**Instructions:** When preparing your course schedule for your department(s), please review the information below. This is an outline on helpful things to check when schedule building. Please review the course building portfolio for a comprehensive how-to build courses and important information.

**Banner Forms**
- SSASECT - Main Course Building form
- SSADETL - Linking & Co-Req Form
- SSAPREQ - Pre-Ref Form
- SSARRES - Course Restrictions Form
- SSAXLST - Cross-List/Stacked Form
- SFASTCA - Course Audit Form
- SFASLST - Course Roster

**Important Checks**
- Section Number: Lecture - 0-99, Lab 1-199, Online - W, Honors - H, Blended - B
- Status: A - Active, C - Closed, X - Cancelled
- Instructional Method: Face to Face (F), Blended-Hybrid (B) or Online (I)
- Session and Part of terms much match: check the number of weeks match. Refer to chart below.
- Credit and Billing Hours MUST match
- Attendance Method [match instructional method]: F - Face to face, on campus, S - Synchronous, online, A - Asynchronous, online, IV - Two-way interactive video, CC - In Corpus Christi, local, OC - Outside of Corpus Christi in Texas, OT - Outside of Texas, SA - Study Abroad
1. **Standard Time Blocks**
   a. Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times.
   b. If a non-standard meeting time if wanting to be offered, make sure to submit a non-standard time exemption form.

2. **Cross-Listed & Stacked Courses**
   a. Courses to be cross-listed or stacked must be of equal credit value. You cannot cross-list a course that is 3 credits with a course that is 4 credits. A cross-listed course must have the same instructor at the same day/time in the same room.
   b. Courses need to be cross-listed in Banner before rooms are assigned.

3. **Maximum Enrollment**
   a. Historical and projected enrollment reports from Ad Astra's Align should be utilized to enter most accurate the maximum enrollment for a particular course section.

   When in doubt, reach out to schedule@tamucc.edu!