.29 (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="202601"/> 	<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 9.3.36.2 (BPROD)

▼ SCHEDULE CROSS LIST QUERY

Active filters:

Term: 202601

Clear All

Term	Cross List	Maximum Enrollment
202601	AA	
202601	AB	
202601	AC	
202601	AD	
202601	AE	
202601	AF	
202601	AG	
202601	AH	
202601	AI	
202601	AJ	
202601	AK	
202601	AL	
202601	AM	
202601	AN	
202601	AO	
202601	AP	
202601	AQ	
202601	AR	
202601	AS	
202601	AT	

1 of 10

20

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▼ CROSS LIST SECTION

CRN	Subject	Course	Course Alias	Section	Part of Term
12143	PSYC	2319		W01	1
12186	PSYC	2319		Z01	1

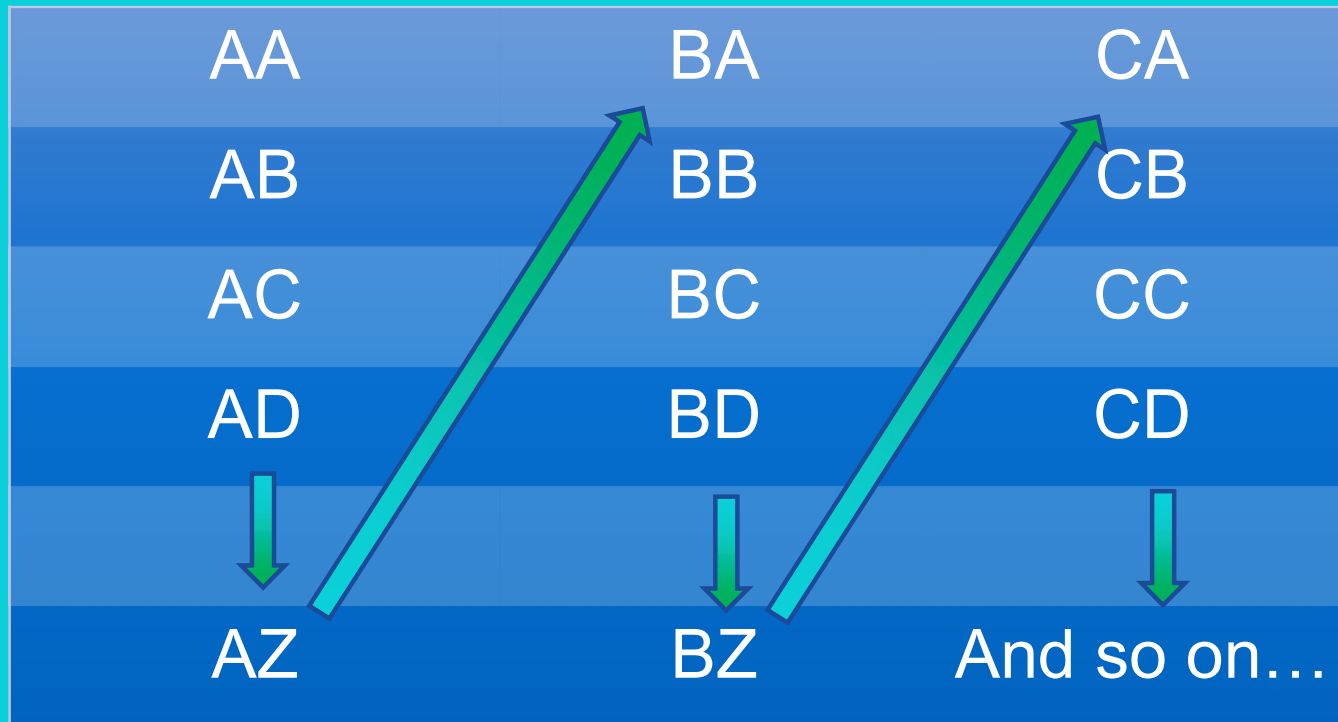
1 of 1

10

Per Page

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.

