# Reimagined Scheduling

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

# Scheduling Team



Stephanie Coello
Assistant Registrar

Stephanie.Coello@tamucc.edu



**Brittney Esqueda** 

Records Specialist II

Brittney.Esqueda@tamucc.edu

# Spring 2026 Schedule Timeline

Spring 2026 Schedule Clean Up and Editing

Terms: 202601, 202602, 202603

**SPRING 2026 REGISTRATION GO LIVE** 

NO CHANGES TO CREDIT-BILLING HOURS, NO CHANGES TO INSTRUCTIONAL METHOD

October 13

August 25 - October 10

October 27

SPRING 2026 SCHEDULES FINALIZED-HANDS OFF

**Run Astra Room Scheduling** 





### 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



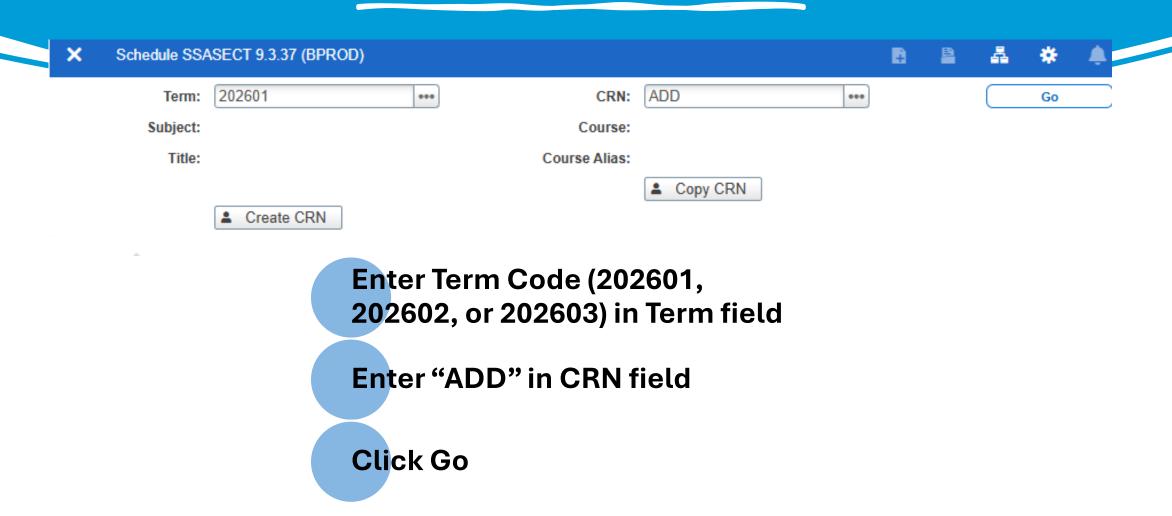
# Course Building Quick Reference

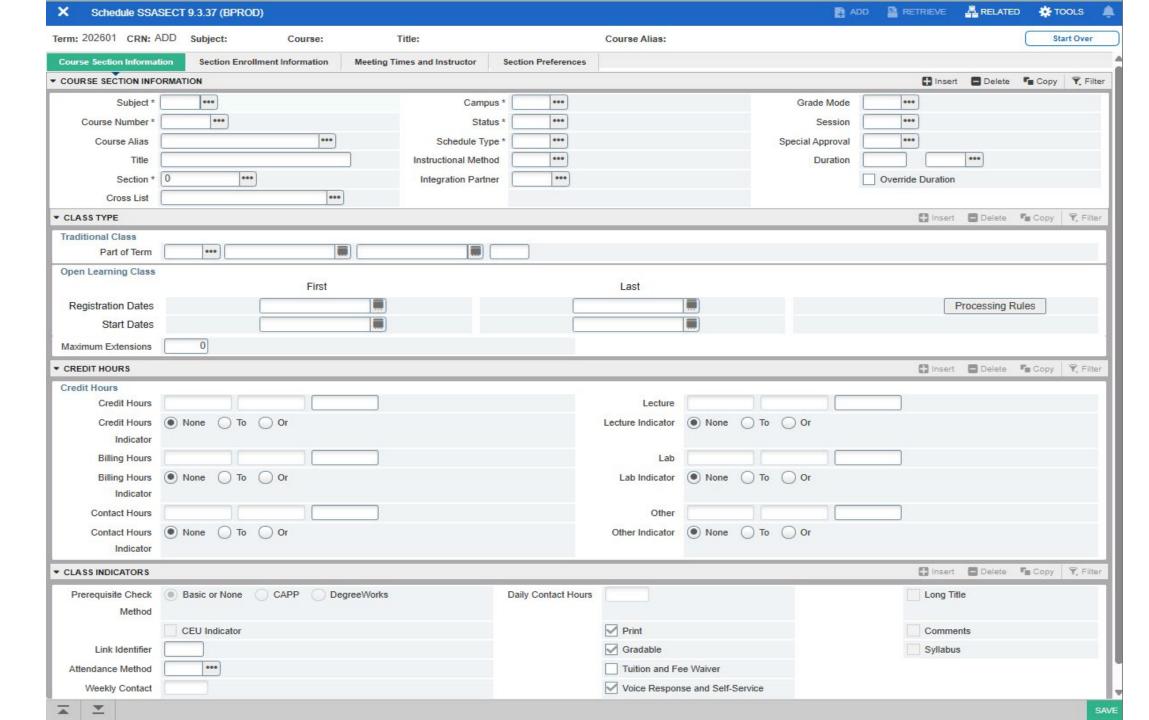
5

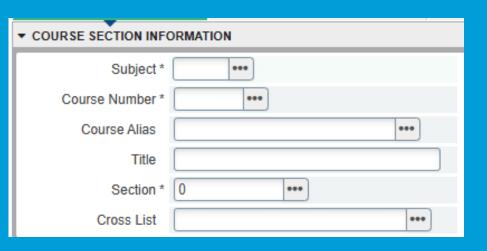
# SSASECT

Schedule Building Form

# COURSE SECTION CREATION FROM THE START







# SSASECT Fields & What they mean.

Course Section Information

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 RELUS 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-Islander Academy).

