Reimagined Scheduling

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

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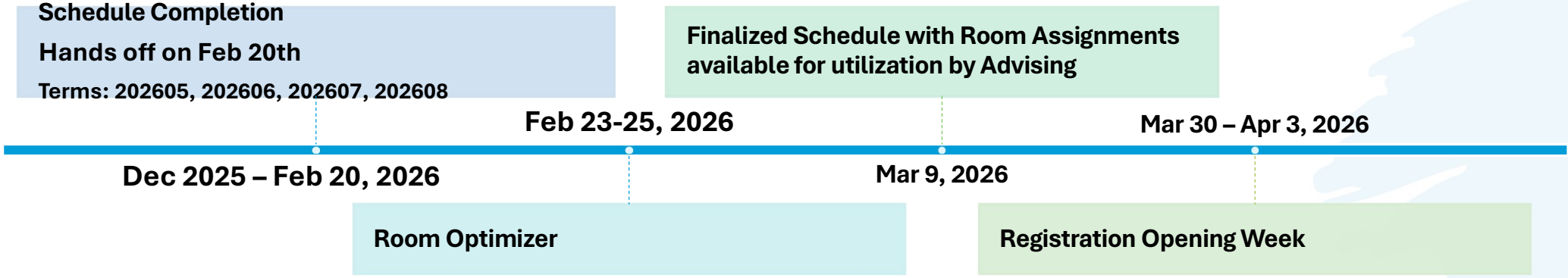
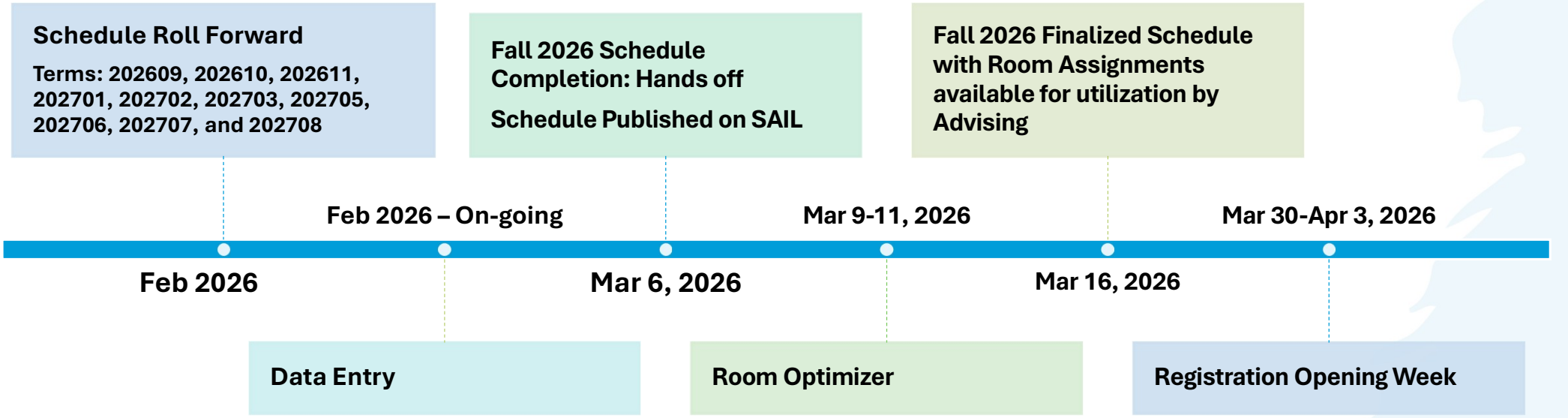
Summer 2026 Schedule Timeline



Fall 2026 Schedule Timeline



How to Build/Edit in Banner

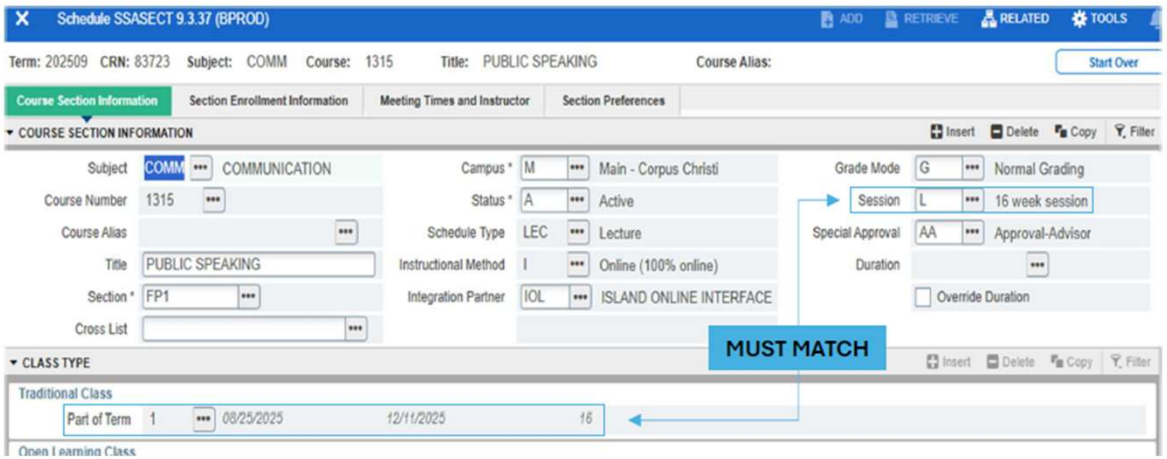
Texas A&M University – Corpus Christi
Office of the University Registrar
Course Building Quick Reference Guide

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



Course Building Quick Reference

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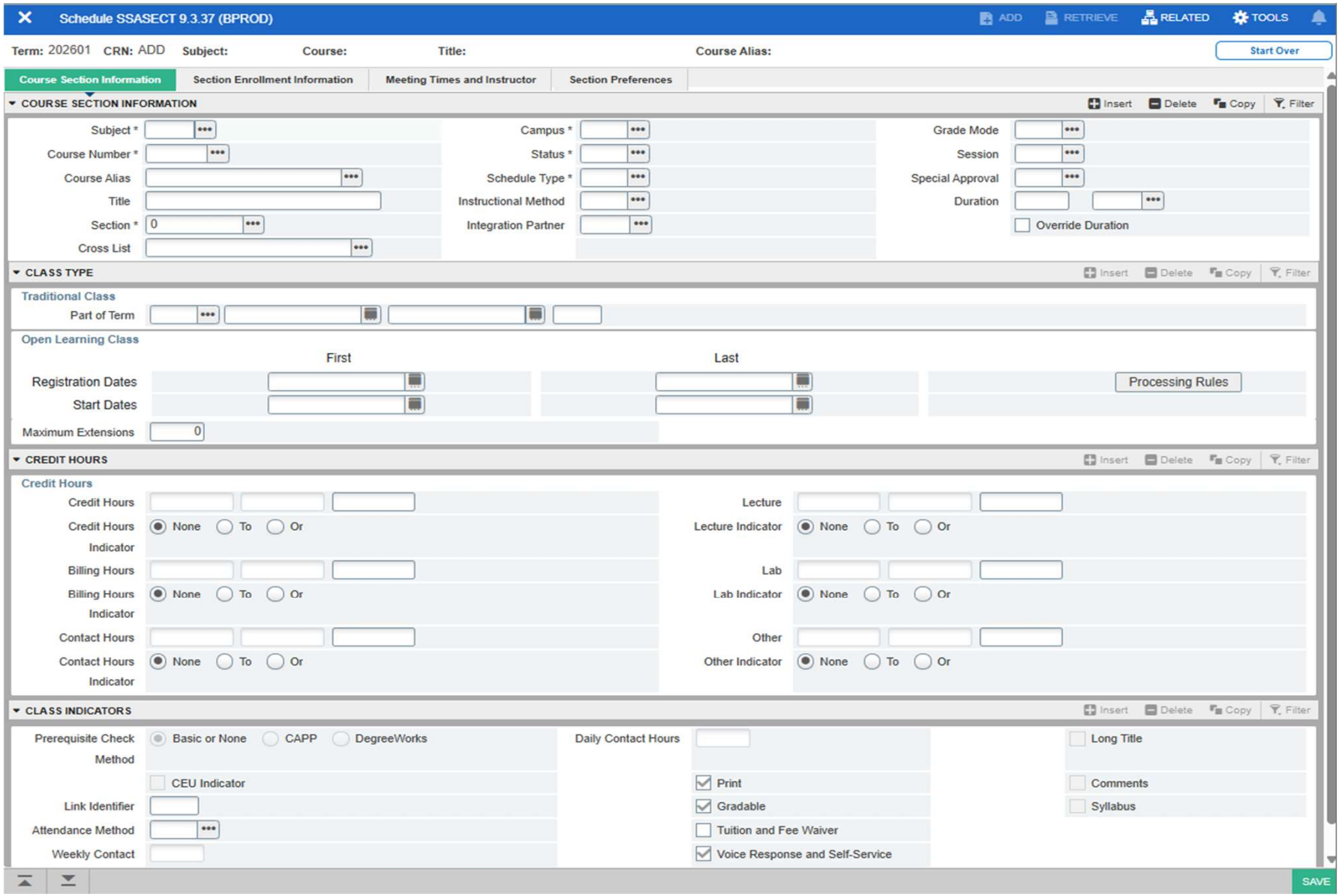
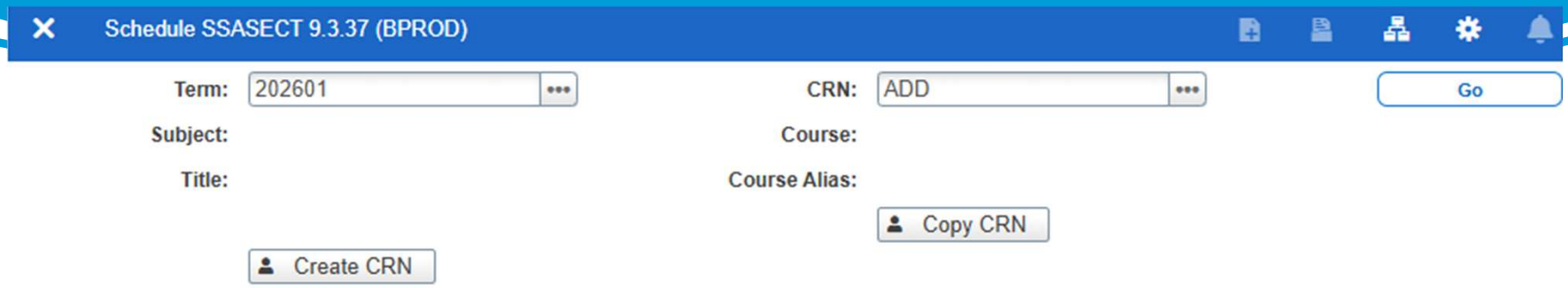
SSASECT

