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. More information about MyCloud can be found at: My Cloud Information

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.
BANNER 9 PAGE NAVIGATION TO REMEMBER

Banner 9

Go: [Go] OR [ ]

Start Over: [Start Over]

Delete: [Delete]

Related: [RELATED]

Save (bottom right): [SAVE]

Tools: [TOOLS]

Search on a field: [ ]

Bottom right: [Keyboard Shortcuts]
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.
4. 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.
5. Double click on the course you would like to add. The Subject, Course Number, and Title fields will be populated based on your selection.
6. **Section** - Enter the Section number. If this section already exists, you will receive a red error message in the top right corner of the page: *ERROR* Section exists with subject/course/section number.

7. **Cross List** - Leave this field blank. Cross Listing of courses should be coordinated with the Registrar’s Office. See cross listing guidelines on p27.

8. **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 courses that are offered in online programs (please see note below). The “S” is used for courses offered at an approved Site Off-Campus. The “R” campus which is utilized by Nanoscience only. List of campus codes on p21.

**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** - Due to the complex external reporting requirements for initiating and discontinuing off-campus programs and sites (UNCG, UNC General Administration, SACSCOC, US Department of Education, and Homeland Security), as well as emergency notification issues, the Office of Assessment and Accreditation and the University Registrar’s Office must be aware of all off-campus instruction.

*Regarding Online Campus – please make certain (by checking for the ONLC attribute in SSADETL) that your course is approved to be offered online. If the course has not been offered online previously, please submit the appropriate Online Course Approval Checklist CRAC forms to Jana Walser-Smith jfwalser@uncg.edu. More information and link to forms on p31.*
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.

9. **Status** - Select **Active** (or type A).
10. **Schedule 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. If you do not see the appropriate type, please contact courses@uncg.edu. List of schedule types/definitions provided on p22.

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).

11. **Instructional Method** - Click the ellipsis next to the Instructional Method field and select the appropriate instructional method. Please do not use numeric codes; they are invalid. (List of instructional methods on p23).

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

11. **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.
12. **Duration** - Leave the Duration field blank.
13. **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.
14. **Save**.
*Examples of base course set ups are on p .
*UNCG Online office will continue to create summer term courses.
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.

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

NOTE: THE MAXIMUM ENROLLMENT FOR A WRITING INTENSIVE (WI) OR SPEAKING INTENSIVE COURSE (SI) IS 25.

17. Enter Waitlist Maximum, if applicable. The waitlist maximum should be a realistic number that reflects the potential for enrollment in the course. We suggest a max of 5. For co-requisite sections, such as lecture-lab combinations, please leave waitlist blank as using wait listing in these situations can create serious complications once students begin registering.

18. Save.

If you are utilizing Reserved Seating, please see p26 for more information and instruction on that process.

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 the section, only students in the online program may register for the online course. Departments still 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.
SSASECT – 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.
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”). **Approved meeting patterns are located on p20.**
4. Save.

Also, it is the responsibility of administrative personnel in CVPA to inform the University Registrar’s Office (each term) of **stacked courses** that must be linked in Banner.
If you do not have a defined meeting pattern, please ensure that you are using the correct schedule type.

**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).

**SSASECT - 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 TA’s). The Registrar’s Office will activate the names of faculty and Teaching Assistants (GR) instructors who are new to UNCG once the Provost’s Office and the Graduate School, respectively, have given approval and notified the Registrar’s Office.
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 then **First Name**.

5. Click **Go**.

6. Double-click on the ID to return to the instructor section.
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 **MUST** be a credentialed faculty member (not a TA/GA). 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.

**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.
- From a liability perspective, faculty listed in Banner must accurately reflect the instructor in the classroom.
SSASECT – Room Assignments

**NSP (no space) is longer an appropriate designation.** 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.

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

SSASECT – 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.
SSADETL – Section Detail

Adding WI/SI – 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 [https://oaacurriculum.uncg.edu/wisi-course-markers/](https://oaacurriculum.uncg.edu/wisi-course-markers/)

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.

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.

Extra Fees - If appropriate, you may also add an attribute indicating an extra fee associated with a course/section, such as liability insurance (374), $300 mandatory trip fee (377). All online courses must carry the attribute 376 to notify that an extra fee that may apply, which includes proctoring. 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 to remain in compliance with SACSCOC.

**Approved Online Delivery** - SSADTL is where the ONLC (approved online delivery) attribute will be populated, as well, if your course is approved to be taught online. **Do not add this attribute; this is for checking purposes only.** Please see p31 for more information on the course online approval process.

Click the X at the top of the page to close the SSADTL 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.
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, double-click 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.

**Deleting a Section**

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 sure 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.

**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 the section. Deleting or removing a section after registration has touched it, creates blank registration records in the students’ registration trails and can be problematic.
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.