Section Code	Description		
0-99	Lecture		
100-199	Lab		
W	Web-Based Course		
В	Blended/Hybrid		
Н	Honors		
AC/AT	Acadeum Course Exchange		
Е	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		
В	Blended (26%-50% online)	\$75		
н	Hybrid (51%-99% online)	\$75		
1	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	В	Business, Hospital, Government or other Work Location
ОТ	Outside of Texas	Н	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**

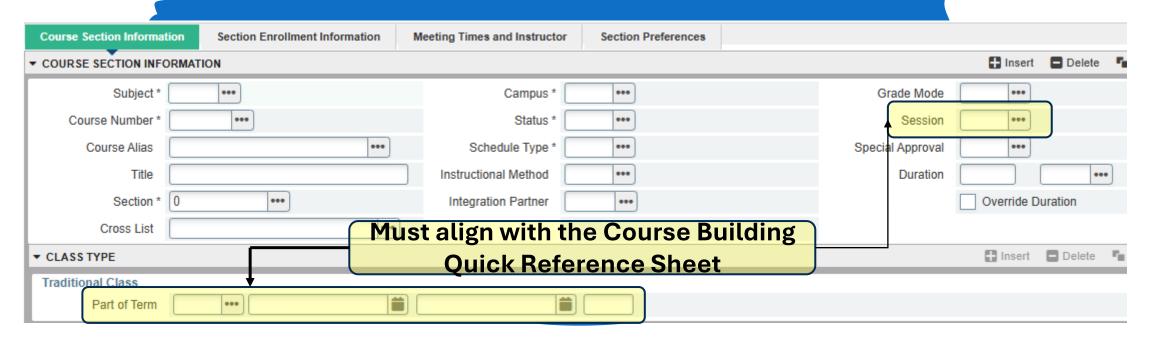
- AA= Approval Advisor
- CE= Course Exchange Program
- DE= Permission Dean
- DP= Permission- Department
- IN= Permission-Instructor
- PC= Permissions- Cert. Office

### **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



Variable topic courses can vary from 1 to 9 hours.

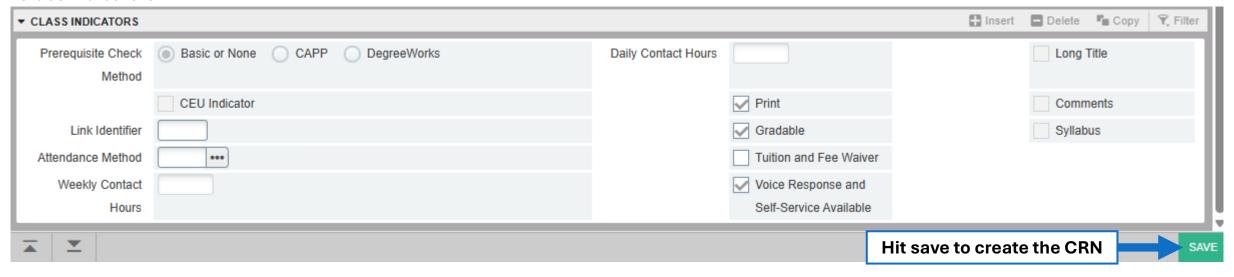
### The credit and billing hours must match.

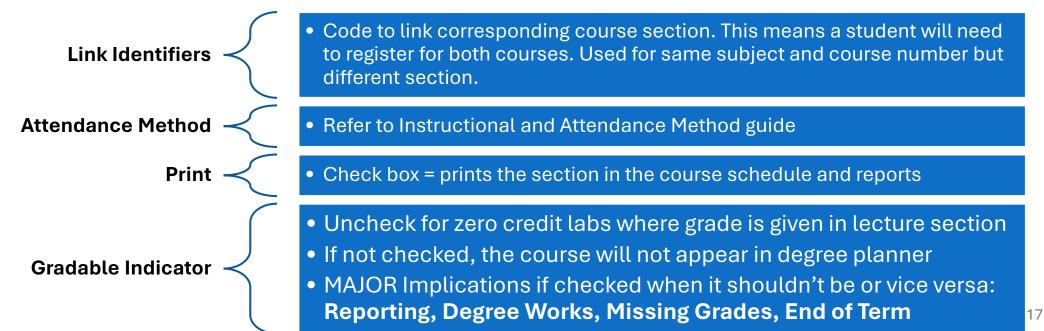
• There are major implications if not matching like errors on student transcripts, student fees and bills, and faculty workload calculations.

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

### **SSASECT Fields**

Class Indicators





### **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 *	0				
Actual	0				
Remaining	0				

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

Waitlist Maximum *	0
Waitlist Actual	0
Waitlist Remaining	0

### 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

Check

Enter

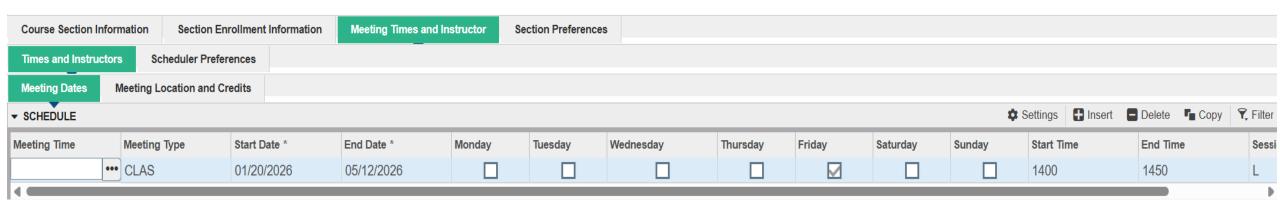
Tab to begin and the course dates will populate.