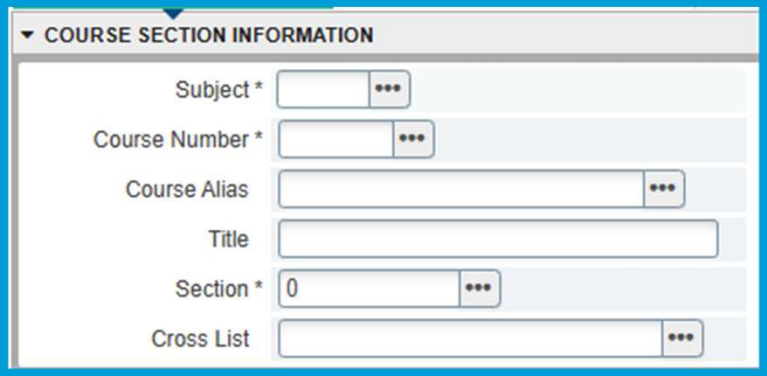
Schedule Building Form


Schedule SSASECT 9.3.37 (BPROD)
ADD
RETRIEVE
RELATED
TOOLS
Term: 202601 CRN: ADD Subject: Course: Title: Course Alias:
Start Over
Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences
COURSE SECTION INFORMATION
Insert Delete Copy Filter
Subject *
Course Number *
Course Alias
Title
Section * 0
Cross List
Campus *
Status *
Schedule Type *
Instructional Method
Integration Partner
Grade Mode
Session
Special Approval
Duration
Override Duration
CLASS TYPE
Traditional Class
Part of Term
Open Learning Class
First
Last
Registration Dates
Start Dates
Processing Rules
Maximum Extensions 0
CREDIT HOURS
Credit Hours
Credit Hours
Credit Hours Indicator None To Or
Billing Hours
Billing Hours Indicator None To Or
Contact Hours
Contact Hours Indicator None To Or
Lecture
Lecture Indicator None To Or
Lab
Lab Indicator None To Or
Other
Other Indicator None To Or
CLASS INDICATORS
Prerequisite Check Method Basic or None CAPP DegreeWorks
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



- **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

- **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 <u>not</u> 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

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

Special Approval

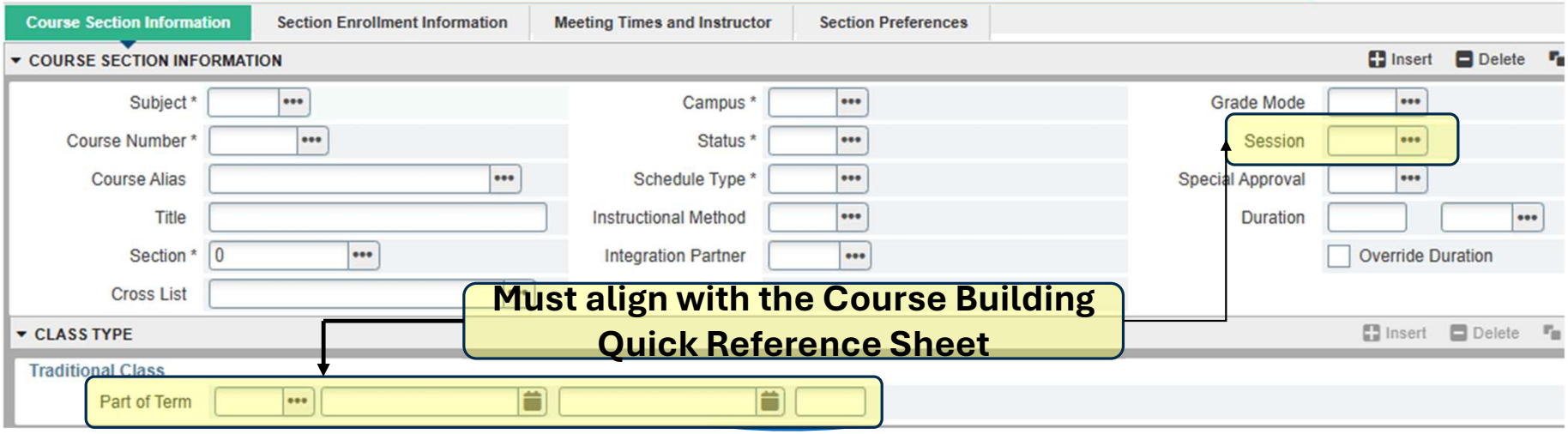
- AA= Approval Advisor
- CE= Course Exchange Program
- DE= Permission – Dean
- DP= Permission- Department
- IN= Permission- Instructor
- PC= Permissions- Cert. Office

Session

- Refer to Quick Reference Guide

Part of Term & Session

Ensure they align using the Course Building Quick Reference Sheet

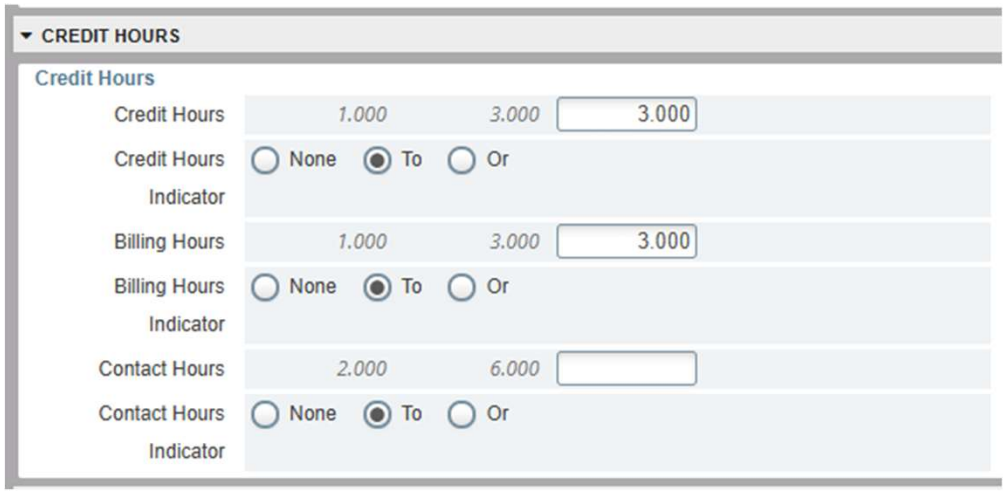


Credit-Billing-Contact Hours

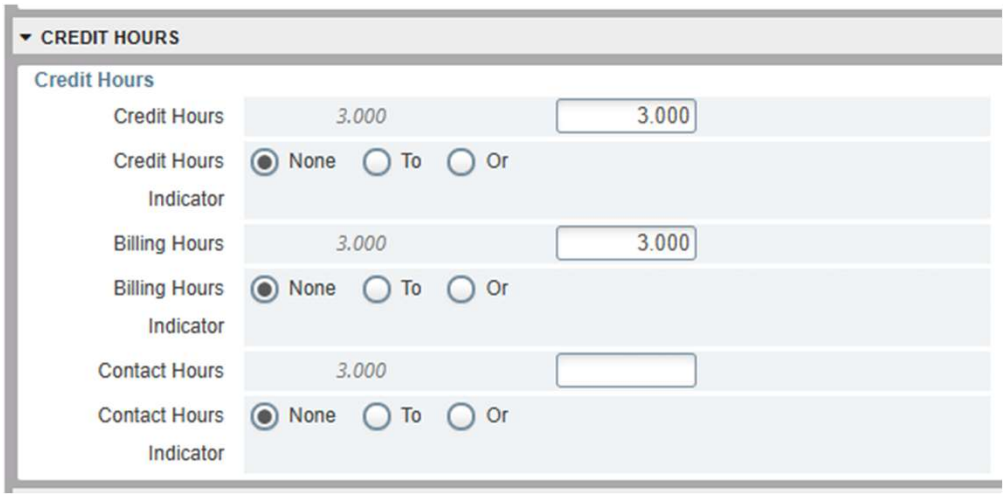
- *Credit, Billing, and Contact hours are derived from course catalog inventory.*
- *If you have a lab/lecture/recitation combo ensure you are assigning 0 hours to the lab/recitation, and the X credit hours to the lecture section.*
- *For a variable credit course, you must choose the correct number of 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



Non-Variable Credit



Variable topic courses can vary from 1 to 9 hours.

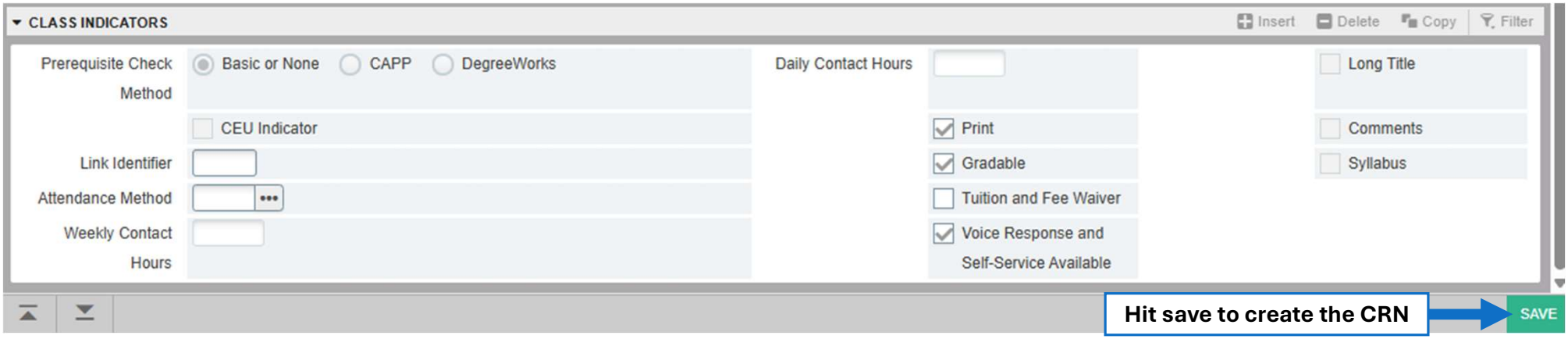
The credit and billing hours must match.

- 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



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

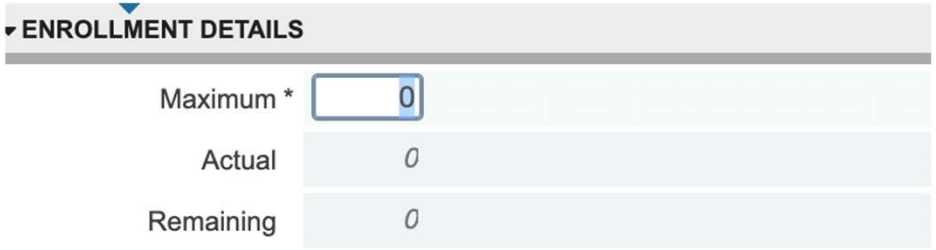
- The max number of students that can register for the section
- Maximum enrollment does not roll over

Actual

- Students who are registered for the course section

Remaining

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



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

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.