Cross-Listed & Stacked Sections

SSAXLST

If updates are made to an individual CRNs enrollment maximum in SSASECT, the maximum enrollment for the cross list must also be updated in SSAXLST.

✕
Schedule Cross List Definition SSAXLST 9.3.29 (BPROD)

Term:
Cross List Group:
Identifier:

Maximum Enrollment:

Actual Enrollment:

Seats Available:

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 group identifier, and select GO.

2. Enter max enrollment and next block.

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

Copy CRN

SSASECT

To create multiple sections of the same course

*Don't forget to change
the original CRN's
section number from 0.*

Term:	202601	CRN:	10675	Subject:	THEA	Course:	1310	Title:	THEATRE APPRECIATION	Course Alias:	
Course Section Information											
▼ COURSE SECTION INFORMATION											
Subject	THEA	THEATRE	Campus *	M	Main - Corpus Christi						
Course Number	1310	Status *	A	Active							
Course Alias		Schedule Type	LEC	Lecture							
Title	THEATRE APPRECIATION			Instructional Method	F	Face-to-Face/Web Enhanced 25%>					
Section *	0	Integration Partner	IOL	ISLAND ONLINE INTERFACE							
Cross List											

- Change section number to 0 and click Save. Make note of the CRN you are copying.

Schedule SSASECT 9.3.37 (BFRESH)			
Term:	202601	CRN:	10675
Subject:	THEA	Course:	1310
Title:		Course Alias:	
			

- Select 'COPY CRN'.

Default Section Details SSASECT 9.3.37 (BFRESH)			
Default Term	202601	Default CRN	
			

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



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 After Registration Opens

Check in with Scheduling Team: Email us at schedule@tamucc.edu to determine if the change will require dropping registered students.

Secure the section: Temporarily set the max enrollment to **zero** and the status to **closed** to prevent new registrations.

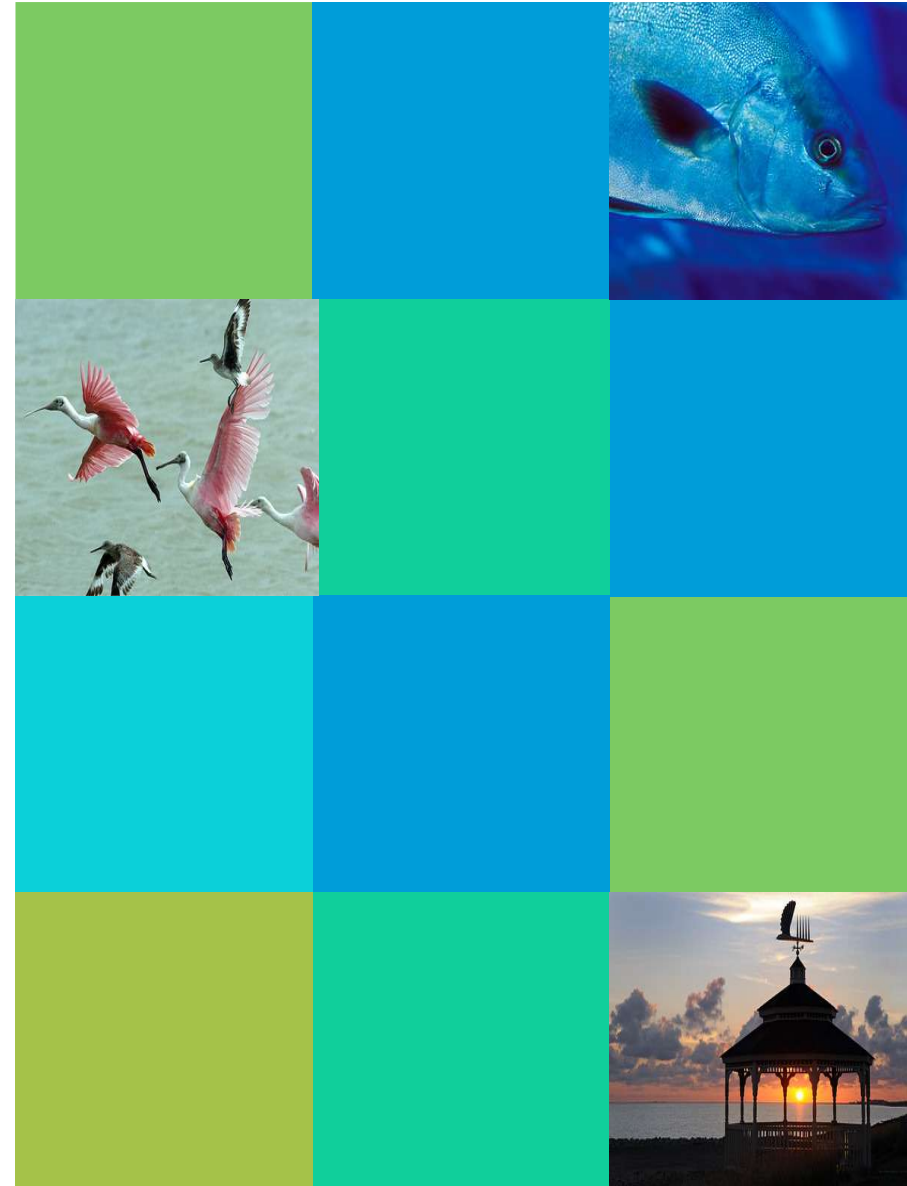
Notify students: Email current students to explain that they will be dropped so the changes can be updated. Ensure they are aware of the any distance learning fee and that they must re-register themselves afterward.

