COURSE SCHEDULING

Documentation for Banner 9

Documentation for departmental course schedulers with step by step instructions & information.

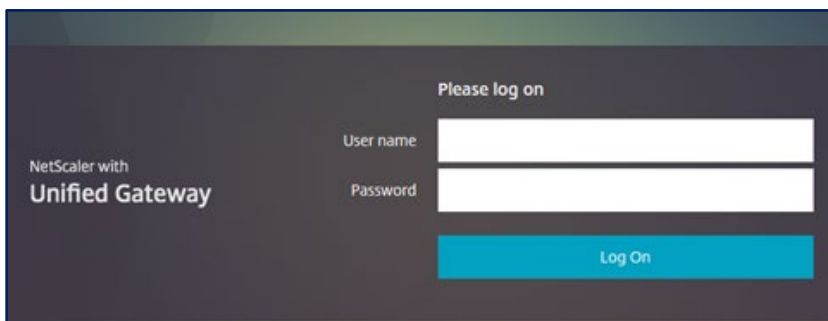University Registrar's Office

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Banner 9 Course Scheduling

Log into Banner 9 using MyCloud

1. Type mycloud.uncg.edu in a browser. If you have not installed the Citrix Receiver, you will be prompted to do so.
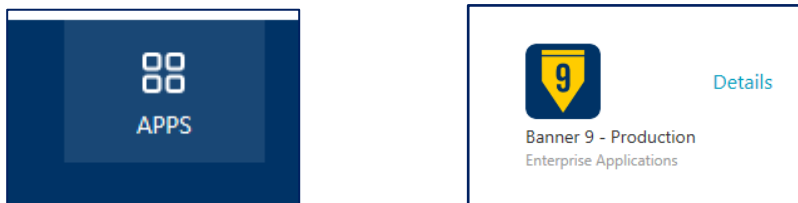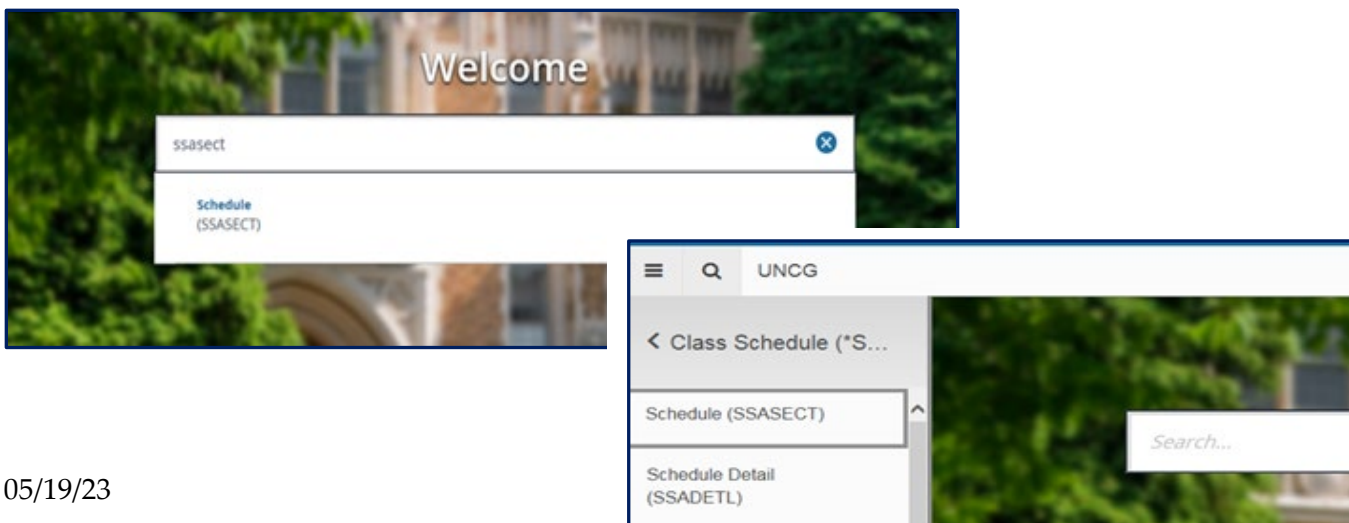
2. Log in with your UNCG username and password.

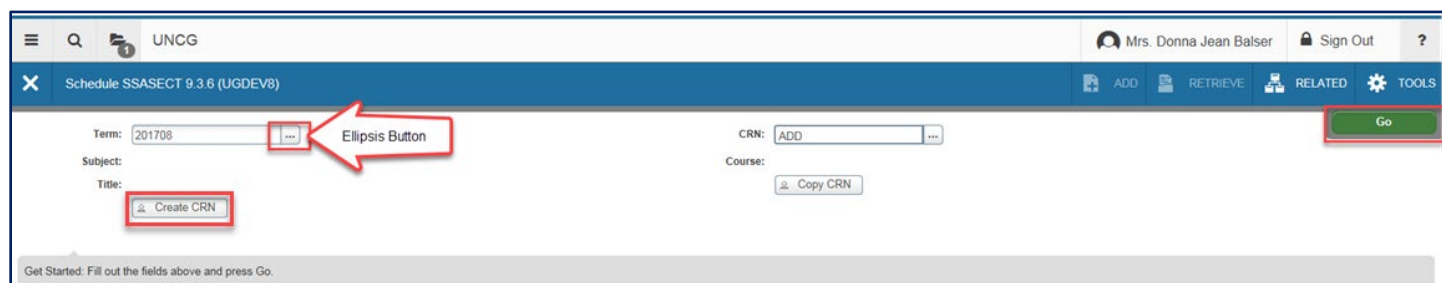3. From the Apps Section of MyCloud, click on the Banner 9 icon.

4. Enter your UNCG Username and Password.

5. From the Banner 9 Home page, type **SSASECT** in the **Search Box** or drill down to the **SSASECT** page from the **Menu.**

SSASECT - **Course Section Information Tab**

Adding New Course Sections

1. Enter the course term or click the ellipsis in the term field to select the course term.
2. Click **Create CRN** or type **ADD** in the CRN field and Click **Go**.
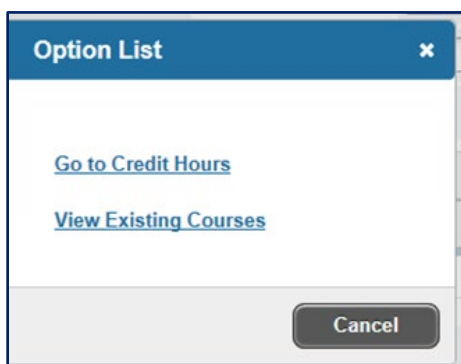
3. **Subject** - If you know the three-letter subject code, enter it in the Subject field and click tab. If you don't know the subject code, click the ellipsis in the **Subject** field.

    a. Click **View Existing Courses** and search for the subject code you need. Typing the first letter of the subject and % in the **Find** field takes you to the courses that begin with that letter.

    b. Double click on the course you would like to add. The **Subject**, **Course Number,** and **Title** fields will be populated based on your selection.
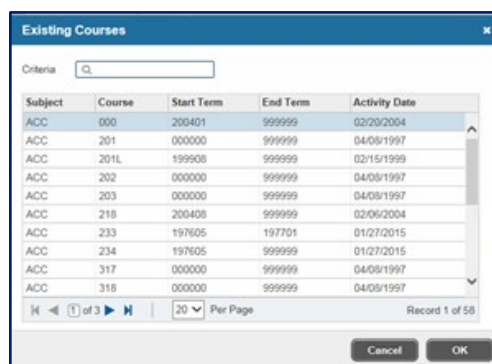
4. **Section** - Enter the Section number. If this section already exists, you will receive a red error message the top right corner of the page: *ERROR* *Section exists with subject/course/section number.*
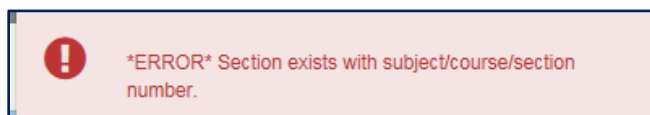
5. **Cross List** - Leave this field blank. Cross Listing of courses should be coordinated with the Registrar's Office. See cross listing guidelines for further information.