 Double check for correct Start Date and End Date. 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 Start and End Times** 

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



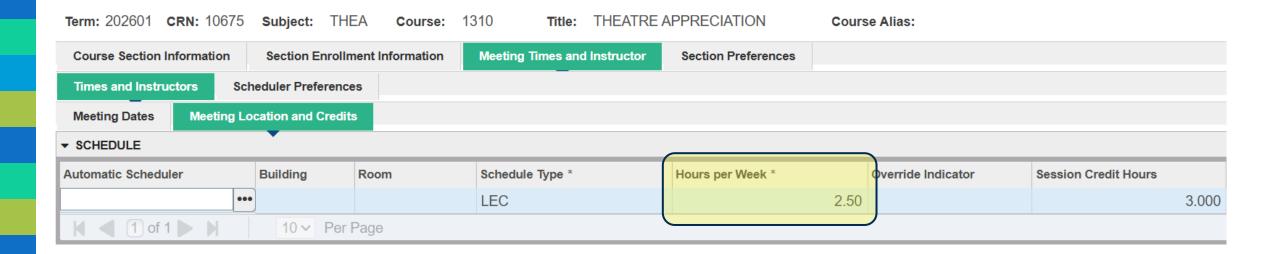
## STANDARD TIME BLOCKS

### FALL/SPRING STANDARD CLASS MEETING TIME SCHEDULE

	Mon	day	Tueso	lay	Wedne	esday	Thurs	day	Friday	Saturday									
8:00	MWF 8:0	00-8:50	TR 8:00	-9:15	MWF 8:0	00-8:50	TR 8:00-9:15		MWF 8:00-8:50										
8:30	(0800-0	0850)	(0800-0915) (0800-0850)		0850)	(0800-0915)		(0800-0915)		(0800-0915)		(0800-0915)		(0800-0915)		(0800-0915)		(0800-0850)	
9:00	MWF 9:0	00-9:50			MWF 9:0	00-9:50			MWF 9:00-9:50	S 9:00-11:30									
9:30	(0900-0	0950)	TR 9:30-	10:45	(0900-	0950)	TR 9:30	-10:45	(0900-0950)	(0900-1130)									
10:00	MWF 10:	00-10:50	(0930-1	045)	MWF 10:	00-10:50	(0930-1	045)	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)	(1100-1	215)	(1100-	1150)	(1100-1	215)	(1100-1150)										
12:00	MWF 12:	00-12:50			MWF 12:	00-12:50			MWF 12:00-12:50	S 12:00-2:30									
12:30	(1200-	1250)	TR 12:30	)-1:45	(1200-	1250)	TR 12:30	0-1:45	(1200-1250)	(1200-1430)									
1:00	MWF 1:	00-1:50	(1230-1	345)	MWF 1:	00-1:50	(1230-1	345)	MWF 1:00-1:50										
1:30	(1300-	1350)			(1300-	1350)			(1300-1350)										
2:00	MW 2:0	00-3:15	TR 2:00	-3:15	MW 2:0	00-3:15	TR 2:00	0-3:15	F 2:00-4:30										
2:30	(1400-	1515)	(1400-1	515)	(1400-	1515)	(1400-1	515)	(1400-1630)										
3:00	400000000000000000000000000000000000000																		
3:30	MW 3:30-4:45	<b>7</b>	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		M 4:20-6:50		T 4:20-6:50		W 4:20-6:50		R 4:20-6:50											
5:00		(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	MW 7:00-8:15	W 7:00-9:30	TR 7:00-8:15	R 7:00-9:30											
7:30		(1900-2130)	(1900-2015)	(1900-2130)	(1900-2015)	(1900-2130)	(1900-2015)	(1900-2130)											
8:00																			
8:30																			
9:00																			

# 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 3.
- At least 10% of three credit hour undergraduate lecture classes in each college MUST be scheduled to begin BEFORE 9:30 am



### **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.

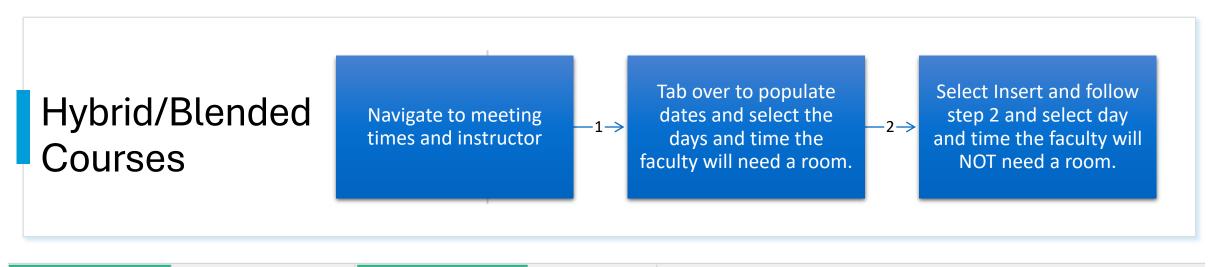
### **Instructional Workload**

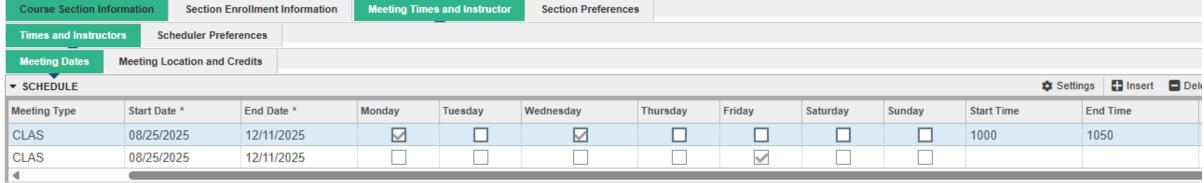
### Percent of Responsibility and Percent of Session

- 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     ♠ Filte
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
L			3.000	100	☑		100
<b>★ 1</b> of 1 <b>&gt;</b>	10	✓ Per Page					Record 1 of 1







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.