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

- 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:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Greensboro Main</td>
</tr>
<tr>
<td>O</td>
<td>Online</td>
</tr>
<tr>
<td>S</td>
<td>Site Off-Campus</td>
</tr>
<tr>
<td>R</td>
<td>Nanoscience Only</td>
</tr>
</tbody>
</table>

Examples of G Campus Sites

Courses held in any building or room located on the UNCG campus.

<table>
<thead>
<tr>
<th>Example of R Campus Site – NAN dept only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint School of Nanoscience and Nanoengineering</td>
</tr>
<tr>
<td>Gateway University Research Park, South Campus</td>
</tr>
<tr>
<td>2907 East Gate City Blvd.</td>
</tr>
</tbody>
</table>

Examples of S Campus Sites

<table>
<thead>
<tr>
<th>Raleigh School of Nurse Anesthesia</th>
<th>Union Square Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>3900 Barrett Drive, Suite 200</td>
<td>104 E. Gate City Blvd.</td>
</tr>
<tr>
<td>Raleigh, NC 27609 (Wake County)</td>
<td>Greensboro, NC 27401 (Guilford County)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Alamance Community College</td>
<td>Biltmore Park</td>
</tr>
<tr>
<td>1247 Jimmie Kerr Road</td>
<td>28 Schenck Parkway, Suite 309</td>
</tr>
<tr>
<td>Graham, NC 27253</td>
<td>Asheville, NC 28803 (Buncombe County)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Kiser Middle School</td>
<td></td>
</tr>
<tr>
<td>716 Benjamin Pkwy</td>
<td></td>
</tr>
<tr>
<td>Greensboro, NC 27408 (Guilford County)</td>
<td></td>
</tr>
</tbody>
</table>
### Schedule Types

Note: New Schedule Types and changes are highlighted

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Physical Activity: A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.</td>
</tr>
<tr>
<td>CLN</td>
<td>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.</td>
</tr>
<tr>
<td>COL</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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.  

| DTS  | Dissertation or Thesis |
| ENS  | Recital, Performance, or Ensemble: A course requiring recital-, performance-, or ensemble-focused experiential work, where students practice in group settings or rehearse and ultimately perform works of music, dance, or theatre for a jury or audience. |
| 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. |
| INI  | 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.  

Does not include organized course meetings.  

| INT  | Internship, Field Experience, or Cooperative Education: 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.  

Includes organized course meetings with instructor.  

| 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.  

G campus requires a meeting pattern/location.  

| LEC  | Lecture: A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.  

G campus requires a meeting pattern/location.  

| LEL  | Lecture and Lab: A course that requires the combined attributes of a Lecture course and a Lab course.  

G campus requires a meeting pattern/location.  

| PRI  | 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.  

Does not include organized course meetings.  

| 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.  

Includes organized course meetings with instructor.  

| PRF  | Performance: course requiring recital-, performance-, or ensemble-focused experiential work, where students practice or rehearse during individual lessons in works of music, dance, or theatre.  

| 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.  

G campus requires a meeting pattern/location.  

| 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.  

| 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.  


If the available schedule type(s) for your course do not accurately reflect the content delivery, please have your department chair send an email to the courses@uncg.edu email account requesting the appropriate schedule type be added to banner for a specific course(s). This is a change in delivery only. Course content changes are required to be submitted to the appropriate curriculum committee for approval.

For Graduate Level Courses (500-and above): Grades of S, satisfactory, or U, unsatisfactory, are reported on all workshops and institutes, certain seminars, field projects, internships, practica, music groups, and others. Please be aware that a Schedule Type change that subsequently drives the need for a Grade Mode change will need to be approved by the appropriate curriculum committee (GSC – Graduate Studies Committee).

**Instructional Methods**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACE</td>
<td>Face to Face</td>
</tr>
<tr>
<td>VIDC</td>
<td>Live or Interactive Video Conf</td>
</tr>
<tr>
<td>ASYN</td>
<td>Internet – no mtgs/phys location (asynchronous)</td>
</tr>
<tr>
<td>STOR</td>
<td>Broadcast/Stored Content</td>
</tr>
<tr>
<td>SYNC</td>
<td>Internet – virtual meeting pattern (synchronous)</td>
</tr>
</tbody>
</table>

*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.*
# Campus and Instructional Method Examples