6. **Campus** - Click the down arrow next to the field and select the appropriate campus. The "**G**" campus code is used for courses that are offered on the **Greensboro** Main Campus. The "**O**" campus code is used for online course sections (please see note below). **S Campus** – Approved sites off campus. S-Campus should also be used for off-campus locations. For programs which have courses where < 25% of the program's total credit hours are offered at the site, no additional approvals are necessary. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (http://assessment.uncg.edu/academicplanning/DOcs/Substantive%20Change%20Checklist.pdf) for SACSCOC notification or approval. The **"R"** campus which is **utilized by Nanoscience only**. Please refer to the list of campus codes for more information.

Why is this important?

- **O Campus** - is appropriate when a course is *fully* online (no campus component). Both online degree seeking students and main campus students are eligible to register for these sections.
- **G Campus** - is appropriate when there is an on-campus component (online degree seeking students are not eligible to register).
- **S Campus** – Approved sites off campus. S-Campus should also be used for off-campus locations when < 25% of program's total credit hours are offered at the site. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (http://assessment.uncg.edu/academicplanning/DOcs/Substantive%20Change%20Checklist.pdf) for SACSCOC notification or approval.

PLEASE NOTE: Online course requests must go through the Curriculum Inventory Management System (CIM https://provost.uncg.edu/courseleaf/). The associated deadlines are located at http://curriculumguide.uncg.edu/.

Why is this important?

- The CRAC process is in place to ensure compliance with the requirements of the Council of Regional Accrediting Commissions (CRAC). This process is vital to our status with the State Authorization Compliance Agreement (SARA). Deviation in compliance may result in serious penalties for the university.

7. **Status** - Select **Active** (or type A).

8. **Schedule/Course Type** - Click the down arrow next to the Schedule Type field and select the appropriate schedule type. Only schedule types that are associated with the course will appear in the list. Per Provost's Office "*Each course may have only one course type. If a course could be taught in multiple formats, then more than 1 course should exist with unique course numbers.*" Please refer to the list of types/definitions for more information. If you need a schedule type that is not listed, you may request this type through the CIM process. The associated deadlines are located on the Office of Assessment and Accreditation under Academic Year Submission Dates.

Why is this important?
- This code informs the student of the format of the course.
- General purpose classroom space is automatically assigned when G campus and certain schedule types are assigned (i.e., LEC, LEL, LAB, SEM, DSC).
- The UNC System, to which UNCG reports, refers to "schedule type" as "course type;" therefore, we will strive to incorporate this in our terminology. This is to improve data integrity and consistency. You will see references to both terms as they have the same definition and purpose.

9. **Instructional Method** - You may type in the appropriate letter code listed below. When choosing the Instructional Method from the drop-down box, **please use the letter codes only**. The numeric codes, although still visible for historical purposes, are invalid. The five valid letter codes will be located at the bottom of the list. **Do not use numeric codes; they are invalid.**

Why is this important?
- This defines mode of delivery (i.e. face-to-face, asynchronous, synchronous).
- Student DataMart errors WILL occur if this is not populated accurately.

10. **Grade Mode** - Click the down arrow next to the Grade Mode field and select the appropriate grade mode. Only grade modes that are associated with the course will appear in the list.

11. **Duration -** Leave the Duration field blank.

12. **Part of Term** - Click the down arrow next to the Part of Term field and select the appropriate part of term. The dates associated with the part of term you selected will automatically populate.
https://reg.uncg.edu/calendars/

13. **Save**.

*Only create sections that you anticipate having enrollment for. Creating excessive sections (IND, DTS, etc.) for each instructor, which may not be utilized, is problematic. If you need a section that was not initially planned/created, you can add the section on an as needed basis. All zero enrollment sections must be manually deleted by the Registrar's Office prior to the term's census date.

Variable Credit Hours

If the course is a fixed credit hour course, you will not be able to adjust the Credit Hours, Billing Hours, or Contact Hours fields. This information is brought over from the catalog.

If the course is a variable credit hours course and there is a need to set the hours to a specific number, the credit/billing/contact hours need to be entered into the Credit Hours, Billing Hours, and Contact Hours fields. Each field must have the same hours listed. Save.

Section Enrollment Tab

16. Enter Maximum Enrollment – Please add the accurate number for maximum enrollment. **Zero maximum enrollment or manipulating maximum enrollment is not an acceptable practice.** NOTE: THE MAXIMUM ENROLLMENT FOR EITHER A WRITING INTENSIVE (WI) OR SPEAKING INTENSIVE COURSE (SI) IS **25**.

Why is this important?
- Accuracy is vital for student registration, data integrity and proper classroom assignments.