Confirm with us: Let us know once students have been notified. We will then drop all students from the section.

Update and Re-open: Once we confirm the drop is complete, you may update the section and reset the enrollment max and status to active.

Final Notification: Email the students one last time to let them know the section is open for re-registration.

Should not happen after the last posted day to add a class.



A background image showing a row of palm trees and tall streetlights silhouetted against a dramatic sunset sky with orange and yellow clouds. The scene is captured from a low angle, looking down a path or road.

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

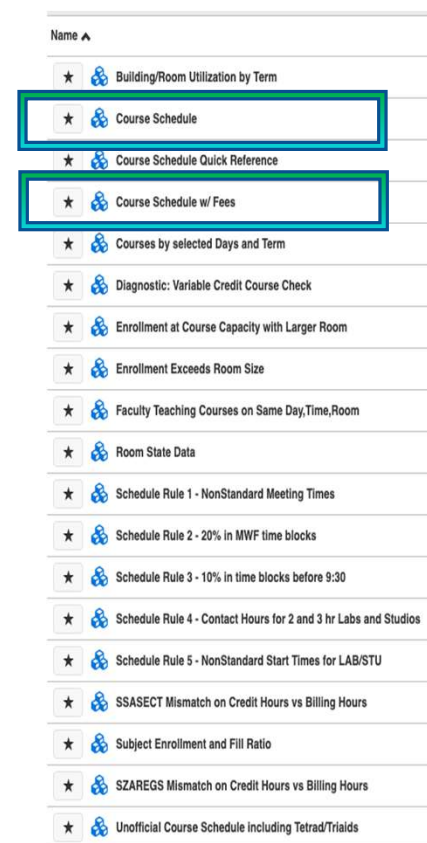
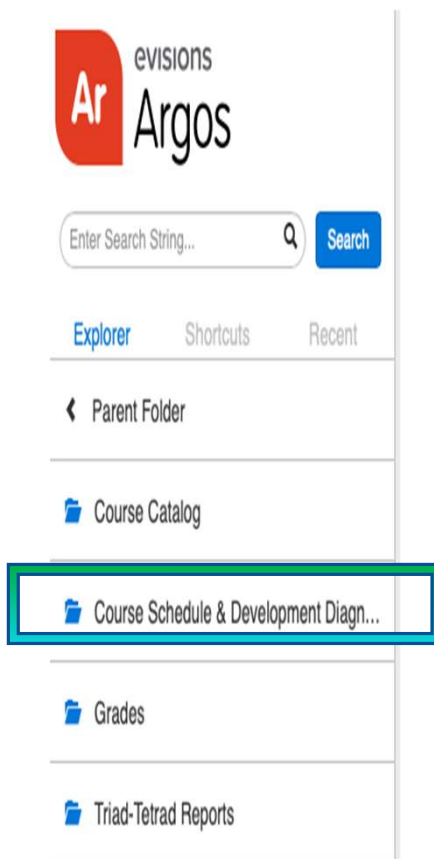
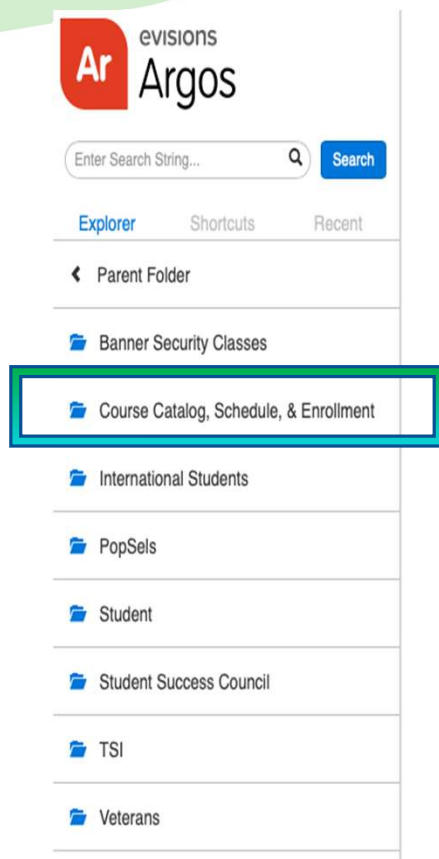
Helpful Reports