# 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=
PermissionDepartment

IN=
PermissionInstructor

PC=
PermissionsCert. Office

### **SSARRES**

### **Registration Restrictions**

### Department and Field of Study

- Department Restrictions
- Field of Study Restrictions

#### Class and Level

- Class
- Level

### **Degree and Program**

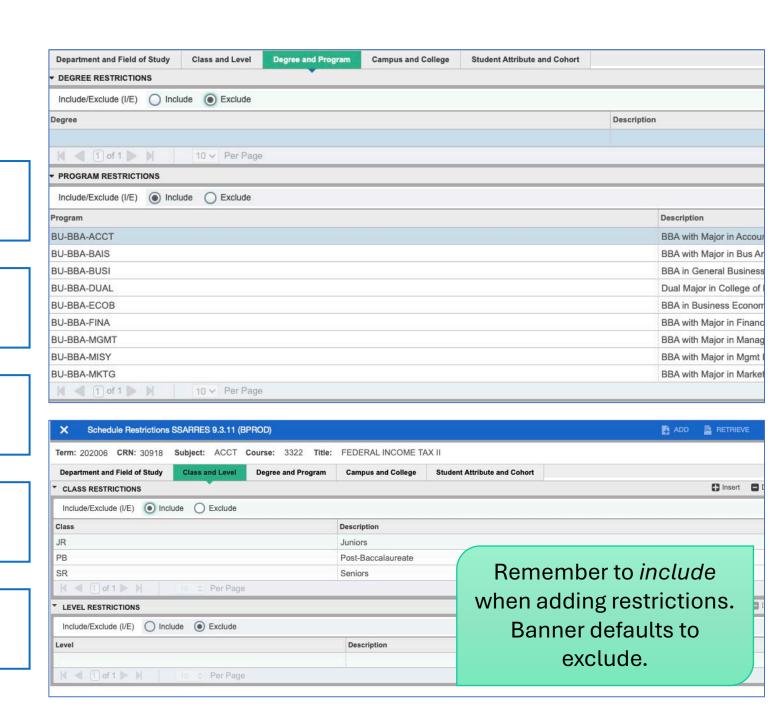
- Degree
- Program

### Campus and College

- Campus
- College

#### **Student Attribute and Cohort**

- Attribute
- Cohort Restrictions

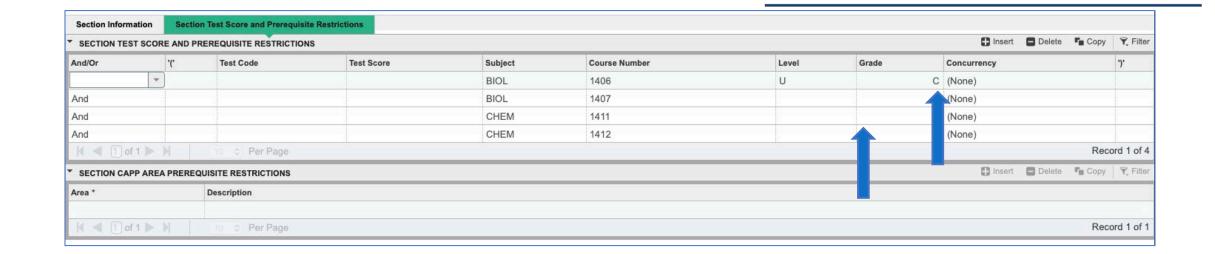


# SSAPREQ Prerequisite Registration Restrictions

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 prereq course to register.

If no grade is entered, students who are enrolled in pre-req will be able to register for the course.



### **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

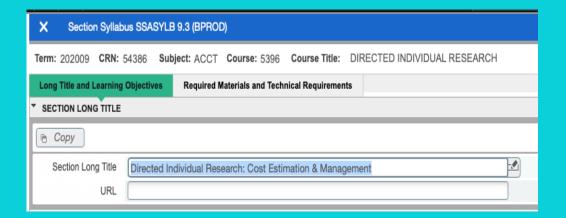
Enter the default catalog title just as it appears in the "COURSE TITLE"

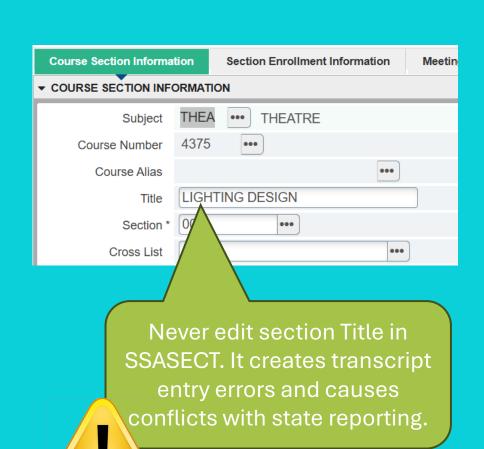
Add a colon and, in mixed case, add the long title.

This is EXACTLY what will appear in the class schedule <u>and</u> 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.





## **University Catalog**

Pre-requisites, co-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

Student Registration Permit-Override

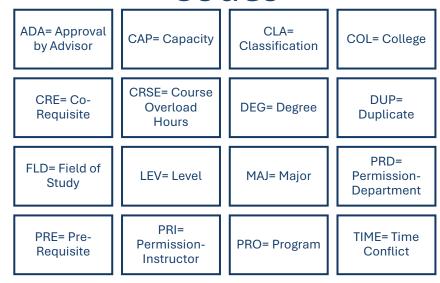
Enter student ID, Term code, and click GO