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17. **Enter Waitlist Maximum, if applicable**. The waitlist will be used to identify the need for an additional course section or sections during a given meeting pattern. Your waitlist max should reflect a number that would be significant in terms of evaluating the need for additional section(s). A recommendation would be based on 50% of your total enrollment maximum (example: if the total section enrollment maximum is 20 students, your waitlist maximum could be listed at 10 to identify a potential need).
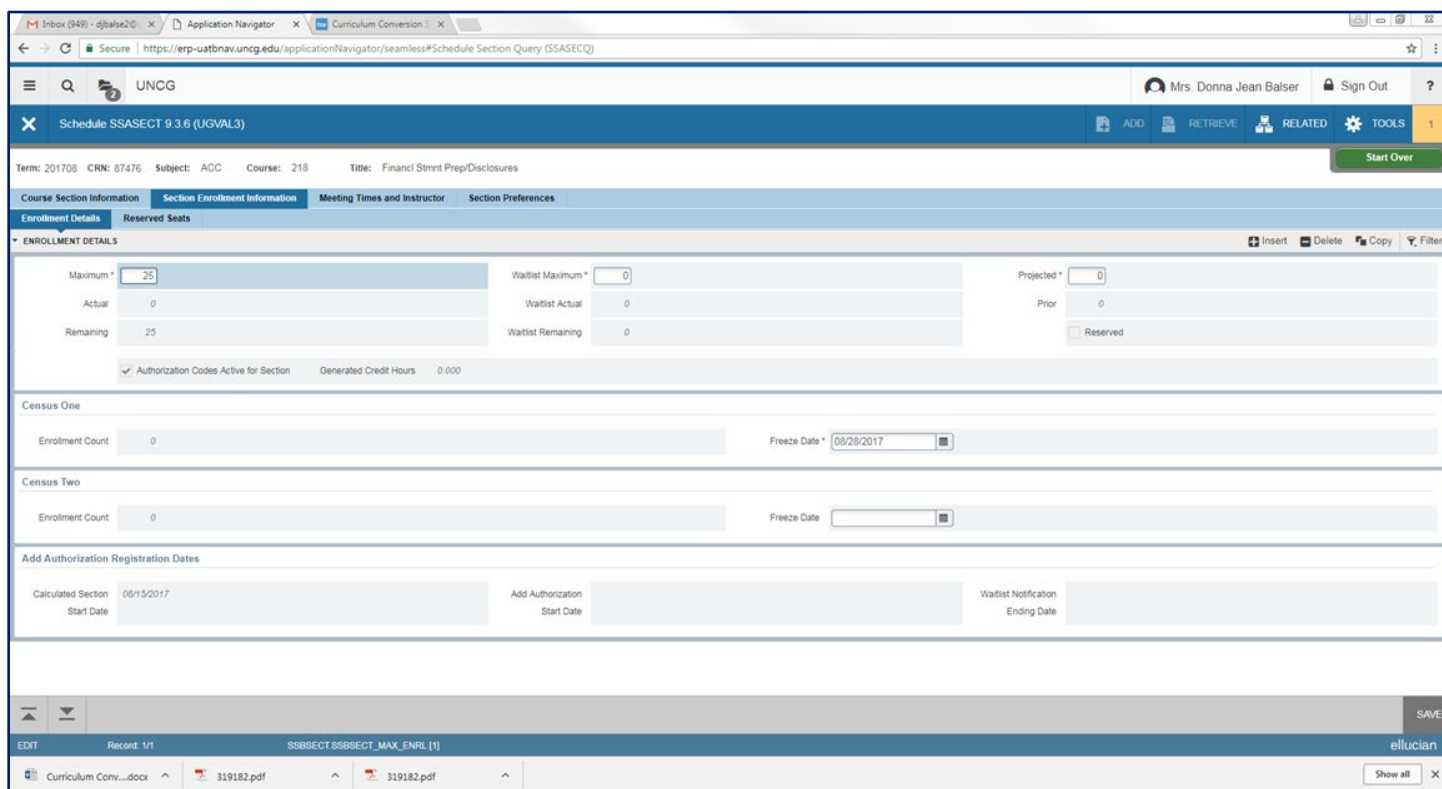
Departments will be responsible for monitoring their waitlists and making decisions around course section additions.

18. **Save**.

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If you are utilizing **Reserved Seating**, please see the section on the reserved seating process for more information and instruction.

Section Restrictions for Online Course Sections

Departments have the ability to restrict online course sections for students in their online programs only. Once the restriction is placed on a section, only students in the online program may register for the online course. This restriction **must be requested prior to the schedule input deadline** (https://reg.uncg.edu/course-scheduling/). Requests should be sent to courses@uncg.edu. Departments have the option to reserve part of an online section for online program students through the **Reserve Seating** mechanism (see above). This would allow for students outside the online program to register for the course. **Sections cannot be restricted, or seats reserved above 50% of the total number of seats, for other populations** (i.e. majors) unless approved by the appropriate Curriculum Committee.

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Meeting Pattern and Instructor Tab

1. Tab (twice) across to the day/time fields. **Start Date** and **End Date** will populate automatically based on the part of term for the section. **These fields must populate regardless of days/times associated with the meeting pattern.**

2. Click the days of the week the course is to be offered.

3. Enter Meeting times. Meeting times should be entered in military time (24-hour clock) format with leading zeroes and no punctuation (ex. 8:00 a.m. is "0800"; 1:45 p.m. is "1345"). Please see the approved meeting patterns list for more information.

4. Save.

Why is this important?
- Misaligned meeting patterns impact the students' ability to meet course requirements/progression due to overlapping schedules; create space utilization gaps, which is significant as GA monitors space utilization; funding for future buildings/renovations are tied to the university's utilization metrics associated with existing resources; create issues with exam scheduling.
- Data/reporting integrity – Student DataMart requires this information for certain schedule types (i.e., LEC, LEL, SEM, DSC, LAB).

Enter Instructor Information

1. Click in the **Instructor** section of the page in the **Meeting Dates** tab.

2. Type the instructor ID and click tab. The instructor name will populate.

3. If the ID number is not known, tab to the **Name** field and type the instructor's **Last Name, First Name** (field is case sensitive) and click **SAVE**.

If the instructor has not been identified at the time of the section creation, please leave blank and add when the information is known. It is important that we have the correct person(s) listed.

If the instructor is not activated in Banner as faculty, please contact either the Provost's Office (for faculty) or the Graduate School (for GA/TA's). The Registrar's Office will activate the names of faculty once approved by the Provost's Office. Teaching Assistants (GR/TA) instructors are activated by the Graduate School once approved.
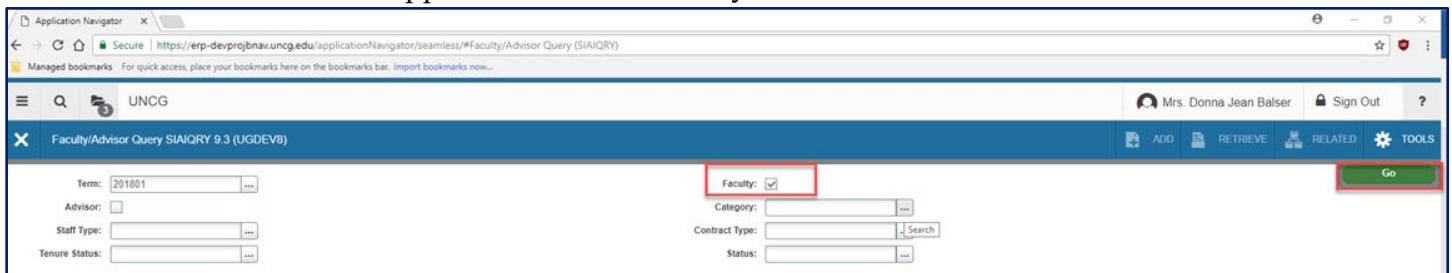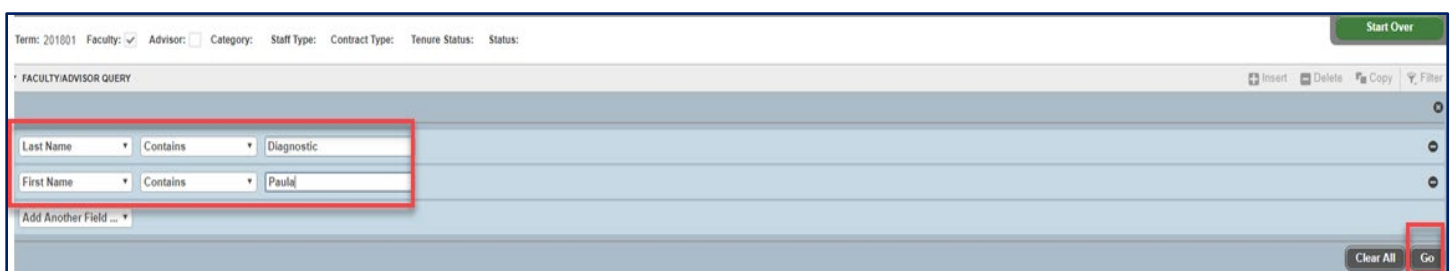

1. If either of these search methods do not work, click the ellipsis button to search for the faculty ID.
2. When the screen below appears, make sure **Faculty** is checked and click **Go**.