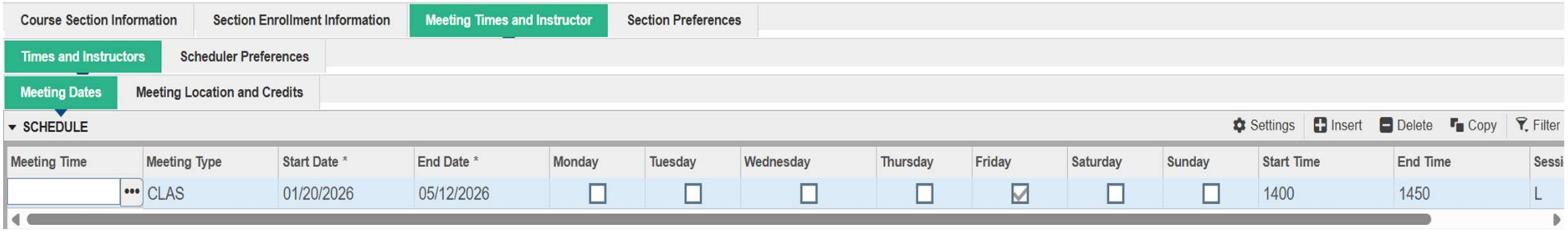
Enter

Enter Start and End Times

- Military Time

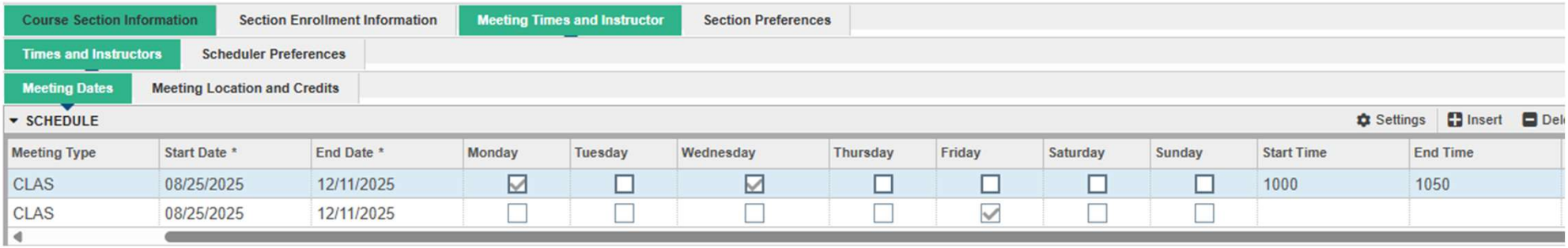
Session Indicator

- Should match *Course Section Information* tab



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.



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.

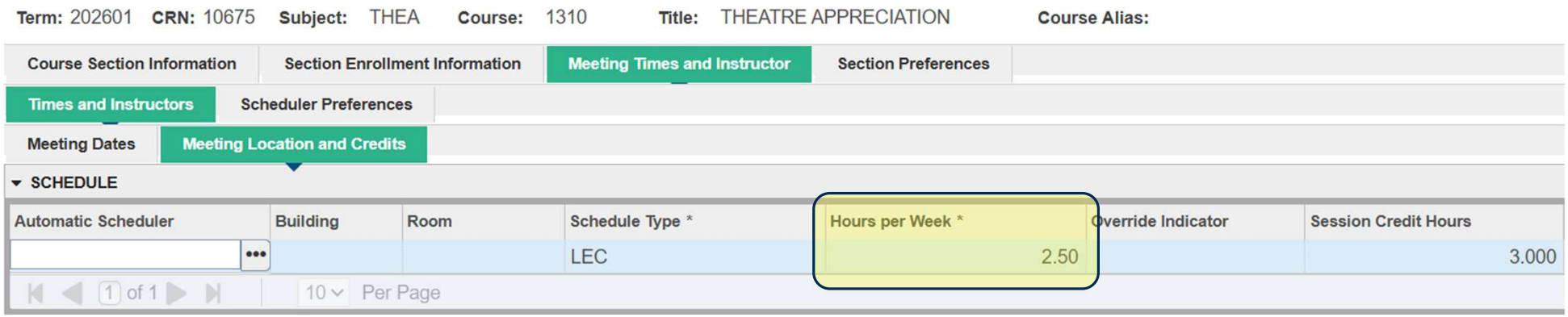
STANDARD TIME BLOCKS AND DISTRIBUTION RULES

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



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

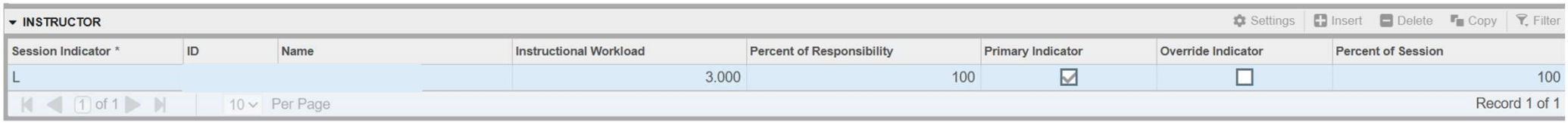
- Enter faculty ID (A#) or name. Tab and instructor information will populate.

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



Adding Registration Controls

Special Approvals

- Departmental or Instructor permission

Restrictions

- Based on classification, program, major, etc.

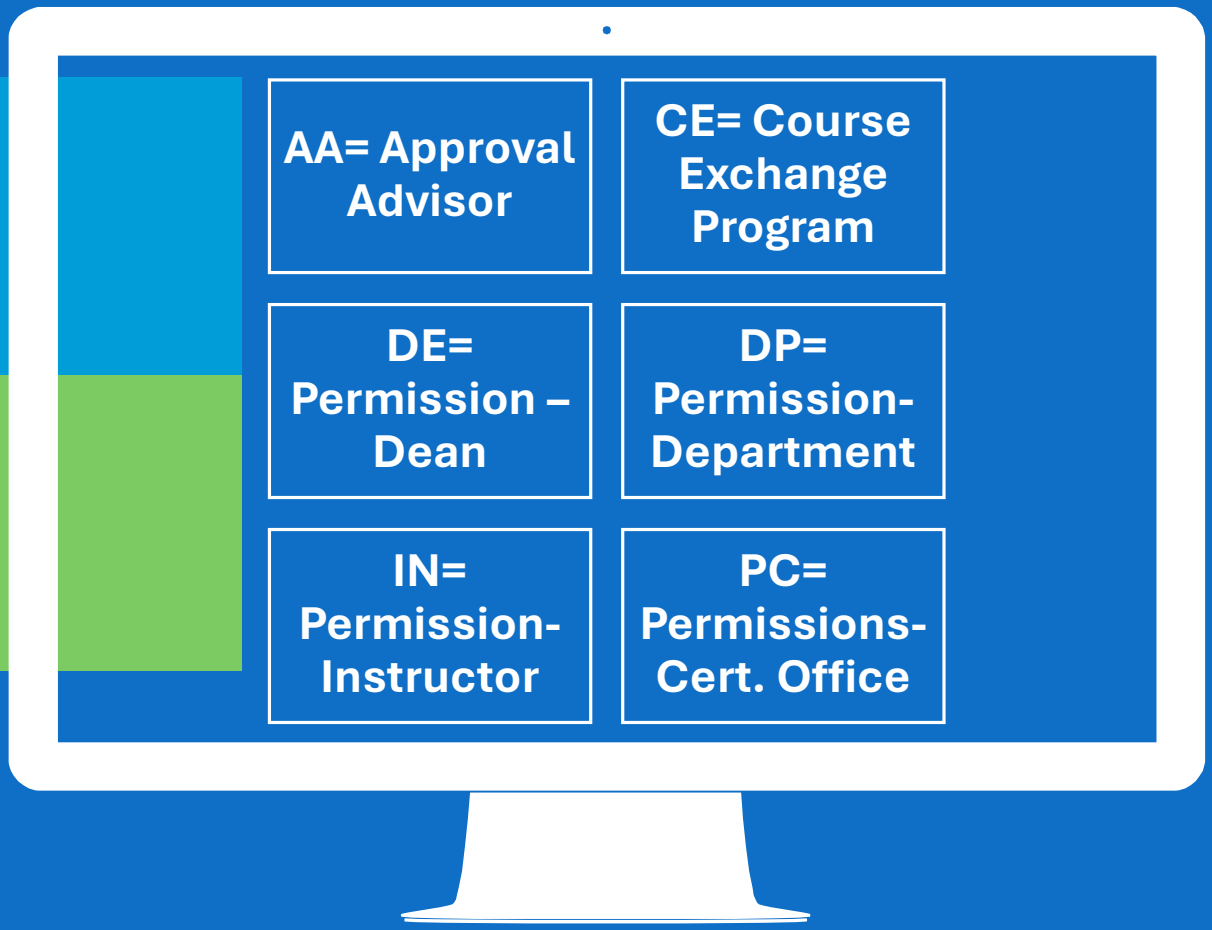
Pre-requisites

- Course “A” must be completed before registering for course “B”