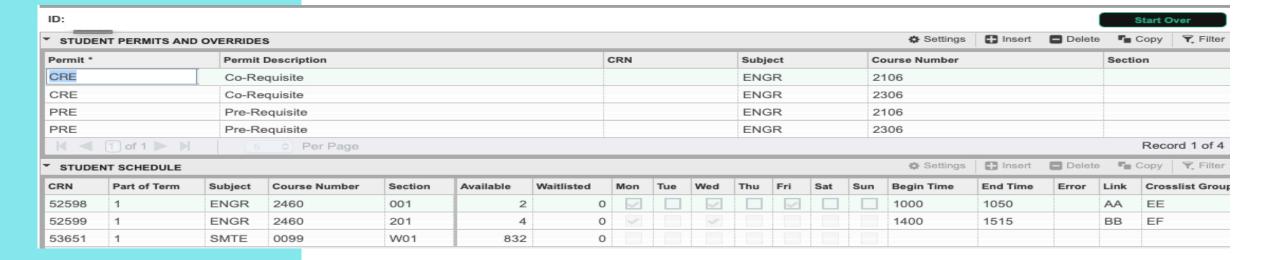
Choose a permit (click on the 3 dots to search for a permit)

- •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







### 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 <u>same subject and course</u> number but <u>different section numbers</u>: 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 1308.002	BIOL 1308.104 LAB [DD]
	BIOL 1308.102 LAB [BB]	LEC [CC]	Biol 1308.105 LAB [DD]
	BIOL 1308.103 LAB [BB]		Biol 1308.106 LAB [DD]
BIOL 1407.001 LEC [AA]	BIOL 1407.101 LAB [BB]	BIOL	BIOL 1407.104 LAB [DD]
	BIOL 1407.102 LAB [BB]	1407.002 LEC [CC]	BIOL 1407.105 LAB [DD]
	BIOL 1407.103 LAB [BB]		
		-	BIOL 1407.106 LAB [DD]

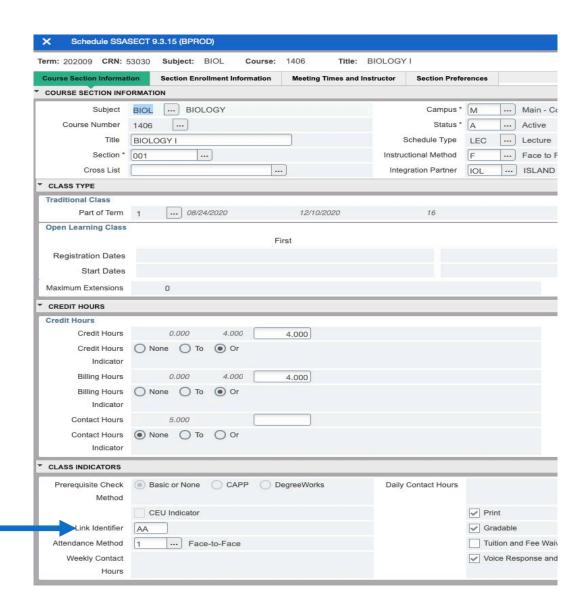
# Step By Step to Linking

Step 1

### **SSASECT**

 In the lecture section, enter the Link Identifier, "AA".

SAVE.



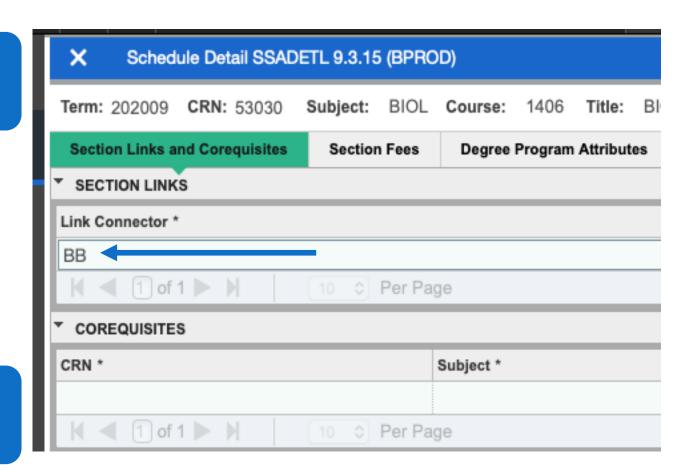
# Step By Step to Linking

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.

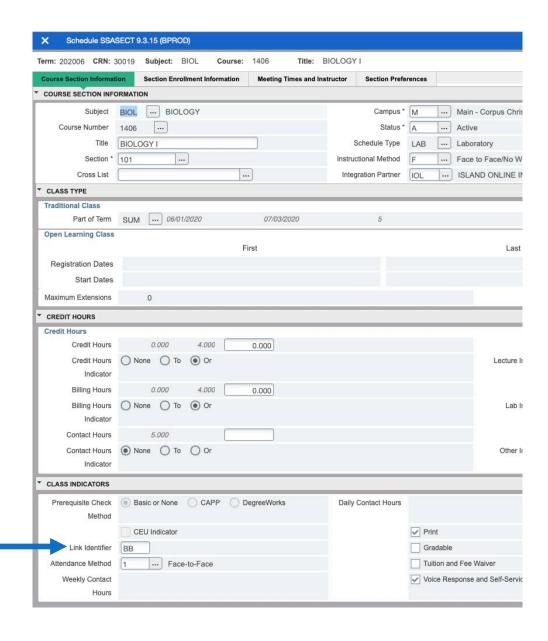


# Step By Step to Linking Step 3

# **SSASECT**

 In the lab section, enter the Link Identifier, "BB".

SAVE.