3. Click **Add Another Field**.

4. Add the search criteria **Last Name** and them **First Name**.

5. Click **Go**.

6. Double-click on the ID to return to the instructor section.

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Entering Percent of Responsibility and Percent Session Information in the Faculty Block

1. Enter the Percent of Responsibility – Percent of Responsibility should accurately reflect each instructor's assigned responsibility for the course. **This overall percentage must equal 100% however divided.**

Examples for more than one instructor: Two instructors are each assigned 50% of the responsibility for the course to total 100%; three instructors with two assigned 33% each and the third assigned 34% to total 100%.

2. Percent of Session – This section auto-populates with 100. Each instructor is 100% responsible for his/her session however the percent of responsibility is divided.

3. Select Primary Instructor - Only one instructor can be selected as primary. This person will have grading authority for the course. The instructor of record (IOR) must be either a credentialed faculty member or GTA (*Note: GTAs can be IOR but may not teach graduate level courses. GIA's must be listed with a credentialed faculty member). Percentage of responsibility can be adjusted accordingly.

4. Do not manipulate the instructor of record for any reason other than a legitimate change in course instruction.

5. Faculty information is expected to be complete and correct in the system of record by the tenth (10th)

Why is this important?
- Percentage of responsibility is tied to faculty workload.
- From a liability perspective, faculty listed in Banner must accurately reflect the instructor in the classroom.
- Faculty changes after Census reporting must be entered in the system of record and then notice must be provided to Institutional Research so that updates can be made to the Census file. Census file data is used by the UNC System Office for reporting and must match the local system of record.

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day of instruction (Census reporting deadline) in each regular semester. Any changes to faculty workload occurring after the Census deadline must be completed by the department within thirty (30) days of Census and require the written approval of the dean and the Provost.

Room Assignments

During the first stage of the classroom optimization process, only course sections that follow the standard meeting patterns will receive a general-purpose classroom assignment.

If you do not need a room, please ensure that your course is set with the correct campus, schedule type, and instructional method codes. All course sections that meet face-to-face (i.e., LEC, LAB, SEM, DSC, etc.) with an instructor must be accompanied by a meeting location. Departmental course schedulers can add non-general-purpose classrooms, departmentally owned rooms, special use spaces, laboratory spaces, and faculty offices in Banner. If your location is not recognized by Banner, please contact courses@uncg.edu.

If a general-purpose classroom is needed, **please leave this section blank**; the Registrar's Office will assign. Any general-purpose classroom added outside of the Registrar's Office is subject to deletion.

If the class requires a computer lab for the classroom assignment, send an e-mail to clasrms@uncg.edu to request the computer lab AT THE TIME THAT THE SECTION IS BUILT.

Why is this important?
-   The location of students is vital not only for data integrity/reporting, but also from an emergency services perspective.

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Adding Departmentally Owned Space ONLY (any general-purpose rooms added will be deleted)

    1. Click the **Meeting Times and Instructor** tab

    2. Click the **Times and Instructors** tab.

    3. Click the **Meeting Location and Credits** tab.

    4. Click the in the **Automatic Scheduler** field.

    5. Click in the **Building** Field

    6. Type the **Building Code**.

    7. Click in the **Room** field.

    8. Type the **Room Number**.

    9. Save.

Winter Term Sections with POT W:

Winter term courses are built in the spring term (ex: 202301). To differentiate winter term courses from full term courses, the section number will begin with WR and include a number for the section (ex: WR1, WR2, WR3, etc). The part of term (POT) will be W.

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Add a note in SSASYLB:

This functionality can be utilized to relay additional information about the course delivery to the students via UNCGenie.

1. Term
2. CRN
3. Go
4. "Learning Objectives" area
5. Add informational text: This is a winter term course that beings [date] and ends [date]
6. Save

SSADETL – Section Detail – Attributes

Adding WI/SI/HSS – You may change/add/delete writing intensive (WI), speaking intensive (SI), or Honors (HSS) marker designations once they've been approved. These markers are not added automatically unless they are part of the course description in the Bulletin. Please note that only the course sections to which the marker is specifically attached will carry the marker. If a course carries either WI or SI or both markers, the **enrollment cap of 25** students **must** be observed. For a list of approved WI/SI courses, please check the google list before adding: **https://docs.google.com/spreadsheets/d/1o68ikJeUSBrIe3BKJMcMwy3j2-NXqy57/edit#gid=1643692958**

Honors (HSS) sections and attributes: You will need to coordinate with the Honors College before creating an honors section (section number example: 01H) for your department. Once the Honors College approves of the H section, you may create the section in SSASECT and add the HSS attribute in SSADETL.
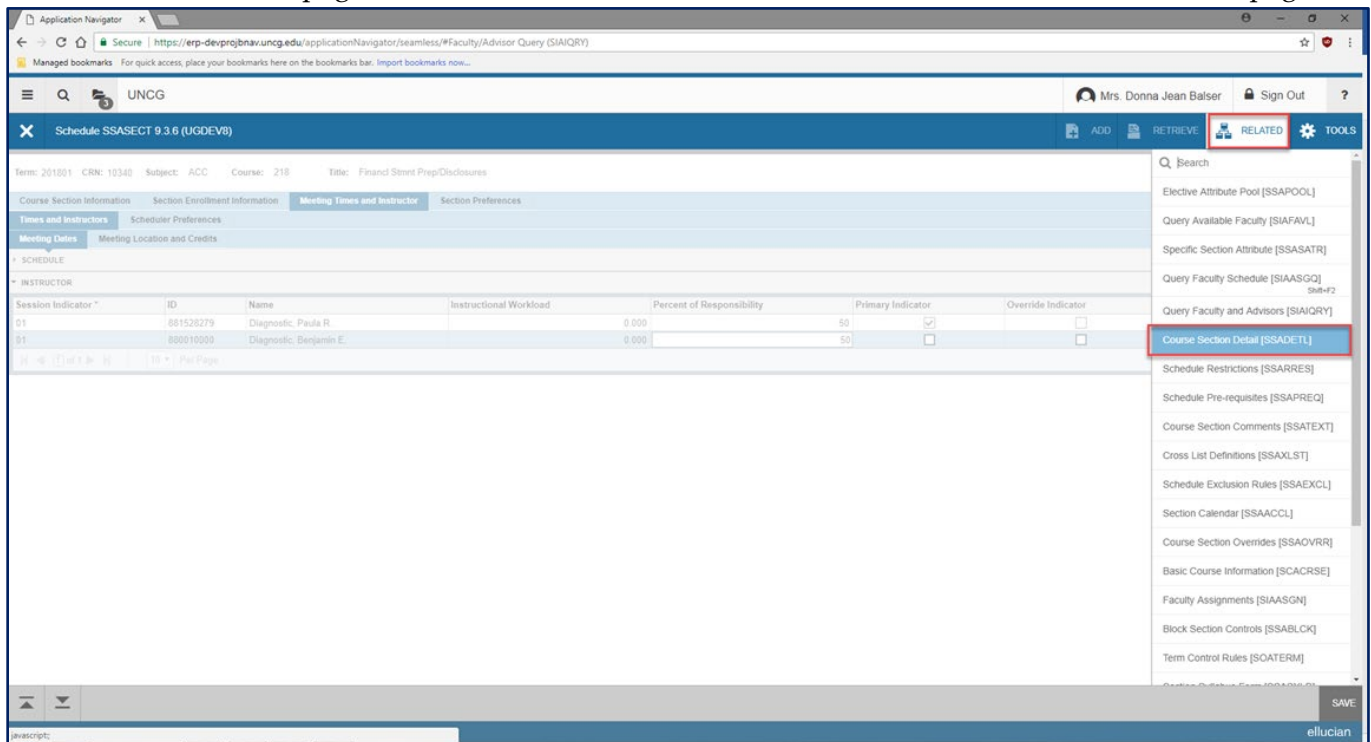
Extra Fees Notices - Any online course section that requires proctoring must carry the footnote/attribute **376** to notify students that an extra fee will apply. This notice is required by SACSCOC. This footnote/attribute should **ONLY** be applied in this circumstance.