Comments

- Un-programmable pre-requisites, or notes

Special Approvals



SSARRES

Registration Restrictions

Department and Field of Study

- Department Restrictions
- Field of Study Restrictions

Class and Level

- Class
- Level

Degree and Program

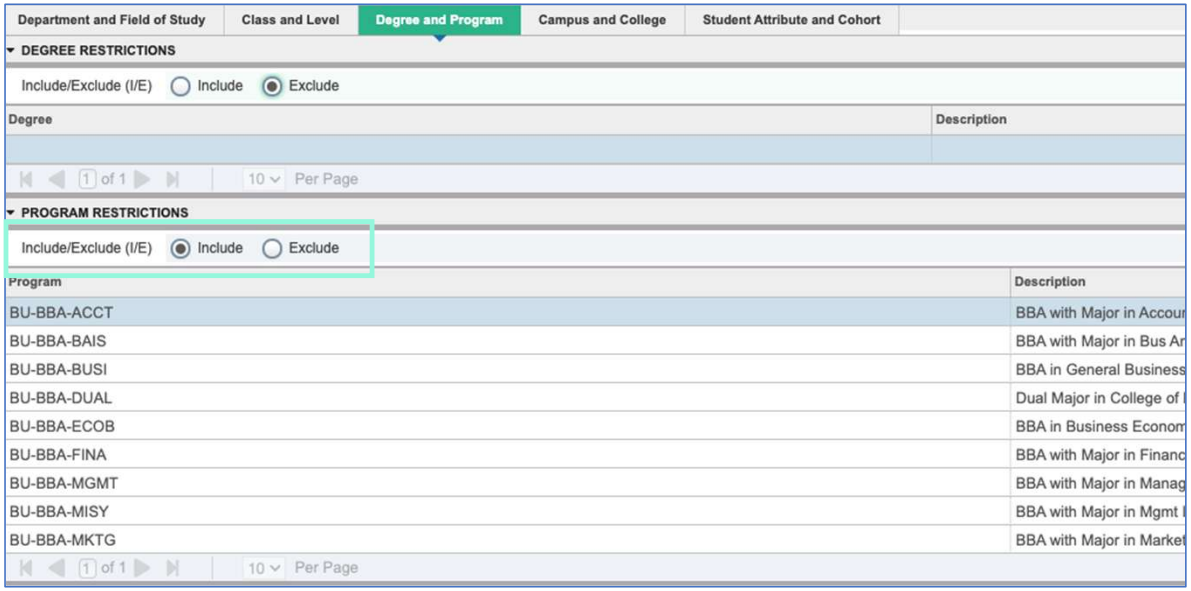
- Degree
- Program

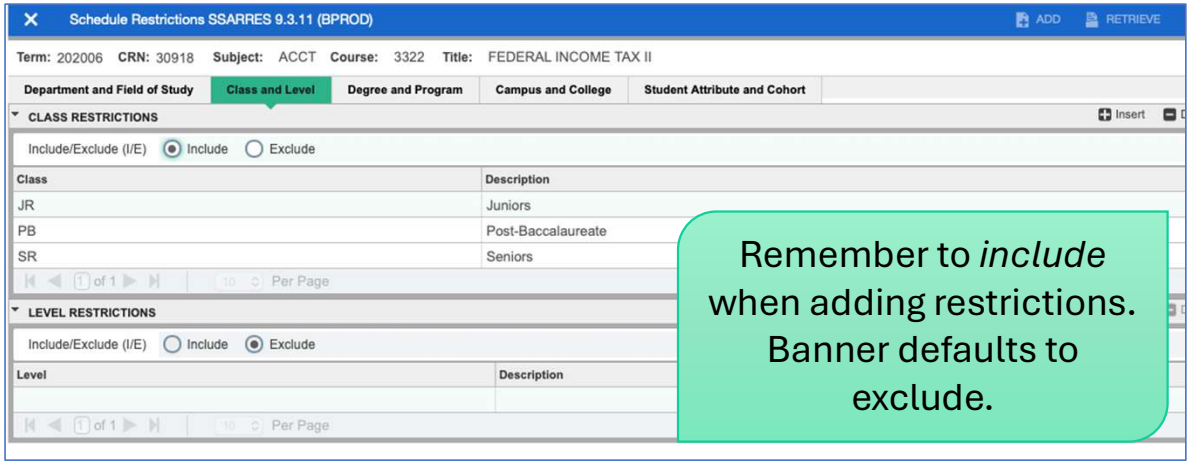
Campus and College

- Campus
- College

Student Attribute and Cohort

- Attribute
- Cohort Restrictions





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.

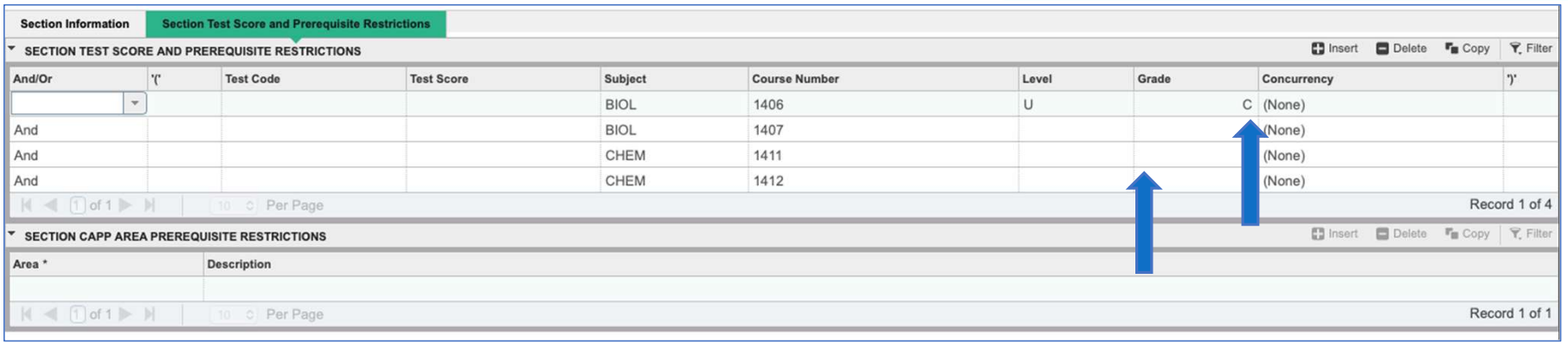
SSAPREQ

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 — Insert | Delete | Copy | Filter

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)	

1 of 1 | 10 Per Page | Record 1 of 4

SECTION CAPP AREA PREREQUISITE RESTRICTIONS — Insert | Delete | Copy | Filter

Area *	Description

1 of 1 | 10 Per Page | 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.

Course Long Title

SSASYLB

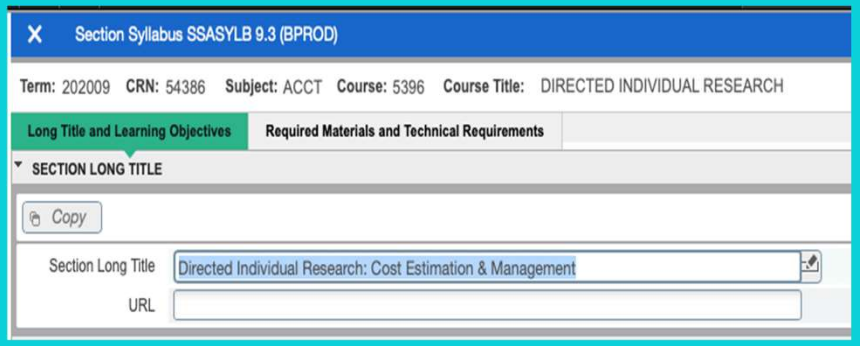
Enter the default catalog title just as it appears in the ”COURSE TITLE”

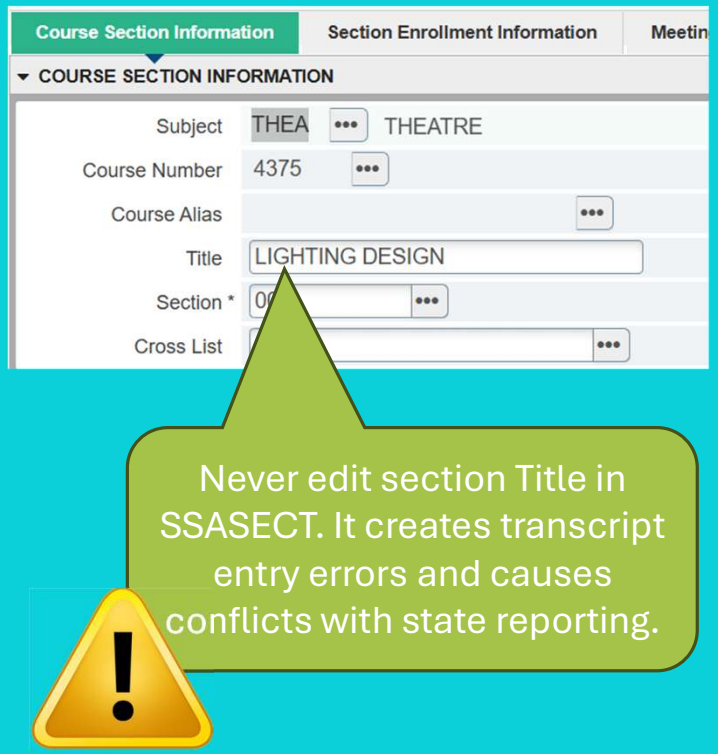
Add a colon and, in mixed case, add the long title.

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.





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

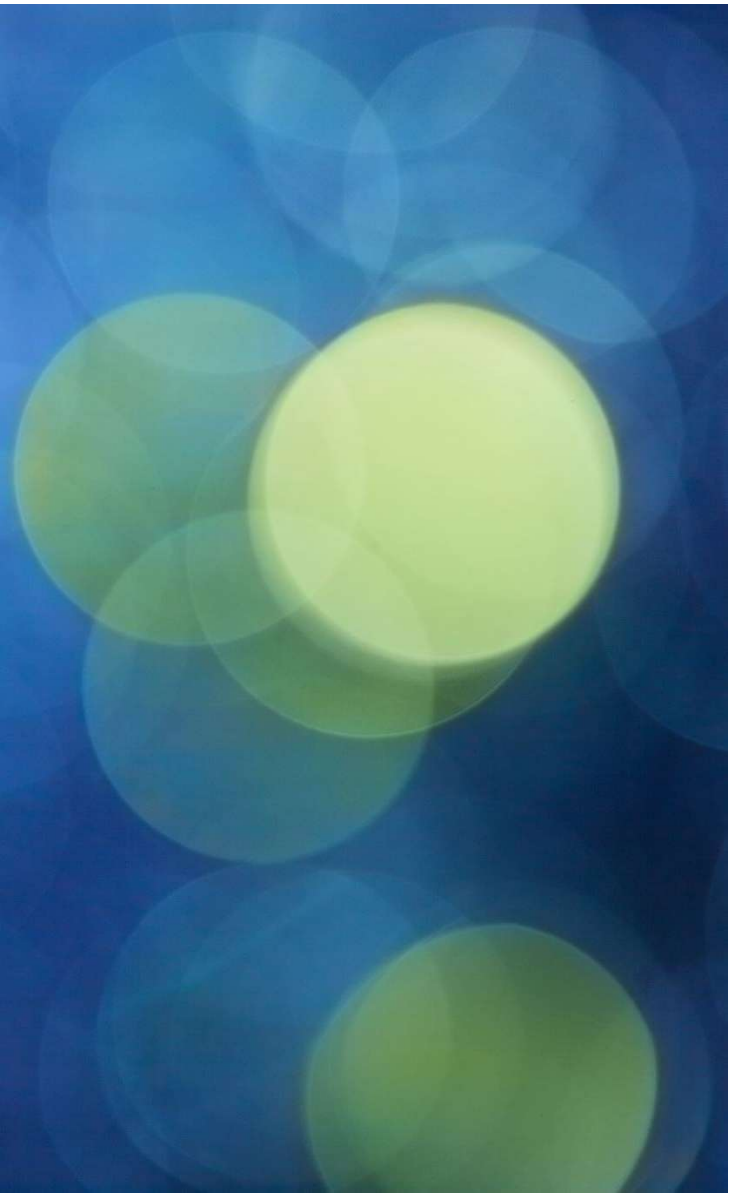
Permit *	Permit Description	CRN	Subject	Course Number	Section
CRE	Co-Requisite		ENGR	2106	
CRE	Co-Requisite		ENGR	2306	
PRE	Pre-Requisite		ENGR	2106	
PRE	Pre-Requisite		ENGR	2306	

1 of 1 | 5 Per Page | 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	☑	☐	☑	☐	☑	☐	☐	1000	1050		AA	EE
52599	1	ENGR	2460	201	4	0	☑	☐	☑	☐	☐	☐	☐	1400	1515		BB	EF
53651	1	SMTE	0099	W01	832	0	☐	☐	☐	☐	☐	☐	☐					