# Step By Step to Linking

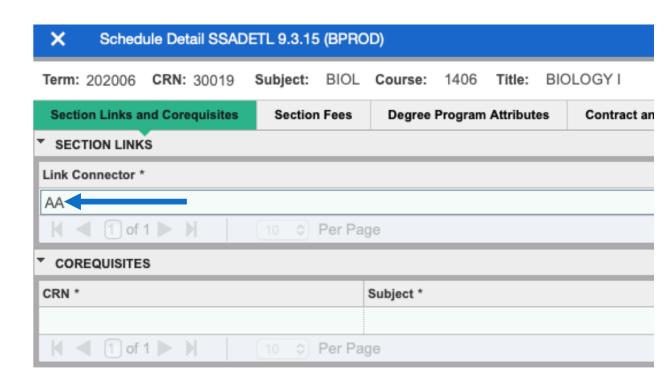
### Step 4

#### **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.

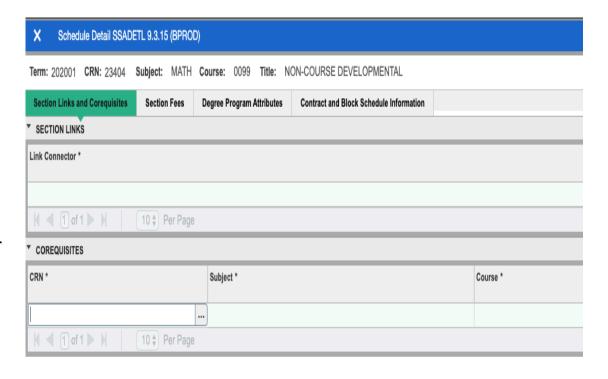




NO CHANGES TO LINKS SHOULD BE MADE AFTER REGISTRATION OPENS.

# 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 <a href="mailto:schedule@tamucc.edu">schedule@tamucc.edu</a> 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 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.



Required for Coordinating Board reporting.

Faculty instructional workload reporting to work correctly.

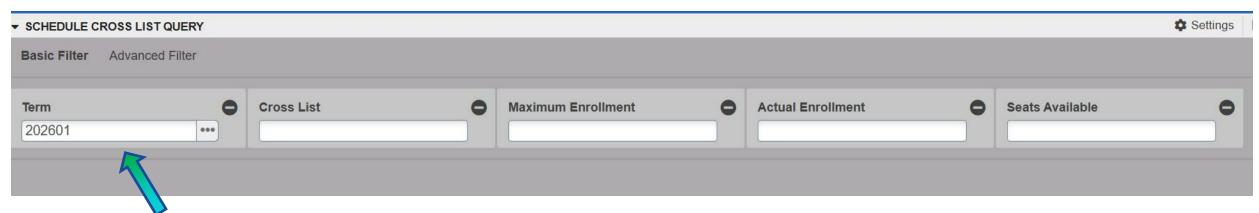
Classroom Assignments

Canvas course section merges

## SSAXLST



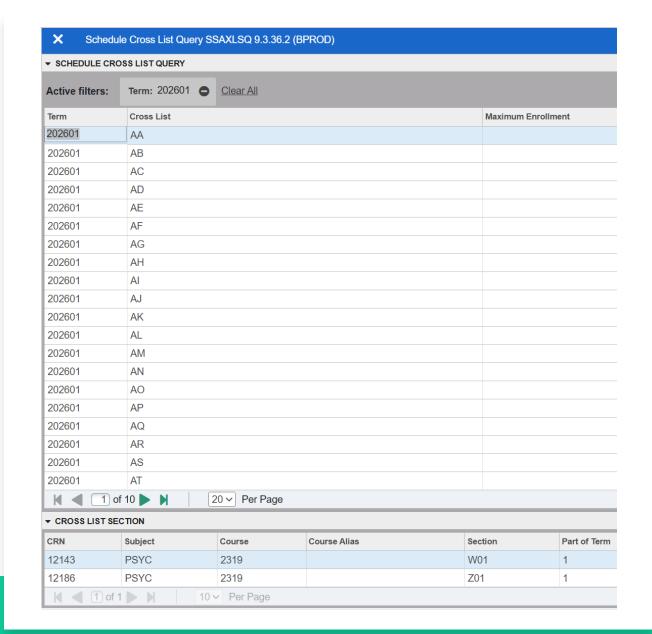
- Select the three dots by the Cross List Group Identifier dialog box.
- If you know the cross-list code, enter term and cross list code.



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

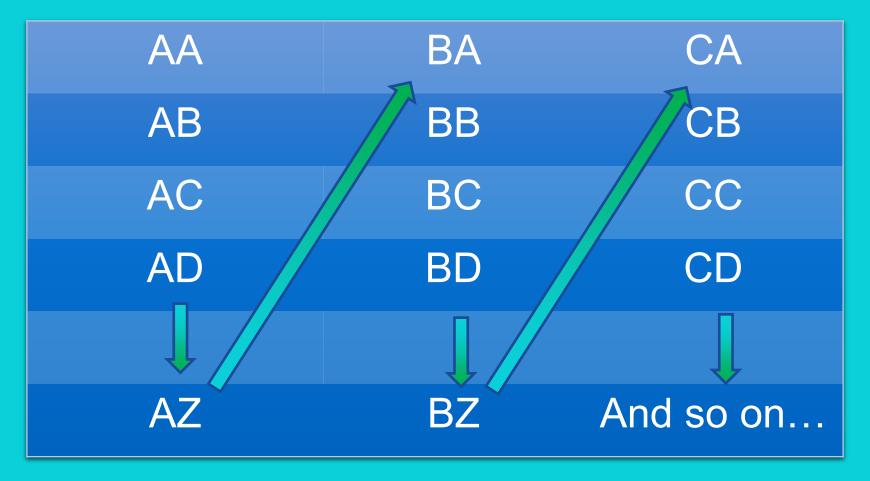
# **Cross-Listed & Stacked Sections**SSAXLST

- 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**

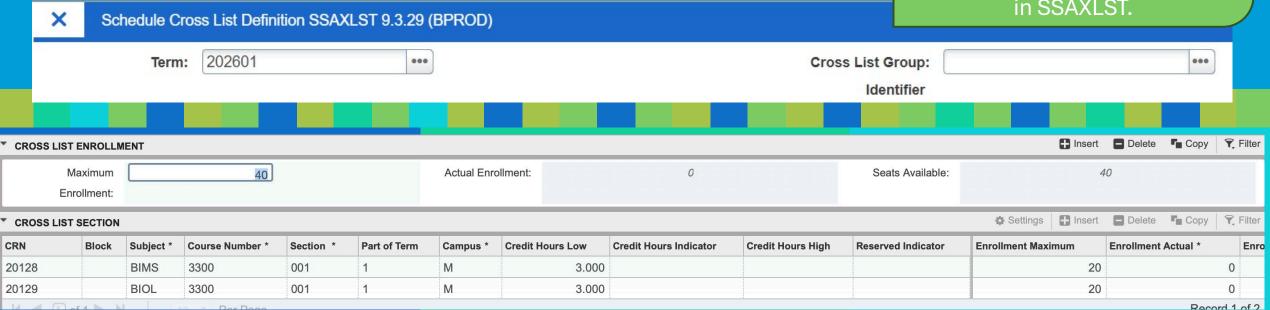
**Conceptual Summary** 



- 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.