You may also need to add an attribute indicating an extra fee associated with a course/section, such as liability insurance (374), mandatory trip fee (377). If such an attribute is needed for your section, add the appropriate code in the same manner as you would add a WI or SI and save. If your course requires an extra fee, this must be indicated at the time of registration.

Approved Online Delivery - SSADETL is where the **ONLC** attribute will be populated automatically if your course is approved to be taught online. **Do not add this attribute; this is for checking purposes only.**

Adding attributes in SSADETL:

1. From the **SSASECT** page click **Related** and then click the **Course Section Detail [SSADETL]** page.

The Term and CRN from the SSASECT page will populate the SSADETL page.

2. Click on the Degree Program Attributes Tab.

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3. Under Attributes, click the down arrow on your keyboard or click the **Insert** Button to add a new attribute.

4. Enter appropriate attribute, **WI** (Writing Intensive) or **SI** (Speaking Intensive) designations. It is important to continue to add the WI/SI designations at the section level through the transition from the existing General Education Program (GEC) to the new General Education Program (MAC). These programs will run in parallel until all students have transitioned to the MAC program.

Click the **X** at the top of the page to close the **SSADETL** page. This will take you back to **SSASECT**.
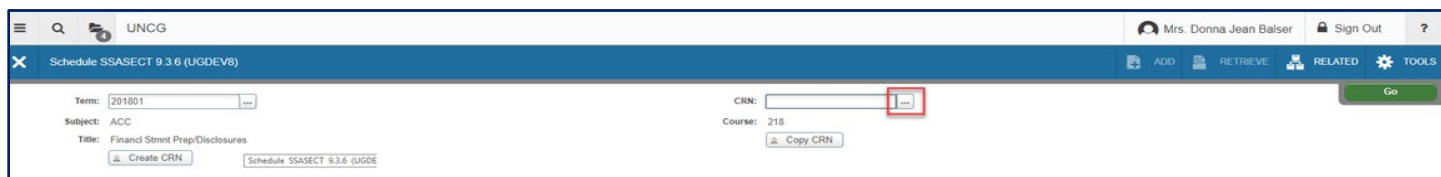
Click **Start Over** at the right corner of the page. **Start Over** will take you back to the Key Block where you can add another course or enter a new CRN.

IMPORTANT: Once your schedule is created, use the Schedule Error Checking report in Argos to find any errors that need to be addressed. If you are adding/adjusting a single section, please utilize this tool to ensure data integrity and accuracy of the schedule.
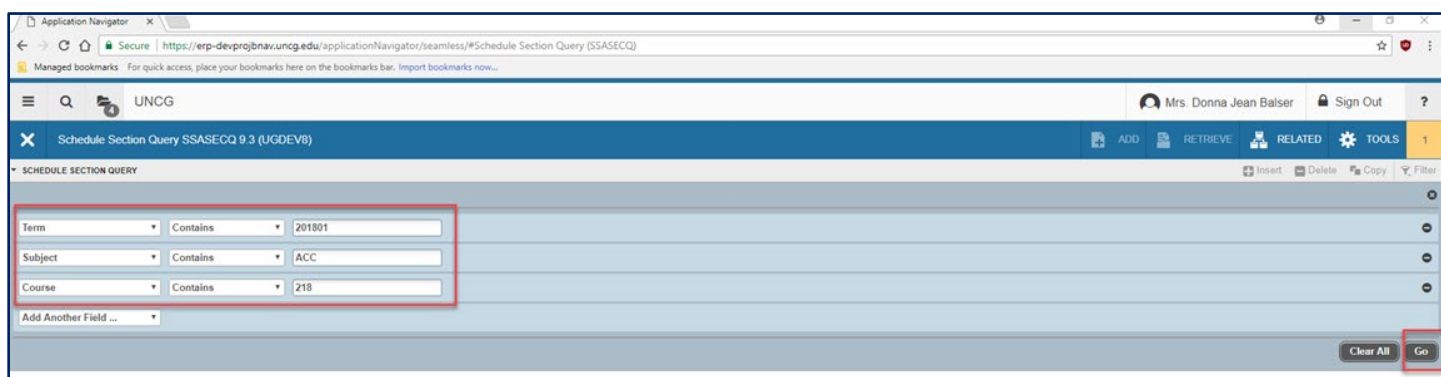**Instructions can be found on the Registrar's web page under Course Scheduling>Schedule Error Checking: https://reg.uncg.edu/course-scheduling/**

Updating an Existing Course Section

1. Open the **SSASECT** page.
2. Enter the term.
3. If you know the CRN, enter it into the CRN field.
4. If you don't know the CRN, click the ellipsis next to the CRN field.

5. On the query page, enter search criteria.
6. Click **Go**.

7. When results are returned, <u>double-click</u> on the **CRN Field** to return the SSASECT Key Block.

8. Make any necessary changes.

Note when updating a course:

You will be required to remove the instructor and then the meeting dates and times before an update to **Course Section Information** (the first tab) page can be made.

Copying a Section

1. Create a section of a course.

2. Set the Section field to "**0**" (zero).

3. Complete all appropriate fields for the section.

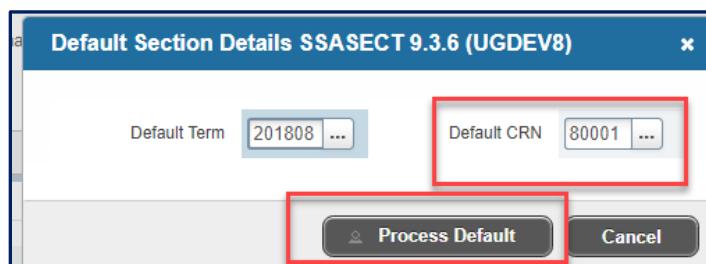4. Save.

5. Click **Start Over.**

6. Select **COPY CRN** in the Key Block.

7. When the Default Section Details box appears, type in the default CRN from the "0" (zero) course section you created.

8. Click Enter.

9. Click Process Default.

10. Change the section number in the new section as well as any other applicable fields.

11. Save.

NOTE: All sections copies should be created from the original ''0'' course section. **Once all sections have been created, the original "0" course should be deleted or converted to an actual section.** If the "0" (zero) section is not deleted, it will be visible in Genie when the schedule is turned on and students will be able to register for it. If the "0" section is not deleted by the scheduler once registration is active, the Registrar's Office will delete it. If a student is registered, the section will be converted to an actual section and it will be the department's responsibility to supply an instructor and meeting pattern.