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]

GISC-1470.W01 LEC [CC]	GISC-1470.W11 LAB [DD]

GISC-1470.IW1 LEC [EE]	GISC-1470.IW2 LAB [FF]

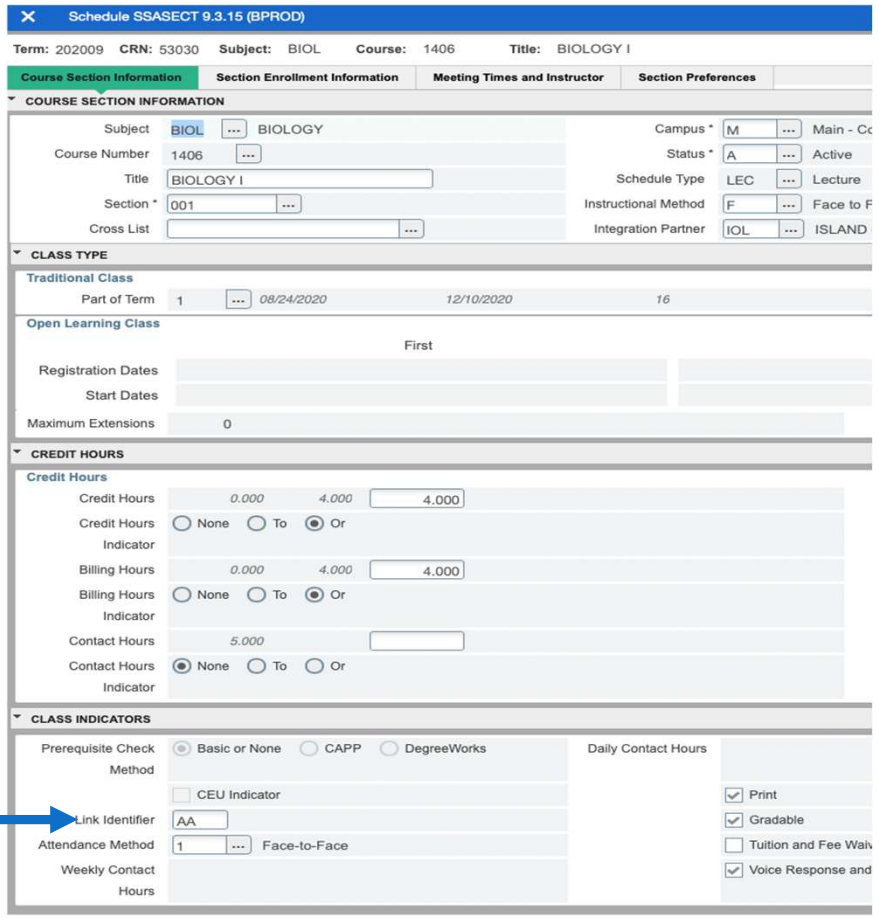
Step By Step to Linking

Step 1

SSASECT

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

SAVE.



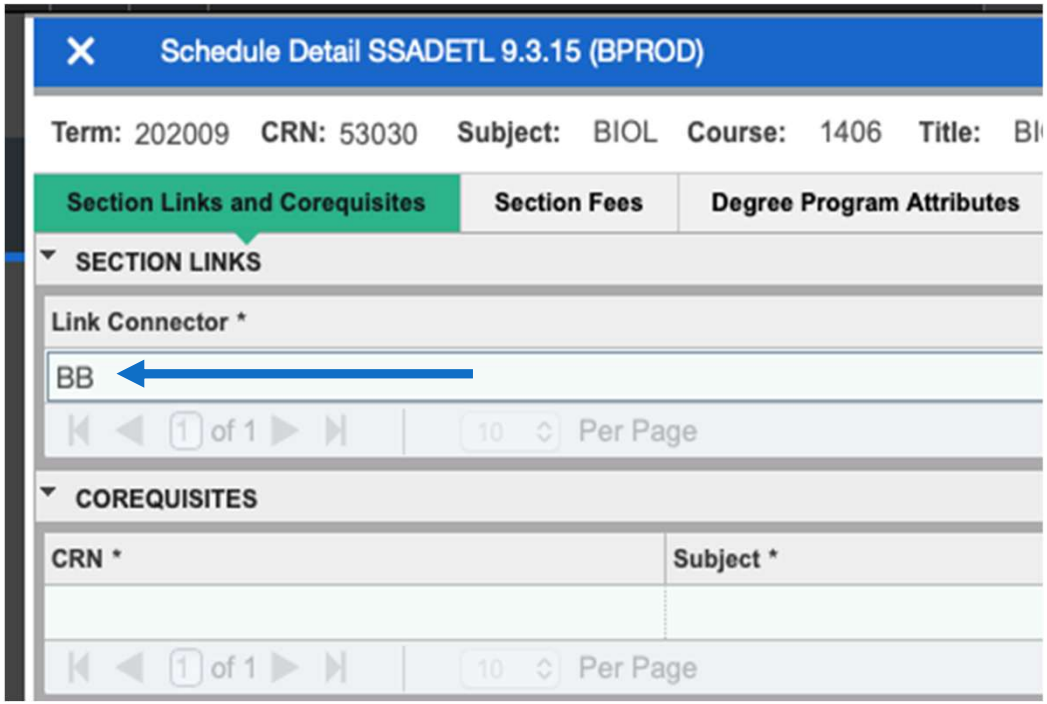
Step By Step to Linking

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.



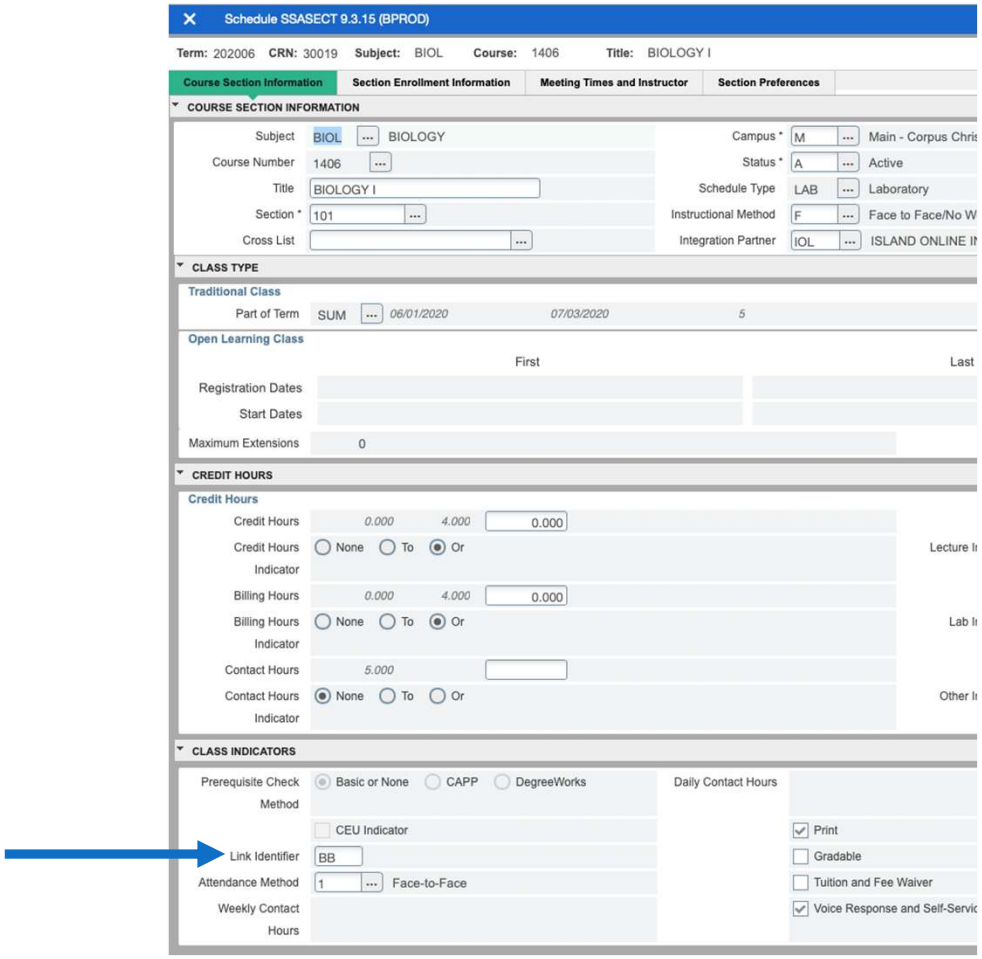
Step By Step to Linking

Step 3

SSASECT

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

SAVE.



Step By Step to Linking

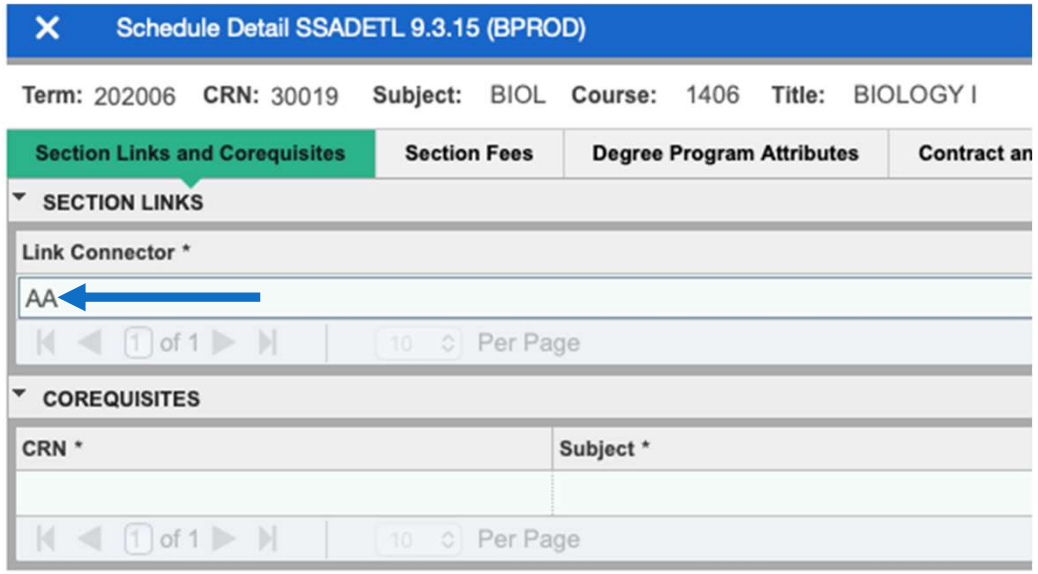
Step 4

SSADETL

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

SAVE.