Course Schedule (Dashboard format)

Course Schedule with Fees

Course Schedule by College and Term

Navigating to the right report



Report: Course Schedule

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

Root > Banner Reports and Data Extracts > Course Catalog, Schedule, & Enrollment > Course Schedule & Development Diagnostics > Course Schedule English Help Settings Sign Out

Saved Dashboard Settings Reports Run Share Close

Main

Term: 202601 - Spring Full Term 2026 College: All Department: All Subject: All Building: All Room:

Instructor Filter: Section Filter: CRN: Course Type: All Instruction Method: All

CRN	SUBJ	CRSE	SECT	PART_TERM	TITLE	XLIST	STAT	TYPE	INSTR_METHOD	ATTENDANCE_N	GRD_MOD	GRADABLE	LINK_IDENT	CAP	ENR	AVL	XL_CAP
12344	MATH	1442	W23	1	STATISTICS F...		A	LAB	I	A	G	Y	QQ	30	0	30	0
10239	MATH	1442	W22	1	STATISTICS F...		A	LAB	I	A	G	N	QQ	30	0	30	0
12891	MATH	1442	W44	1	STATISTICS F...		A	LAB	I	A	G	Y	QQ	30	0	30	0
13232	MATH	1442	W03	1	STATISTICS F... DY		A	LEC	I	A	G	Y	PP	15	0	15	60
10240	MATH	1442	W02	1	STATISTICS F... DY		A	LEC	I	A	G	Y	PP	45	0	45	60
12890	MATH	1442	W03	1	STATISTICS F...		X	LEC	I	A	G	Y	PP	30	0	30	0
11624	ENGL	4385	H01	1	LITERARY PU... CT		A	LEC	F	F	G	Y	PL	3	0	3	28
10761	ENGL	4385	201	1	LITERARY PU... CT		A	LEC	F	F	G	Y	PL	25	0	25	28
12548	MATH	1442	W02	1	STATISTICS F...		A	LAB	I	A	G	Y	QQ	30	0	30	0
12547	MATH	1442	W01	1	STATISTICS F...		A	LEC	I	A	G	Y	NN	30	0	30	0
11622	MATH	1442	2N5	1	STATISTICS F...		A	LAB	F	F	G	N	MM	30	0	30	0
11621	MATH	1442	N05	1	STATISTICS F...		A	LEC	F	F	G	Y	LL	30	0	30	0
11605	MATH	1442	2N4	1	STATISTICS F...		A	LAB	F	F	G	N	KK	30	0	30	0
11604	MATH	1442	N04	1	STATISTICS F...		A	LEC	F	F	G	Y	JJ	30	0	30	0
10234	MATH	1442	2N3	1	STATISTICS F...		A	LAB	F	F	G	N	JJ	30	0	30	0
10345	MATH	1442	N03	1	STATISTICS F...		A	LEC	F	F	G	Y	II	30	0	30	0
10237	MATH	1442	2N2	1	STATISTICS F...		A	LAB	F	F	G	N	HH	30	0	30	0
10342	MATH	1442	N02	1	STATISTICS F...		A	LEC	F	F	G	Y	GG	30	0	30	0
10553	NURS	4660	701	1	NURS CARE ...		X	LAB	E	CC	G	Y	FF	0	0	0	0
10243	MATH	1442	2N1	1	STATISTICS F...		A	LAB	F	F	G	N	FF	30	0	30	0
12442	COSC	3372	201	1	NETWORK SE...		A	LAB	F	F	G	N	FF	25	0	25	0
12191	PSYC	3411	201	1	EXPERIMENT...	AL	A	LEC	I	A	G	Y	EE	25	0	25	35
11542	PSYC	3411	W01	1	EXPERIMENT...	AL	A	LEC	I	A	G	Y	EE	10	0	10	35
10552	NURS	4660	E01	1	NURS CARE ...		X	LEC	E	A	G	Y	EE	0	0	0	0
10340	MATH	1442	N01	1	STATISTICS F...		A	LEC	F	F	G	Y	EE	30	0	30	0
12441	COSC	3372	001	1	NETWORK SE...		A	LEC	F	F	G	Y	EE	25	0	25	0
11691	SPAN	1312	102	1	SPANISH II		A	LAB	I	A	G	N	DD	50	0	50	0
11690	SPAN	1311	102	1	SPANISH I		A	LAB	I	A	G	N	DD	50	0	50	0
10535	PSYC	3411	104	1	EXPERIMENT...		A	LAB	I	A	G	N	DD	25	0	25	0
10539	PSYC	3411	103	1	EXPERIMENT...		A	LAB	I	A	G	N	DD	10	0	10	0
13201	NURS	3548	203	1	NURSING CA...		C	LAB	F	B	G	N	DD	10	0	10	0
12152	NURS	3548	202	1	NURSING CA...		C	LAB	F	B	G	N	DD	0	0	0	0
17151	NURS	3548	201	1	NURSING CA...		A	LAB	F	B	G	N	DD	0	0	0	0