Deleting or Cancelling a Section

NOTE: Deleting a section entirely should ONLY be done during the initial schedule development period (before advising/registration begins). If you need to cancel any section after this period, please notify the Registrar's Office so they can inactivate/cancel the section. Deleting or removing a section after registration has touched it, creates blank registration records in the students' registration trails and is problematic.

1. Enter **Term Code** and **CRN** of the course to be deleted in the Key Block.
2. Click **Go**.

3. Click in the **Subject Field**.

4. Click **Delete**.

5. The fields in Course Section Information will blank out and there will be a status message at the top right of the page:

6. If you are <u>sure</u> you want to remove the course, click **Save**; otherwise, click the exit **(X)** button. Once you delete the record your cursor will be back in the CRN field in the top block.

7. Click Backspace to delete that CRN since it no longer refers to a valid section.

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Course Meeting Times

Course schedules should adhere to the following Standard Hours table. Standard Hours apply to three and four credit hour courses offered during the fall and spring semesters.

Morning Hours	Afternoon Hours	Evening Hours
0800-0850 MWF	1200-1250 MWF	1700-1750 MWF
0800-0915 TR	1230-1345 TR	1700-1815 MW or TR
0900-0950 MWF	1300-1350 MWF	1730-1845 MW or TR
0930-1045 TR	1400-1450 MWF	1800-1850 MWF
1000-1050 MWF	1400-1515 MW or TR	1800-1915 MW or TR
1100-1150 MWF	1500-1550 MWF	1830-1945 MW or TR
1100-1215 TR	1530-1645 MW or TR	1900-2015 MW or TR
		1930-2045 MW or TR

- MWF classes are 50 minutes and meet on the hour.
- TR classes are 75 minutes and meet sequentially on the hour/half-hour beginning at 0800; MW classes are 75 minutes, meet sequentially, and may be scheduled **only** after 1400.
- Courses meeting two days per week should not mix day sequence. The approved sequences are MW or TR, not MT or WR or TW.

Three-hour block courses should include 150 minutes of instruction and 20 minutes of optional break time **(scheduled for 1400 and later)**:

1400-1650	1730-2020
1500-1750	1800-2050
1600-1850	1900-2150

Three-hour laboratory courses should follow the following sequence:

0800-1050	1830-2120
1230-1520	1900-2150
1530-1820	

Campus Codes

Campus Definitions:

At UNCG, the campus code will define where the program and section are delivered and/or how the student is associated with the program:

Value	Description
G	Greensboro Main
O	Online
S	Site Off-Campus – Approved sites off campus. S-Campus should also be used for off-campus locations when < 25% of program's total credit hours are offered at the site. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (http://assessment.uncg.edu/academicplanning/DOcs/Substantive%20Change%20Checklist.pdf) for SACSCOC notification or approval.
R	Gateway University Research Park (Nanoscience only)

Examples of G Campus Sites   **Example of R Campus Site**

Courses held in any building or room located on the UNCG campus.	Joint School of Nanoscience and Nanoengineering Gateway University Research Park, South Campus 2907 East Gate City Blvd.

Examples of S Campus Sites

Raleigh School of Nurse Anesthesia 3900 Barrett Drive, Suite 200 Raleigh, NC 27609 (Wake County)	Union Square Campus 104 E. Gate City Blvd. Greensboro, NC 27401 (Guilford County)
Alamance Community College 1247 Jimmie Kerr Road Graham, NC 27253	Biltmore Park 28 Schenck Parkway, Suite 309 Asheville, NC 28803 (Buncombe County)
Liberty Elementary School 206 N Fayetteville St Liberty, NC 27298	

Schedule/Course Types (only one per course)

Organized Class Course (OC): A course that is provided principally by means of regularly scheduled classes meeting in classrooms or similar facilities at stated times.

Individual Instruction Course (IS): A course in which instruction is not conducted in regularly scheduled class meetings; includes "readings" or "special topics" courses, "problems" or "research" courses, including dissertation/thesis research, and "individual lesson" courses (typically in music and fine arts).

UNCG adheres to the UNC System Office policy which defines schedule types as follows: https://www.northcarolina.edu/apps/policy/index.php?section=400.3.4%5BR%5D

Code	Description	Organized/ Individual
ACT	Physical Activity: A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.	IS
ADN	Administrative: **For administrative use only.** Placeholder or other administrative courses used to generate registration activity for a student for billing or other administrative purposes.	IS
CLN	Clinical: A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	IS
COL	Colloquia: A course requiring students to participate in an unstructured or informal meeting for the exchange of views on a specific topic with an expert or qualified representative of the field or discipline.	IS
DSC	Recitations: course requiring the extended expression of thought supported by generally accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course. *G campus requires a meeting pattern/location.*	OC
DTS	Dissertation or Thesis.	IS
IND	Individual Study: A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble.	IS
INT	Internship, Field Experience, or Cooperative Education: A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.	IS

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LAB	Lab: A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces.	OC
LEC	Lecture: A course requiring the extended expression of thought supported by generally accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.	OC
LEL	Lecture and Lab: A course that requires the combined attributes of a Lecture course and a Lab course.	OC
PRC	Practicum: A course requiring students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.	IS
PRF	Recital, Performance, or Ensemble: A course requiring recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students practice or rehearse and ultimately perform works of music, dance, or theatre for a jury or audience.	IS
SEM	Seminar: A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.	OC
STT	Student Teaching: A course requiring students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.	IS
STU	Studio: A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.	OC

Only one schedule/course type is available for a course. If a schedule type change is required, you will need to request a change for the following academic year via CIM. http://curriculumguide.uncg.edu/

Instructional Methods

Code	Description
FACE (– G campus only)	Face to Face
VIDC	Live or Interactive Video Conf
ASYN (online only; do not pair with G campus)	Internet – no mtgs/phys location (asynchronous)
HYBR (face to face & online combination – G campus only)	Hybrid courses replace a percentage of face-to-face instructional minutes with web-based online instructional minutes (e.g. video lectures, online discussions, or activities) and those instructional minutes are designated in the official course schedule.
STOR	Broadcast/Stored Content
SYNC (online only; do not pair with G campus)	Internet – virtual meeting pattern (synchronous)

*When choosing the Instructional Method from the drop-down box, **please use the letter codes only**. The numeric codes, although still visible for historical purposes, are invalid. The five valid letter codes will be located at the bottom of the list.

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Classroom Assignment Process

The University Registrar's Office utilizes Ad Astra Information Systems software to schedule classroom assignments based on maximum course enrollment. Factors included in the room optimization process are classroom capacity, back-to-back instructor assignments, and optimum campus location/region.