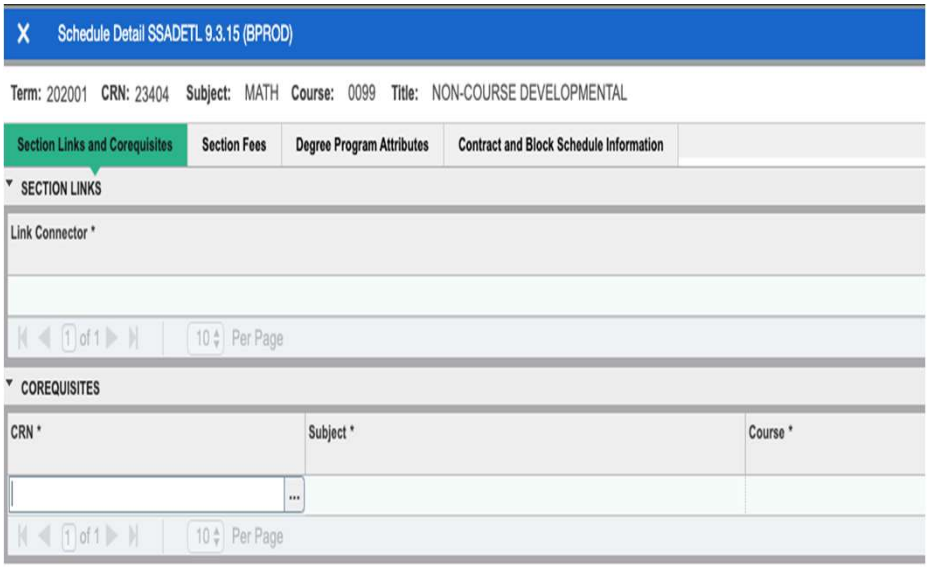
Repeat steps 3 and 4 for <u>all</u> lab sections in this group.



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.



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.

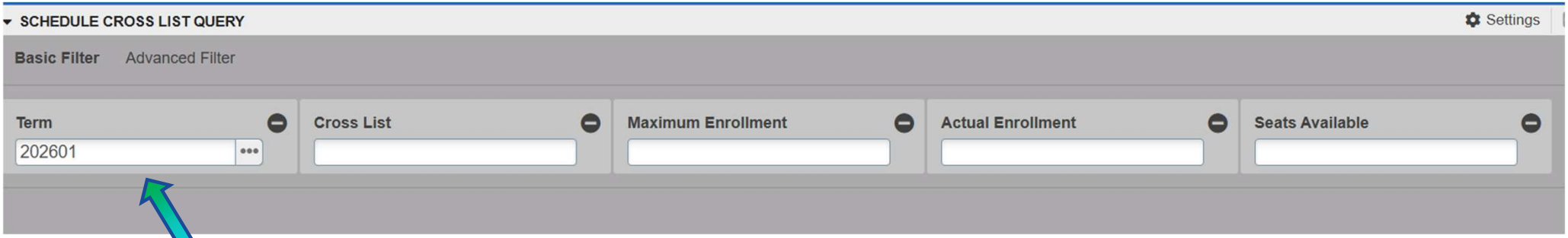
Faculty instructional workload reporting to work correctly.

Classroom Assignments

Canvas course section merges

SSAXLST

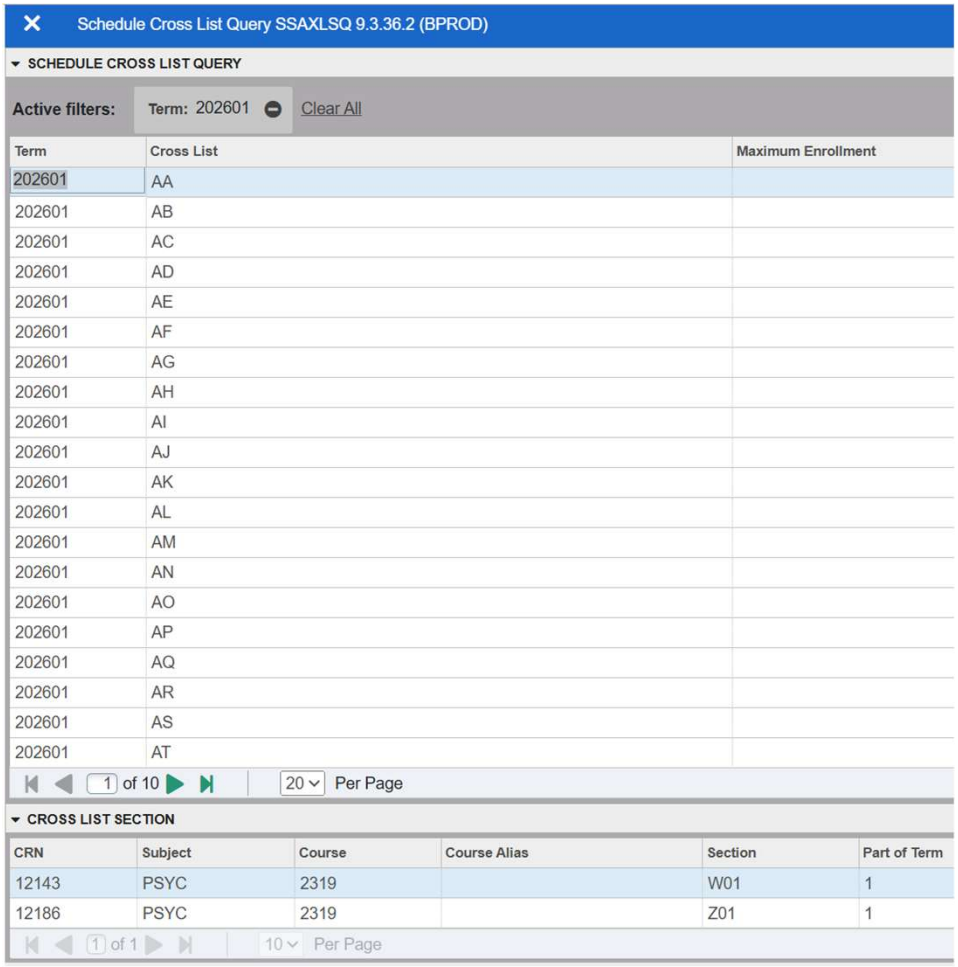
- Select the three dots by the Cross List Group Identifier dialog box.
- If you know the cross-list code, enter term and cross list code.



- Enter the term in which you are building the course for and select ”GO”

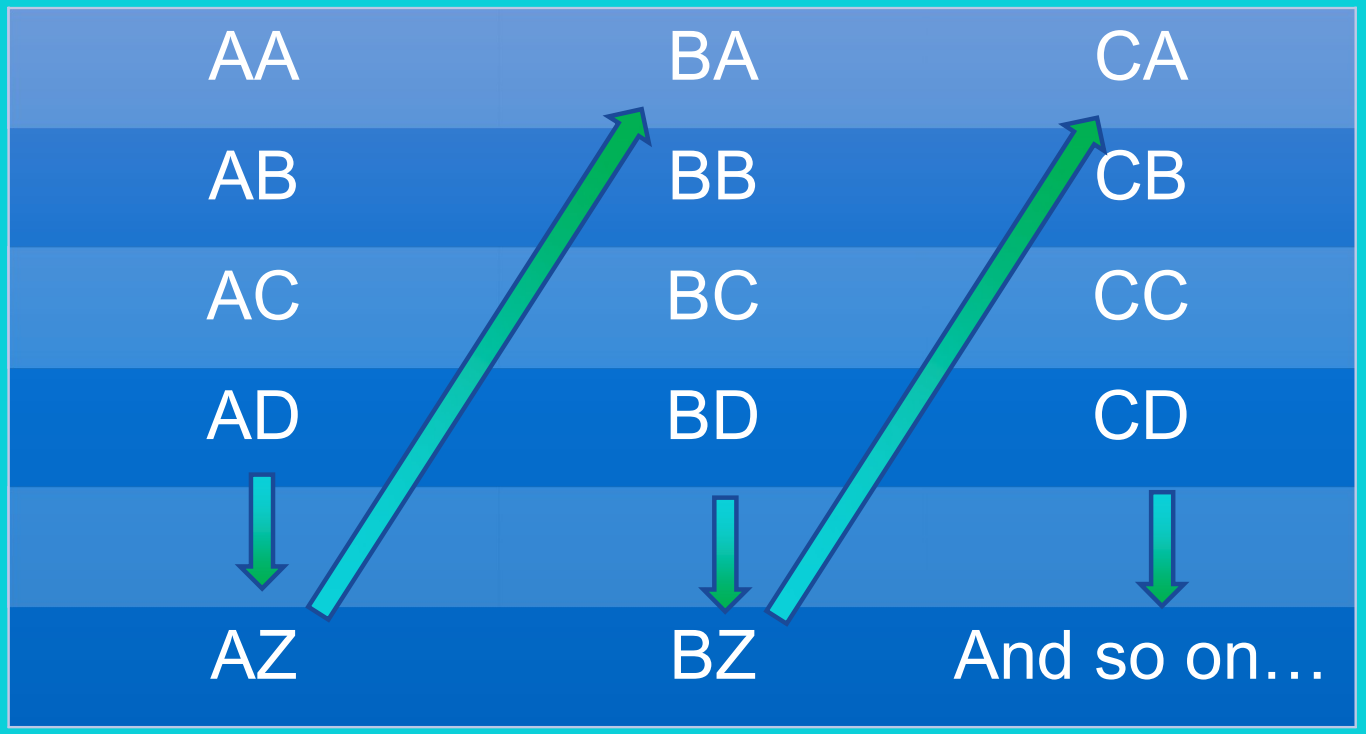
Cross-Listed & Stacked Sections
SSAXLST

- 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.



Cross-Listed & Stacked Sections

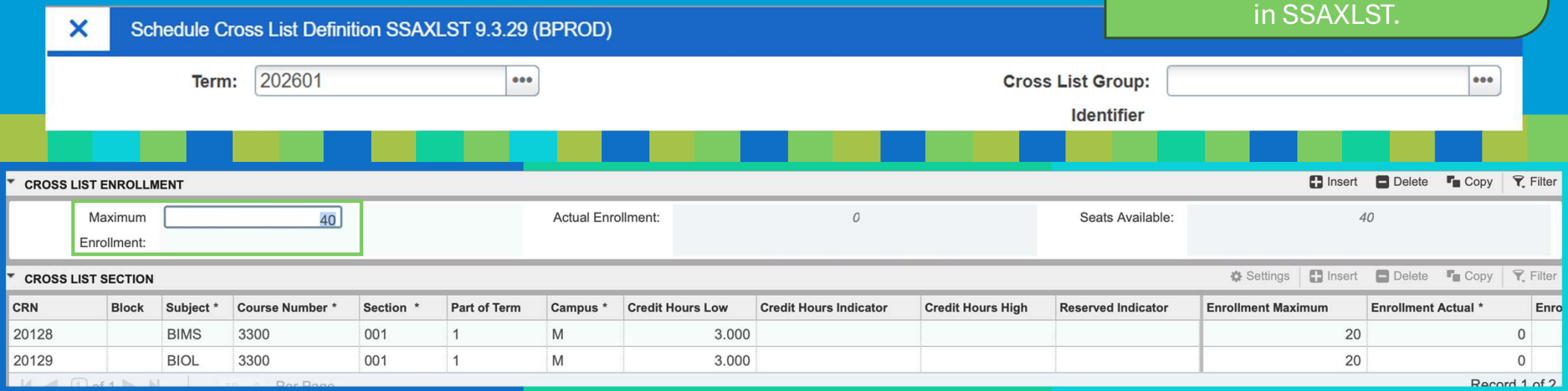
Conceptual Summary



- 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.