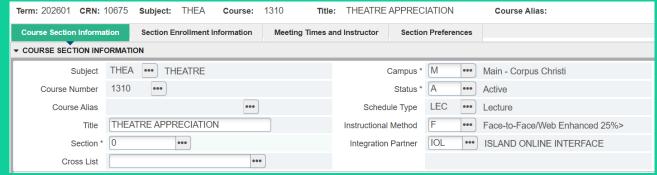
2. Enter max enrollment and next block.

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

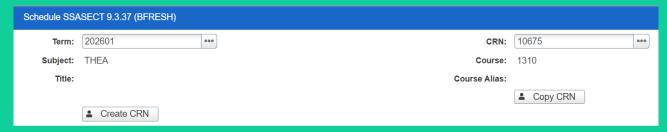
# Copy CRN

#### 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**

- 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 at schedule@tamucc.edu.

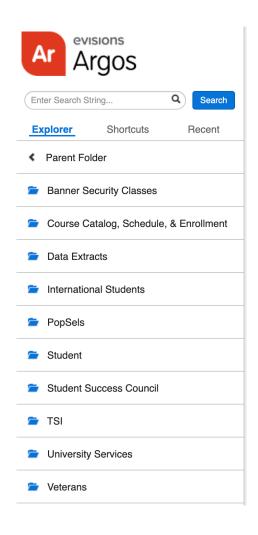
Once the Registrar's office has completed the moves, we will notify the department.







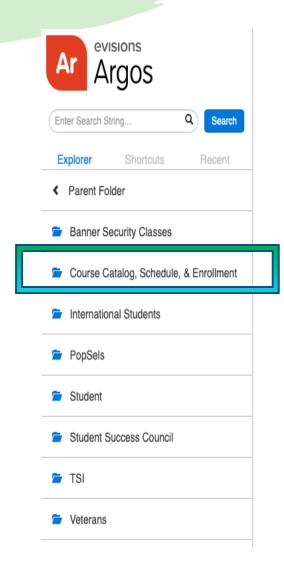


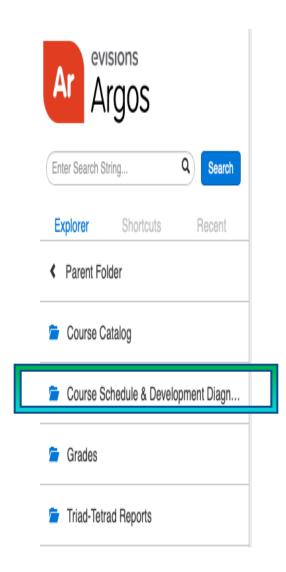


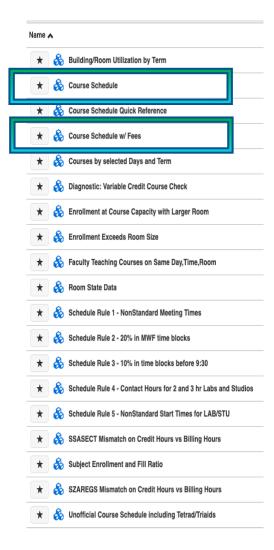
# Argos

- Know what type of report you are looking for.
  - Use the search bar-to-search keywords
- Helpful course schedule reports
  - Course Catalog, Schedule, & Enrollment
- Helpful missing grades
  - Student
- Helpful Roster
  - Course Catalog, Schedule, & Enrollment

# Navigating to the right report

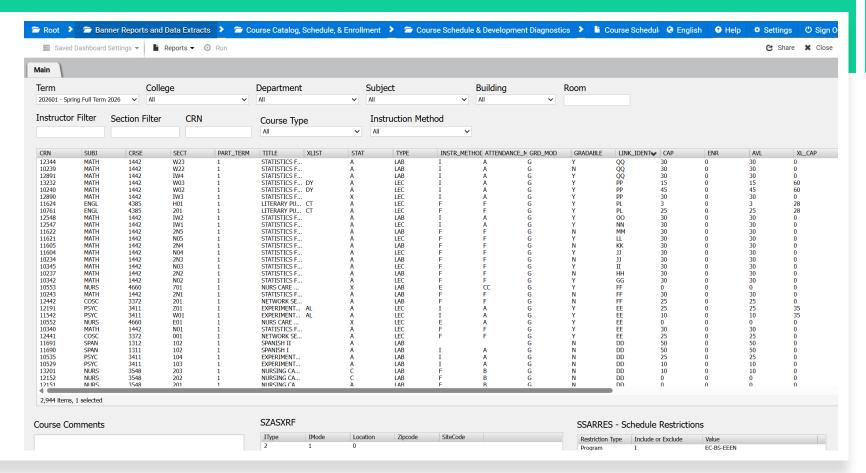






# Report: Course Schedule

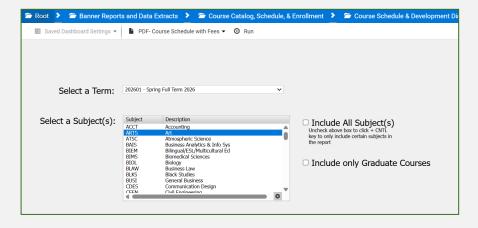
- Review course creation details.
- Check work in Banner and review course information for all pages.