URO Scheduling Regions:
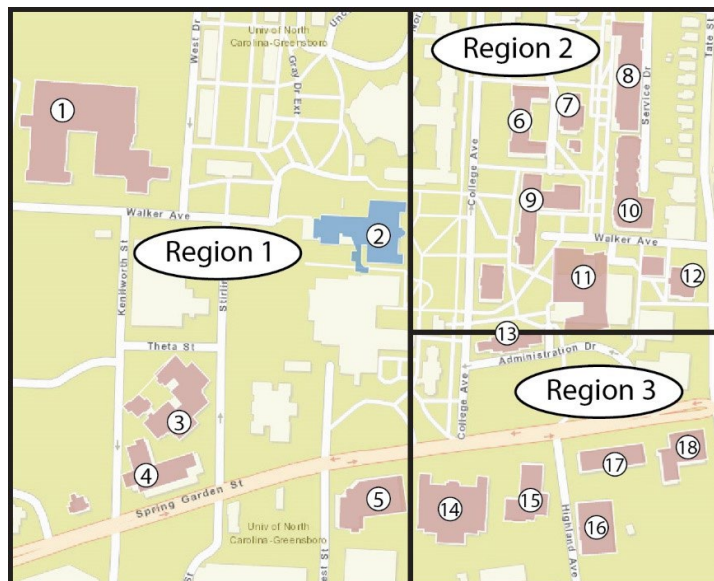
1. Coleman Building (COLE)	**10. Eberhart Building (EBER)**
2. Jackson Library (LIBR)	**11. Nursing & Instructional Building (NSCI)**
3. Bryan Building (BRYN)	**12. Brown Building (BRWN)**
4. School of Education (SOEB)	**13. Foust Building (FOUS)**
5. Moore Humanities & Research Administration (MHRA)	**14. Curry Building (CURY)**
6. Petty Science Building (PETT)	**15. Ferguson Building (FERG)**
7. Moore Building (NMOR)	**16. Gatewood Studio Arts Center (STAC)**
8. Sullivan Science Building (SULV)	**17. Graham Building (GRAM)**
9. Stone Building (STON)	**18. Weatherspoon Art Museum (ABCB)**

Reserved Seats

SSASECT – Reserved Seats

**NOTE: RESERVED SEATING IS NOT TO BE USED FOR CROSS LISTING A COURSE

Definition: Reserved seating functionality can be used to allocate seats for certain populations. Seats can be reserved based on major, concentration, school, degree, level, department and cohort, as well as fewer common identifiers.

Here are a few notes about Reserved Seating Versus Course Restriction:

Reserved Seating only reserves a portion of a course section and is managed within the department whereas course restriction affects the entire course and requires prior approval by either the UCC and/or GSC.
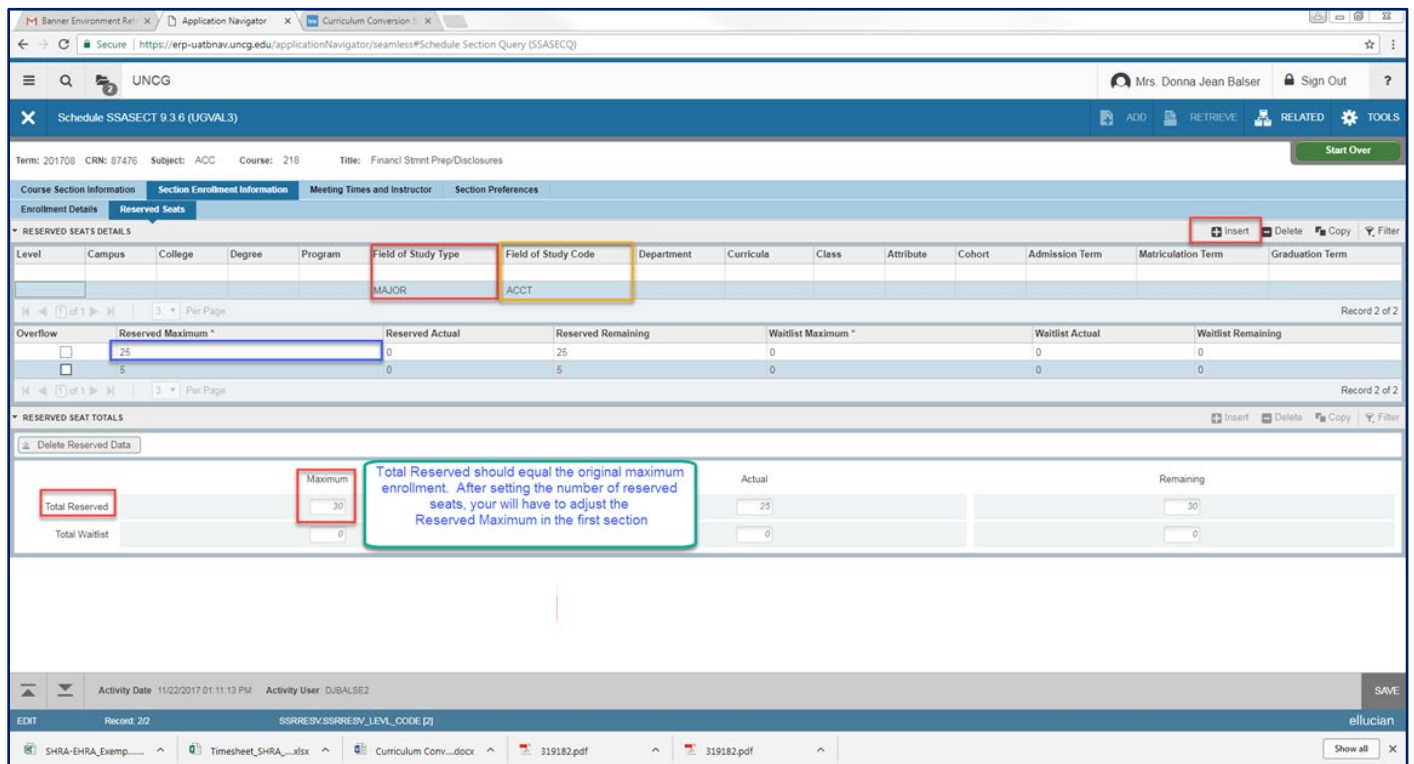
Guidelines for Use:
- Reserved Seating cannot be used as a course restriction or in lieu of a course restriction.
- Only 50% or less of the total seats in a section may be reserved for a special population (i.e. If the section seat max = 100 then only 50 Seats may be reserved)
- Reserved Seating may not be applied to courses that carry General Education Category Designations. General Education Council guidelines state that all courses that carry general education category designations must be open to all undergraduate students regardless of major.
- Reserved Seating may not be applied to MAC courses.
- Reserved Seating may not contradict or supersede restrictions already approved by the appropriate curriculum committee (i.e. If KIN 356 is restricted to KINE majors then a subset of seats cannot be reserved for CST majors).

How to Apply: The departmental scheduler in Banner is responsible for managing reserved seating.
- Please access the video tutorial on the URO website, Faculty/Staff, Course & Classroom Scheduling, Schedule Preparation. https://reg.uncg.edu/course-scheduling/#reserved
- The first row represents the current enrollment and waitlist maximums that you entered on the Enrollments Detail Tab.
- Subsequent rows can be used to reserve seats for specific groups of students based on any number of curricular elements. To add a row Click **Insert** the **Reserved Seats Detail Section**
- To reserve seats by Field of Study, click in **Field of Study Type** and select the appropriate type.
- To reserve seats by Field of Study code, click in **Field of Study Type Code** and select the appropriate type.
- Checking the "Overflow" box allows additional students with reserved seat criteria to register after the reserved maximum has been met.