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

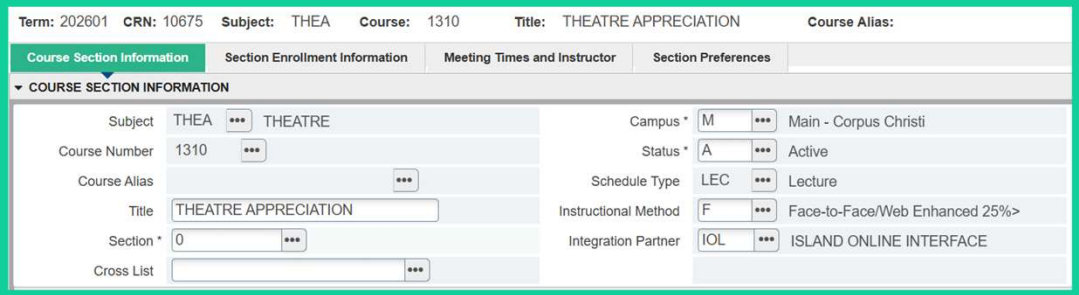
2. Enter max enrollment and next block.

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

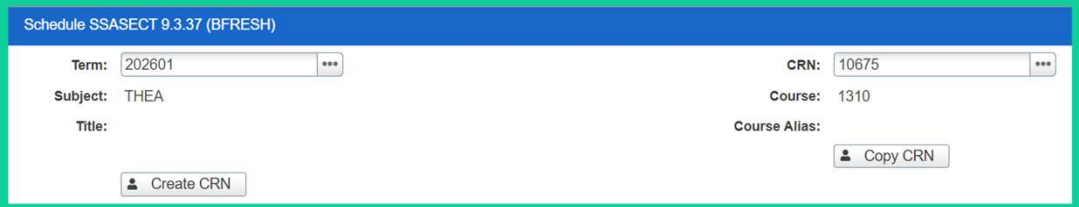
Copy CRN

SSASECT

To create multiple sections of the same course



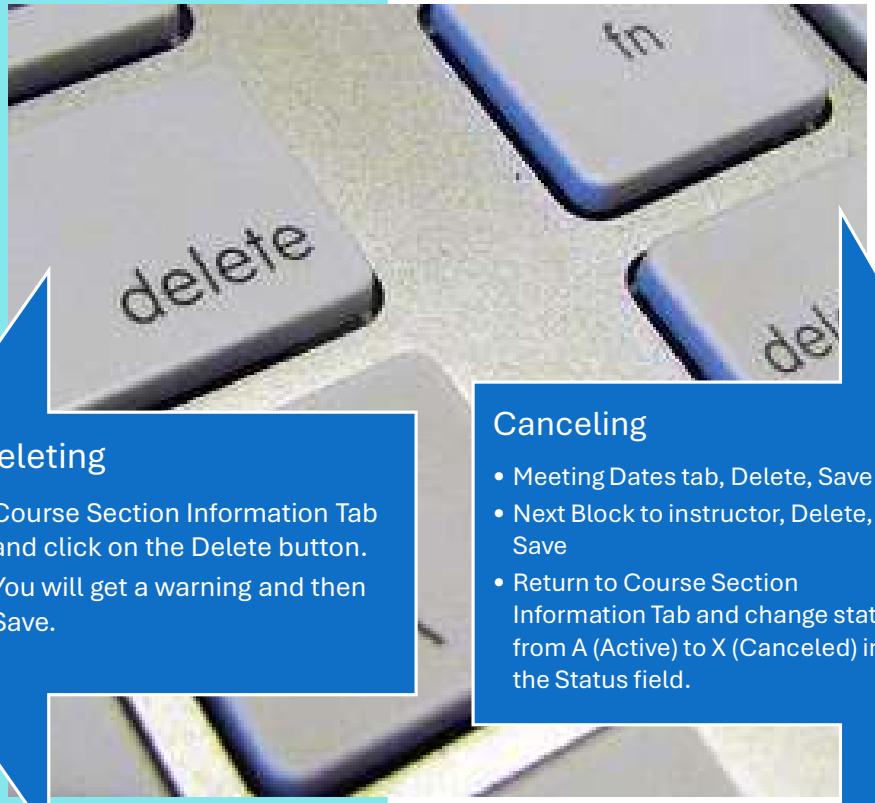
- Change section number to 0 and click Save. Make note of the CRN you are copying.



- Select 'COPY CRN'.

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

- 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.

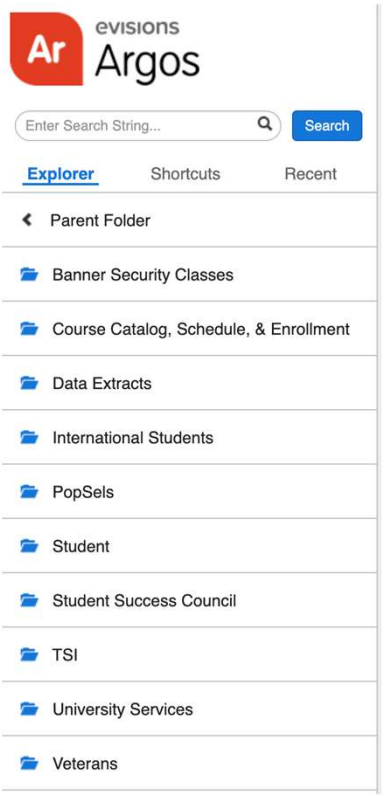
Confirm with us: Let us know once students have been notified. We will then drop all students from the section.

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.

Argos
| Reporting Tool |

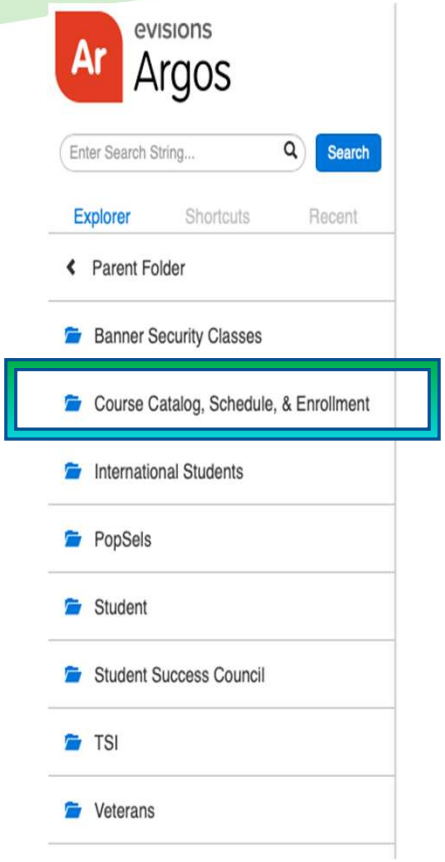


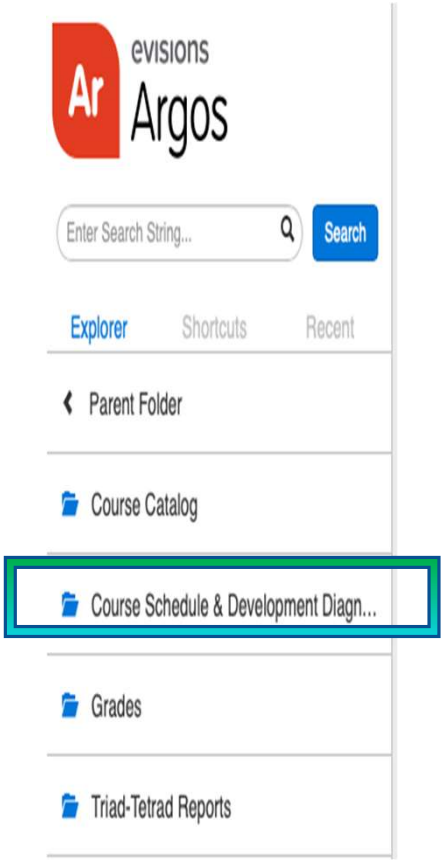
Argos

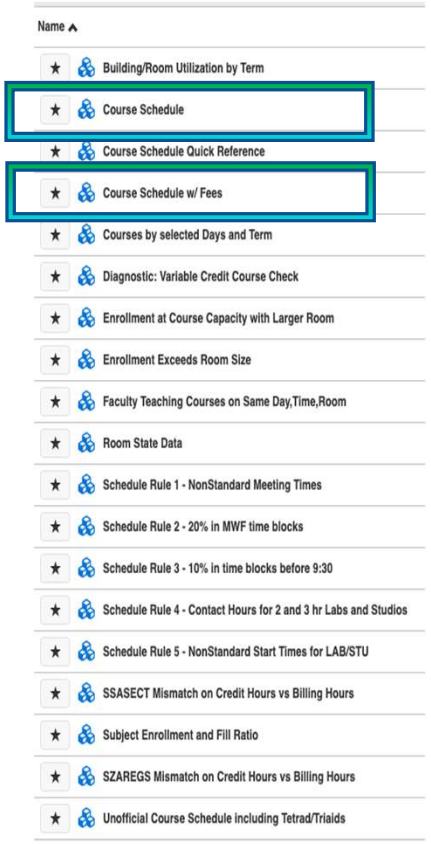
Helpful Reports

- Course Schedule (Dashboard format)
- Course Schedule with Fees
- Course Schedule by College and Term