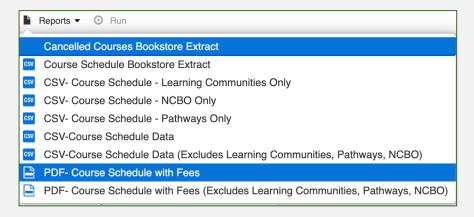


# Report: Class Schedule w/ Fees

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 1. ONLY Theatre 2. Co-Requisite course required-SMTE0098; 3. Co-Requisite course r		F 02:00-02:50 PM 371;	TBA	R. Lazaro	1
10674 THEA-1121.101 LAB THEATRE PRACTICUM 2 1. ONLY Theatre 2. Co-Requisite course required-SMTE0098; 3. Co-Requisite course r		F 02:00-02:50 PM 330;	TBA	K. Loeffler	1
10675 THEA-1310.001 LEC THEATRE APPRECIATION 1. Core Curriculum Course;	01/20-05/12	TR 11:00-12:15 PM	TBA	T. Oldham	3
10676 THEA-1330.001 LEC THEATRE STAGECRAFT  1. ONLY Theatre 2. Co-Requisite course required-SMITE0098; 3. Co-Requisite course r		TR 03:30-04:45 PM	TBA	E. Emicente	3
11648 THEA-1341.001 LEC STAGE MAKEUP  1. ONLY Theatre 2. Co-Requisite course required-SMTE0098;		MWF 10:00-10:50	TBA	R. Lazaro	3
11326 THEA-1341.002 LEC STAGE MAKEUP 1. Co-Requisite course required-SMTE0098;	01/20-05/12	MWF 11:00-11:50	TBA	R. Lazaro	3
10678 THEA-1352.001 LEC ACTING II 1. Prerequisite course required-THEA1351;	01/20-05/12	TR 12:30-01:45 PM	TBA	M. Munoz	3
10680 THEA-1371.001 LEC COSTUME TECHNOLOGY 1. Co-Requisite course required-SMTE0098; 2. Co-Requisite course required-THEA1120		TR 11:00-12:15 PM	TBA	R. Lazaro	3
10681 THEA-2121.101 LAB THEATRE PRACTICUM 4 1. Co-Requisite course required-SMTE0098;	01/20-05/12	F 03:00-03:50 PM	TBA	K. Loeffler	1
10682 THEA-3121.101 LAB THEATRE PRACTICUM 6 1. Co-Requisite course required-SMTE0098;	01/20-05/12	F 04:00-04:50 PM	TBA	K. Loeffler	1
10683 THEA-3300.001 LEC STAGE MOVEMENT 1. Prerequisite course required-THEA1351 and Prerequisite course required-THEA1352;	01/20-05/12	TR 11:00-12:15 PM	TBA	M. Munoz	3
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 1. Prerequisite course required-THEA1351 and Prerequisite course required-THEA1352;	01/20-05/12	MWF 12:00-12:50	TBA	M. Munoz	3
10686 THEA-3350.001 LEC PRODUCTION MANA GEMENT 1. Prerequisite course required-THEA1371 and Prerequisite course required-THEA1330 a		TR 12:30-01:45 PM course required-THEA23		M. Melville	3
10687 THEA-3371.001 LEC HISTORY OF THE THEATRE II  1. Prerequisite course required-THEA2355;	01/20-05/12	MWF 01:00-01:50	TBA	T. Oldham	3
11649 THEA-3382.001 LEC DRAFTING-COMPUTER-AIDED DESG 1. Prerequisite course required-THEA1330;	01/20-05/12	MWF 12:00-12:50	TBA	E. Emicente	3
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 1. Prerequisite course required-THEA3373; 2. Co-Requisite course required-SMTE0098;	01/20-05/12	TR 03:30-04:45 PM	TBA	K. Loeffler	3
10689 THEA-4361.001 LEC STAGE DIRECTON II  1. Prerequisite course required-THEA4360;	01/20-05/12	TR 11:00-12:15 PM	TBA	K. Russell	3
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."





# 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/facultystaff/training-resources.php

# Helpful Handouts



Quick Reference for Class Section Scheduling



Instructional Method and Attendance Method Reference



Standard Time Block Schedule



uplote the formulating the department and name of the person submitting the exception inductor decrease it is convently latest stong with the new meeting pattern (days, times) or, responding.

- use include the following information
- How the class currently relate and what changes you would like to make:
   Include this information in the table provided on the form.
- Impact on standard behalished. Will your requested their present them have taken another detailmentable by providing or following and shall be there many undergot better also industrials of your relays around with a force my similar production of the control of your relays around with a term my similar determinants. In our similar control of the contr
- Import of import utilization in reconsciour will be shall in. With the close to half
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  to be solutionable to had on moreover, private a silver your close? Will the man-standard
  throughout period from some field when previously industry.
- Chromodomos that require this emoption. Please provide testification cannot meet at a standard time. Personal reasons (i.e. the har it better; it works better) are not justifiable reasons.

have this exception newtowed, the forms on page two mant be completed and righted by department short intigitations to be exert to the Liberrary Registrant's Office. Any attribute is because the statement of strated or the statement of strated or the statement of the statement

non-rate Happenson, this exception will only be granted for the requested to this world, Englisher and Security University Registers will review the impaicomputes and the standard time blocks before this exception will be received constructed by the substitute for each construct term. Non-Standard Time Block Exception Form

## Deadlines and Contact Info

Aug 25-Oct 10

 Schedule Clean up and Editing Oct 13

- FinalizedSchedule-HandsOff
- Run Astra Room
   Scheduling

Oct 27

- Registration Live
- No changes to Instructional Method or Credit-Billing Hours

Stephanie Coello, Assistant Registrar

**Brittney Esqueda, Records Specialist II** 

Email us at <a href="mailto:schedule@tamucc.edu">schedule@tamucc.edu</a> to help keep our entire team in the loop!