- After all reservations are made, adjust the "**Reserved Maximum**" number in the first record so that the correct overall course enrollment maximum is reflected in the Reserved Seat Totals section at the bottom of the page.
- To release extra reserved seats, set the Reserved Maximum to the Actual number of students registered in the reserved section.
- Save

Once there is registration, reserved seating cannot be removed without dropping all registered students from the course.

Hybrid Sections

This can be used when a course needs alternating face-to-face meetings and online instruction. If the course is fully face-to-face or fully online, the hybrid (HYBR) method cannot be used.

==****Per SACSCOC, the online portion of a hybrid section cannot be greater than 49% of the course. If it is 50% or more, it is an online course and requires online delivery approval process via CIM to obtain the ONLC attribute (pgs. 16 & 34).**==

All sections should be set up as **G HYBR**:

Campus *	G	•••	Greensboro Main
Status *	A	•••	Active
Schedule Type	LEC	•••	Lecture
Instructional Method	HYBR	•••	Hybrid on-campus and online
Integration Partner		•••	

Meeting Pattern Scenarios:

The meeting patterns in the section and their building/room assignments will reflect which days are on campus and which days are online.

If course meets 1 day per week – the instructor and students may agree to meet either online or in person, either in an alternating or a fixed schedule. There is no adjustment to the course schedule for these situations (instructors should communicate directly with students regarding the plan).

- one section with one meeting pattern
- a note should be included in the SSASYLB notes field to provide students with specific information associated with the logistics of the course

	Meeting Location and Credits												
Meeting Dates													
▼ SCHEDULE											Insert	Delete	Cop
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	
	CLAS	01/09/2023	04/26/2023	☐	☐	☑	☐	☐	☐	☐	1800	2050	

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If course meets 2 days per week (example MW) - part of the class meets in person, part of the class meets online.

- one section with two meeting patterns (enter meeting pattern one, insert, enter meeting pattern two)
- a note should be included in the SSASYLB notes field to provide students with specific information associated with the logistics of the course

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	01/09/2023	04/26/2023	☐	☐	☑	☐	☐	☐	☐	1800	2050
	CLAS	01/09/2023	04/26/2023	☑	☐	☐	☐	☐	☐	☐	1800	2050

If course meets 3 days per week (example MWF) – part of the class meets in person, part of the class meets online.

- one section with two meeting patterns (enter meeting pattern one, insert, enter meeting pattern two)
- a note should be included in the SSASYLB notes field to provide students with specific information associated with the logistics of the course

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	01/09/2023	04/26/2023	☐	☐	☑	☐	☑	☐	☐	1800	2050
	CLAS	01/09/2023	04/26/2023	☑	☐	☐	☐	☐	☐	☐	1800	2050

*Online meeting patterns that meet asynchronously still need the same day/time as the on campus meeting pattern entered into Banner for Datamart purposes. The instructor may notify the students that the online portion is asynchronous.

Building/Room Assignment Tab for HYBR

If course meets 1 day per week – either enter departmentally owned space in building/room, or leave the fields blank for the URO to assign a general purpose classroom.
Save.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *
	STON	215	LEC	

If course meets 2 days per week – either enter departmentally owned space in building/room for the on campus meeting pattern, or leave the fields blank for the URO to assign a general purpose classroom.

For the online meeting pattern, **enter ONLC in the building field and 000 in the room field**.

Save.

Meeting Dates	Meeting Location and Credits			
▼ SCHEDULE				
Automatic Scheduler	Building	Room	Schedule Type *	Ho
	STON	215	LEC	
	ONLC	000	LEC	

If a course meets 3 days per week – either enter departmentally owned space in building/room for the on campus meeting pattern, or leave the fields blank for the URO to assign a general purpose classroom.

For the online meeting pattern, **enter ONLC in the building field and 000 in the room field**.

Save.

Meeting Dates	Meeting Location and Credits			
▼ SCHEDULE				
Automatic Scheduler	Building	Room	Schedule Type *	Hours per We
•••	STON	215	LEC	
	ONLC	000	LEC	

*ONLC 000 is for HYBR use only! Do not add to fully online sections.

Adding Notes in SSASYLB

This functionality can be utilized to relay additional information about the course delivery to the students via UNCGenie.

1. Term 202008
2. CRN
3. Go
4. "Learning Objectives" area.
5. Add informational text.
6. Save

Visible on Course Schedule (click title /notes)

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Please utilize the Argos Schedule Error Checking report**! If you do not have access to Argos, please request it. This report will identify possible issues/errors with your sections so they can be corrected immediately. This is vital with active registration happening.**

Accuracy/Changing Courses

Accuracy

Your department is responsible for ensuring the accuracy of requested course schedule information. Please review your course offerings carefully before entering them into Banner. All courses should be entered and available by the beginning of the advising period. Once a student is registered in a course, any change needed to the base page of that course (such as campus, schedule type, instructional method) must go through the Registrar's Office.

Changing Courses/Sections

Please note that you cannot make scheduling changes in Banner to the following course data fields: CRN, course number, title, credit, grading method, GEC/GEC+CAR or MAC/MAC+CIC credit (except for WI/SI makers), repeat for credit notations, or major/minor restrictions. Revisions to these course components must receive prior approval from UCC/GSC before information will be updated in the Undergraduate or Graduate Bulletin, Banner Catalog Master, and the online course schedule; however, you can enter specific titles for special topics courses as those titles may vary without committee approval.

Special Topics Courses: A descriptive title must be included because these titles appear on student transcripts. If possible, the title should be limited to six words or fewer (30 characters total) and should clearly reflect the content of the course. The Registrar's Office may recommend changes in these course titles if the proper naming convention is not used.

- Title - begins with Topic: (the appropriate title should be inserted after the colon – example = "Topic: Baby Boomers")

More Information

For up-to-date documentation and the course scheduling timeline, visit Course & Classroom Scheduling on the URO website.

Any questions regarding courses or scheduling, please contact courses@uncg.edu.

Any questions regarding room assignments, please contact clasrms@uncg.edu.

Online Course Approval via QM-CRAC process: ONLC will be listed as an attribute in SSASDETL if your course has been approved to be offered online. If you do not see ONLC listed, **do not add it**. Please fill out the request through CIM (link below). The deadlines can be found here http://curriculumguide.uncg.edu/.

General Education Core and Marker Designations –
Schedulers are **not** authorized to change GEC/GEC+LEC or MAC/MAC+CIC credit designations. These features are based on Banner Catalog Master information and automatically assigned by the system.

Helpful Links:

Scheduling timeline - https://reg.uncg.edu/course-scheduling/

Approved WI/SI Courses - https://docs.google.com/spreadsheets/d/1o68ikJeUSBrIe3BKJMcMwy3j2-NXqy57/edit#gid=1643692958

Classroom Scheduling – https://reg.uncg.edu/classroom-scheduling

Curriculum Guide - http://curriculumguide.uncg.edu/

CIM (curriculum information management) – https://provost.uncg.edu/courseleaf/

Online Course Approval Information – http://curriculumguide.uncg.edu/

Gen Ed Council - http://assessment.uncg.edu/curriculum/GEC/GEC.html

Argos reporting – Log into Argos via Secure Desktop. Use the Academic Administration folder to run reports on schedule proofs, misaligned meeting patterns, prime time analysis, and schedule errors.

Cross-listing Guidelines - https://reg.uncg.edu/wp-content/uploads/Scheduling-Cross-list-Guidelines.pdf