2,944 Items, 1 selected

Course Comments

SZASXRF

IType	IMode	Location	Zipcode	SiteCode
2	1	0		

SSARRES - Schedule Restrictions

Restriction Type	Include or Exclude	Value
Program	1	EC-BG-EEEN

Report: Class Schedule w/ Fees

Spring Full Term 2026 Schedule							
Call Number	Course Type	Course Title	Dates	Day and Time	Room	Instructor	Fees Cr
Theatre							
10671 THEA-1120.101	LAB	THEATRE PRACTICUM 1	01/20-05/12	F 02:00-02:50 PM	TBA	R. Lazaro	1
1. ONLY Theatre 2. Co-Requisite course required-SMTE0096; 3. Co-Requisite course required-THEA1371;							
10674 THEA-1121.101	LAB	THEATRE PRACTICUM 2	01/20-05/12	F 02:00-02:50 PM	TBA	K. Loeffler	1
1. ONLY Theatre 2. Co-Requisite course required-SMTE0096; 3. Co-Requisite course required-THEA1330;							
10675 THEA-1310.001	LEC	THEATRE APPRECIATION	01/20-05/12	TR 11:00-12:15 PM	TBA	T. Oktham	3
1. Core Curriculum Course;							
10676 THEA-1330.001	LEC	THEATRE STAGECRAFT	01/20-05/12	TR 03:30-04:45 PM	TBA	E. Ericente	3
1. ONLY Theatre 2. Co-Requisite course required-SMTE0096; 3. Co-Requisite course required-THEA1121;							
11648 THEA-1341.001	LEC	STAGE MAKEUP	01/20-05/12	MMWF 10:00-10:50	TBA	R. Lazaro	3
1. ONLY Theatre 2. Co-Requisite course required-SMTE0096;							
11326 THEA-1341.002	LEC	STAGE MAKEUP	01/20-05/12	MMWF 11:00-11:50	TBA	R. Lazaro	3
1. Co-Requisite course required-SMTE0096;							
10678 THEA-1352.001	LEC	ACTING II	01/20-05/12	TR 12:30-01:45 PM	TBA	M. Munoz	3
1. Prerequisite course required-THEA1351;							
10680 THEA-1371.001	LEC	COSTUME TECHNOLOGY	01/20-05/12	TR 11:00-12:15 PM	TBA	R. Lazaro	3
1. Co-Requisite course required-SMTE0096; 2. Co-Requisite course required-THEA1120;							
10681 THEA-2121.101	LAB	THEATRE PRACTICUM 4	01/20-05/12	F 03:00-03:50 PM	TBA	K. Loeffler	1
1. Co-Requisite course required-SMTE0096;							
10682 THEA-3121.101	LAB	THEATRE PRACTICUM 6	01/20-05/12	F 04:00-04:50 PM	TBA	K. Loeffler	1
1. Co-Requisite course required-SMTE0096;							
10683 THEA-3300.001	LEC	STAGE MOVEMENT	01/20-05/12	TR 11:00-12:15 PM	TBA	M. Munoz	3
1. Prerequisite course required-THEA1351 and Prerequisite course required-THEA1352;							
10684 THEA-3302.001	LEC	CREATIVE DRAMATICS	01/20-05/12	MMWF 03:30-04:45 PM	TBA	K. Russell	3
10685 THEA-3340.001	LEC	AUDITION PREPARATION	01/20-05/12	MMWF 12:00-12:50	TBA	M. Munoz	3
1. Prerequisite course required-THEA1351 and Prerequisite course required-THEA1352;							
10686 THEA-3350.001	LEC	PRODUCTION MANAGEMENT	01/20-05/12	TR 12:30-01:45 PM	TBA	M. Melville	3
1. Prerequisite course required-THEA1371 and Prerequisite course required-THEA1330 and Prerequisite course required-THEA2355;							
10687 THEA-3371.001	LEC	HISTORY OF THE THEATRE II	01/20-05/12	MMWF 01:00-01:50	TBA	T. Oktham	3
1. Prerequisite course required-THEA2355;							
11649 THEA-3382.001	LEC	DRAFTING-COMPUTER-AIDED DESG	01/20-05/12	MMWF 12:00-12:50	TBA	E. Ericente	3
1. Prerequisite course required-THEA1330;							
11327 THEA-3386.001	LEC	PLAYWRITING	01/20-05/12	MMWF 03:30-04:45 PM	TBA	T. Oktham	3
10688 THEA-4314.001	LEC	COLLABORATIVE APPROACHES TO DS	01/20-05/12	TR 03:30-04:45 PM	TBA	K. Loeffler	3
1. Prerequisite course required-THEA3373; 2. Co-Requisite course required-SMTE0096;							
10689 THEA-4361.001	LEC	STAGE DIRECTOR II	01/20-05/12	TR 11:00-12:15 PM	TBA	K. Russell	3
1. Prerequisite course required-THEA1360;							
11328 THEA-4371.001	LEC	ACTING FOR THE CAMERA	01/20-05/12	TR 03:30-04:45 PM	TBA	M. Melville	3
10691 THEA-4373.001	LEC	IMPROVISATION SKILLS LEVEL I	01/20-05/12	MMWF 10:00-10:50	TBA	M. Melville	3

Page 1

- Gives a preview of what will appear on external course schedule.
- Review to see what students will see in the “notes” and “comments.”