Navigating to the right report

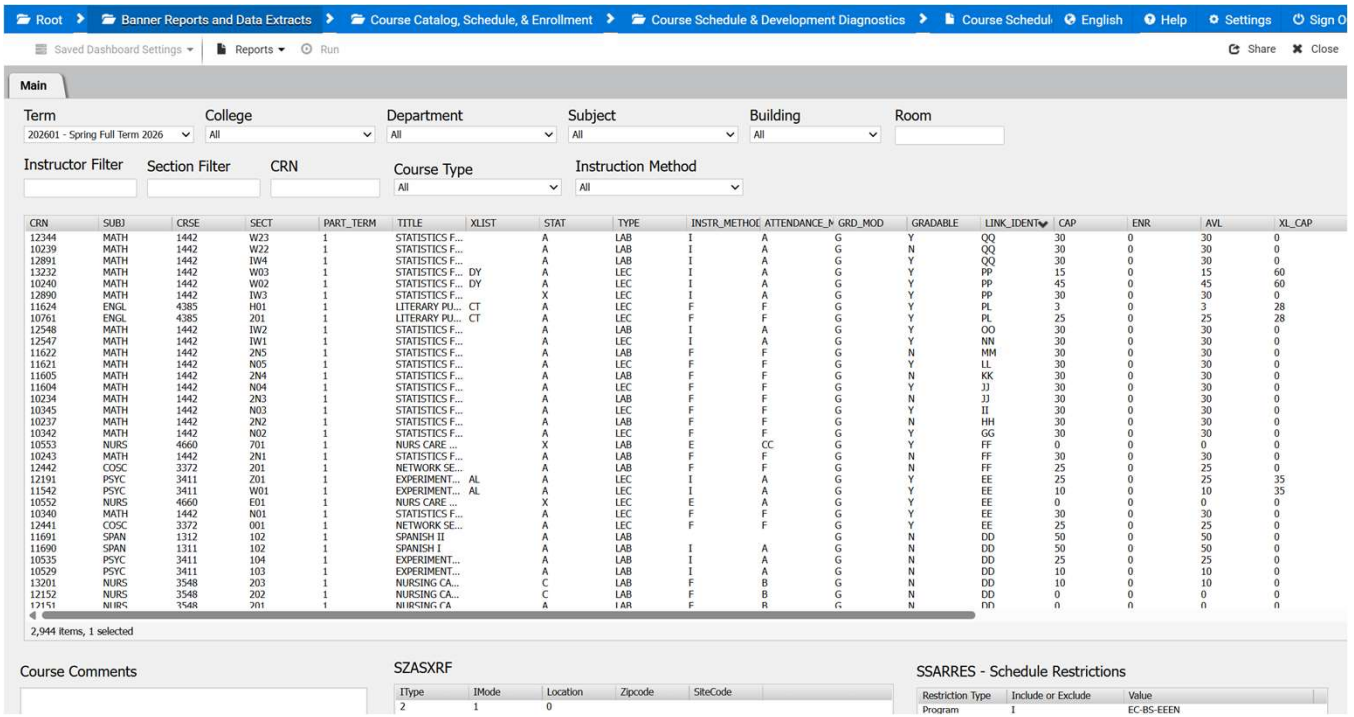






Report: Course Schedule

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



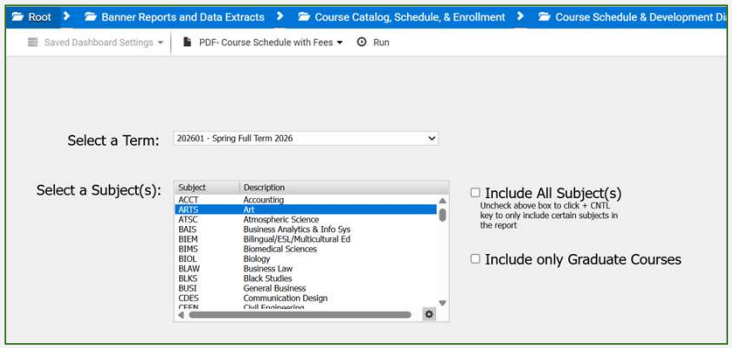
Report:
Class Schedule w/ Fees

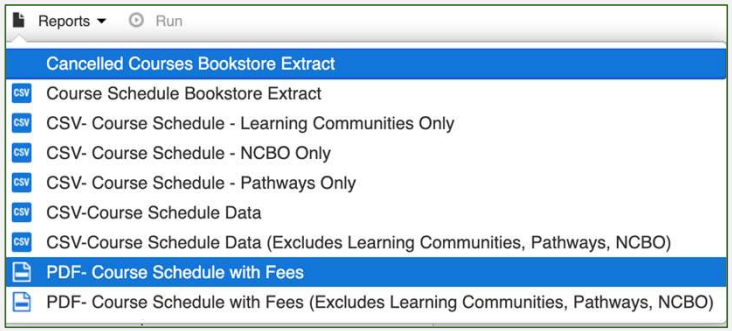
Spring Full Term 2026
Schedule

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-SMTE0098; 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-SMTE0098; 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. Oldham		3
	1. Core Curriculum Course;							
10676	THEA-1330.001	LEC THEATRE STAGECRAFT	01/20-05/12	TR 03:30-04:45 PM	TBA	E. Emicente		3
	1. ONLY Theatre 2. Co-Requisite course required-SMTE0098; 3. Co-Requisite course required-THEA1121;							
11648	THEA-1341.001	LEC STAGE MAKEUP	01/20-05/12	MWF 10:00-10:50	TBA	R. Lazaro		3
	1. ONLY Theatre 2. Co-Requisite course required-SMTE0098;							
11326	THEA-1341.002	LEC STAGE MAKEUP	01/20-05/12	MWF 11:00-11:50	TBA	R. Lazaro		3
	1. Co-Requisite course required-SMTE0098;							
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-SMTE0098; 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-SMTE0098;							
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-SMTE0098;							
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	MW 03:30-04:45 PM	TBA	K. Russell		3
10685	THEA-3340.001	LEC AUDITION PREPARATION	01/20-05/12	MWF 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	MWF 01:00-01:50	TBA	T. Oldham		3
	1. Prerequisite course required-THEA2355;							
11649	THEA-3382.001	LEC DRAFTING-COMPUTER-AIDED DESG	01/20-05/12	MWF 12:00-12:50	TBA	E. Emicente		3
	1. Prerequisite course required-THEA1330;							
11327	THEA-3386.001	LEC PLAYWRITING	01/20-05/12	MW 03:30-04:45 PM	TBA	T. Oldham		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-SMTE0098;							
10689	THEA-4361.001	LEC STAGE DIRECTON II	01/20-05/12	TR 11:00-12:15 PM	TBA	K. Russell		3
	1. Prerequisite course required-THEA4360;							
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	MWF 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.”





Report: Course Schedule by College and Term

college	dept	Term	CRN	Course	Title	MaxEnroll	Enrolled	AvailableS	Start	End	Time	Days	Room	Instruction	Attendanc	ZipCountry	INSTRUCT	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-1	MWF	CI 126	F	F		J. Guardio	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

Academic Calendar

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

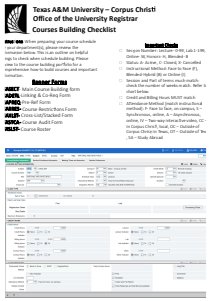
Registrar Website

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

Registrar Training

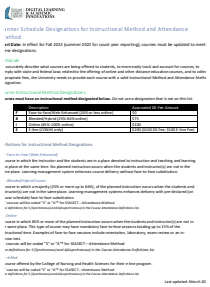
https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php

Helpful Handouts



Quick Reference for Class Section Scheduling

Standard Time Block Schedule



Instructional Method and Attendance Method Reference Guide

Non-Standard Time Block Exception Form

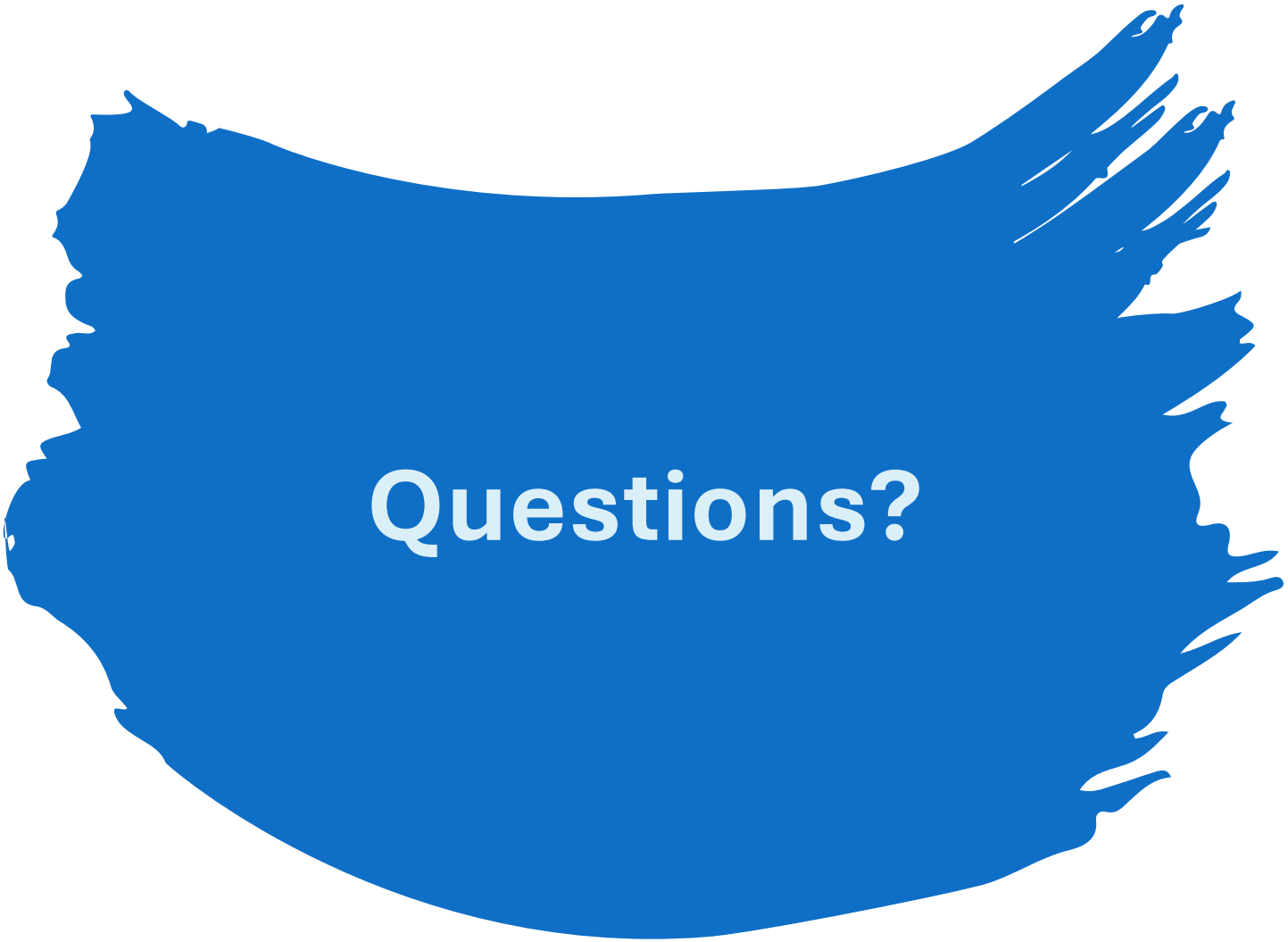
Deadlines and Contact Info

Schedule Completion	Room Optimization	Finalized Schedule	Registration LIVE
• Summer 2026: Feb 20th • Fall 2026: Mar 6th	• Summer 2026: Feb 23-25 • Fall 2026: Mar 9-11	• Summer 2026: Mar 9 • Fall 2026: Mar 16	• 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?