Root > Banner Reports and Data Extracts > Course Catalog, Schedule, & Enrollment > Course Schedule & Development Di

Saved Dashboard Settings PDF: Course Schedule with Fees Run

Select a Term: 202601 - Spring Full Term 2026

Select a Subject(s):

Subject	Description
ACCT	Accounting
ALUC	Algebra
ATSC	Atmospheric Science
BAIS	Business Analytics & Info Sys
BIEM	Bilingual/ESL/Multicultural Ed
BIMS	Biomedical Sciences
BIOC	Biology
BLAW	Business Law
BLKS	Black Studies
BUIS	General Business
CMES	Communication Design
PERM	Permit Enrollments

☐ Include All Subject(s)
Uncheck above box to click + CTRL key to only include certain subjects in the report.

☐ Include only Graduate Courses

Reports Run

Cancelled Courses Bookstore Extract

CSV Course Schedule Bookstore Extract

CSV CSV- Course Schedule - Learning Communities Only

CSV CSV- Course Schedule - NCBO Only

CSV CSV- Course Schedule - Pathways Only

CSV CSV-Course Schedule Data

CSV CSV-Course Schedule Data (Excludes Learning Communities, Pathways, NCBO)

PDF- Course Schedule with Fees

PDF- Course Schedule with Fees (Excludes Learning Communities, Pathways, NCBO)

Report: Course Schedule by College and Term

college	dept	Term	CRN	Course	Title	MaxEnroll	Enrolled	AvailableS	Start	End	Time	Days	Room	Instruction	Attendance	ZipCountry	INSTRUCTOR	Status
SN	MATH	202601	11515	DASC-530	DATA SCIE	30	2	28	20-Jan	12-May	09:00 am-	MWF	OCNR 117	F	F		Z. Wei	Active
SN	MATH	202601	11516	DASC-530	DATA SCIE	45	12	33	20-Jan	12-May	TBA	TBA	TBA	I	A		Z. Wei	Active
SN	MATH	202601	12057	DASC-530	BAYESIAN	15	3	12	20-Jan	12-May	11:00 am-	MWF	CI 126	F	F		J. Guardia	Active
SN	MATH	202601	12060	DASC-530	MACHINE	30	6	24	20-Jan	12-May	TBA	TBA	TBA	I	A		S. Guggila	Active

CRN

Course

Title

Max
Enrollment

Time

Days

Room

Instructional
Method

Attendance
Method

Instructor

Status

Helpful Sites

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Academic Calendar



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

...

Registrar Website



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

...

Registrar Training

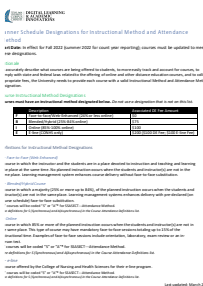


<https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php>

Helpful Handouts



Quick Reference for Class Section Scheduling



Instructional Method and Attendance Method Reference Guide



Standard Time Block Schedule



Non-Standard Time Block Exception Form

Deadlines and Contact Info

Schedule Completion	Room Optimization	Finalized Schedule	Registration LIVE
<ul style="list-style-type: none">• Summer 2026: Feb 20th• Fall 2026: Mar 6th	<ul style="list-style-type: none">• Summer 2026: Feb 23-25• Fall 2026: Mar 9-11	<ul style="list-style-type: none">• Summer 2026: Mar 9• Fall 2026: Mar 16	<ul style="list-style-type: none">• Mar 30 – Apr 3

Stephanie Coello, Assistant Registrar

Brittney Esqueda, Records Specialist II

Email us at schedule@tamucc.edu to help keep our entire team in the loop!



Questions?