<table>
<thead>
<tr>
<th>Campus: Online (&quot;O&quot;)</th>
<th>Campus: Greensboro (&quot;G&quot;)</th>
<th>Campus: Site Off-Campus (&quot;S&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Pattern:</strong> 12:00-12:50</td>
<td><strong>Meeting Pattern:</strong> 12:00-12:50</td>
<td><strong>Meeting Pattern:</strong> 12:00-12:50</td>
</tr>
<tr>
<td><strong>Schedule Type:</strong> LEC, SEM, etc.</td>
<td><strong>Schedule Type:</strong> LEC, SEM, etc.</td>
<td><strong>Schedule Type:</strong> INT, PRC, LEC, SEM, STT, CLN</td>
</tr>
<tr>
<td><strong>Instructional Method Code:</strong> SYNC or VIDC</td>
<td><strong>Instructional Method Code:</strong> ASYN or STOR</td>
<td><strong>Instructional Method Code:</strong> FACE</td>
</tr>
<tr>
<td><strong>Note:</strong> Section includes a meeting pattern with “live” interaction.</td>
<td><strong>Note:</strong> These sections have a face-to-face (campus) component possibly in conjunction with web delivery. Online degree seeking students do not register for these sections.</td>
<td><strong>Study abroad courses</strong> will be designated with a Z before the course section number (ex: Z01)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus: Greensboro (&quot;G&quot;)</th>
<th>Campus: Site Off-Campus (&quot;S&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Pattern:</strong> 12:00-12:50 (may or may not have meeting pattern)</td>
<td><strong>Meeting Pattern:</strong> 12:00-12:50</td>
</tr>
<tr>
<td><strong>Schedule Type:</strong> INT or PRC</td>
<td><strong>Schedule Type:</strong> INT, PRC, LEC, SEM, STT, CLN</td>
</tr>
<tr>
<td><strong>Instructional Method Code:</strong> FACE</td>
<td><strong>Instructional Method Code:</strong> FACE</td>
</tr>
<tr>
<td><strong>Location:</strong> BRWN 215 (may not have room assignment)</td>
<td><strong>Location:</strong> Approved off-site location</td>
</tr>
<tr>
<td><strong>Notes:</strong> There is a distinction between INT and INI and a distinction between PRC and PRI. Please see schedule types on page 20.</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>1. Coleman Building (COLE)</th>
<th>10. Eberhart Building (EBER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Jackson Library (LIBR)</td>
<td>11. Former McIver Building Location</td>
</tr>
<tr>
<td>4. School of Education (SOEB)</td>
<td>13. Foust Building (FOUS)</td>
</tr>
<tr>
<td>5. Moore Humanities &amp; Research Administration (MHRA)</td>
<td>14. Curry Building (CURY)</td>
</tr>
<tr>
<td>6. Petty Science Building (PETT)</td>
<td>15. Ferguson Building (FERG)</td>
</tr>
<tr>
<td>7. Moore Building (NMOR School of Nursing)</td>
<td>16. Gatewood Studio Arts Center (STAC)</td>
</tr>
</tbody>
</table>
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 several less common identifiers.

- 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
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 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.

**Once there is registration, reserved seating cannot be removed without dropping all registered students from the course.**
Guidelines for Cross Listing & Stacked Courses

I. PURPOSE

To define/explain the difference between cross-listed, cross-level and stacked courses.

II. SCOPE

These guidelines apply to all courses.

III. FUNCTIONAL DEFINITIONS & GUIDELINES

A. Standard Cross-Listed Course

A course that is offered under more than one subject/prefix/department heading and carries the same course number. A cross-listed course may also have alternate section numbers (section 01 and 01H, for example). Cross-listed courses meet in the same meeting pattern (locations, days, and times of day) and are taught by the same instructor, or team of instructors. The course will carry identical course attributes (markers), will have the identical course title/catalogue descriptions in each listing, grading scale, as well as identical course prerequisites. Cross-listed courses must be approved by the appropriate governing body (Undergraduate Curriculum Committee or Graduate Studies Committee) and must be identified in the University Catalog. All versions of the cross-listed course will count together as one course for instructional workload purposes. Students may only receive credit for the single section of the cross-listed course for which they are registered. Credit will not be awarded for a course where credit has been awarded for a cross-listed course (i.e. ENT 130 and BUS 130 are cross-listed courses. If a student is registered for ENT 130, they will not receive credit for BUS 130. Also, the cross-listed courses are listed as equivalencies. A student who has previously taken and received credit for ENT 130 cannot later take BUS 130 and receive credit for the course unless they are designated as “repeatable for credit”.

B. Cross-Level Linked Courses

Cross-level listing refers to offering two courses, one undergraduate and one graduate, in the same time and place, with the same instructor. Although normally undergraduate and graduate courses are separate and wholly distinct from each other, there are circumstances in which academic units may wish to teach certain levels of the same course together. For cross-level listing, the graduate course is expected to have additional and distinct content and requirements that are more advanced than the undergraduate course.

This policy provides explicit guidelines for offering cross-level listed courses and distinguishes these offerings from standard cross-listings. When graduate/undergraduate classes are cross-level listed they should reflect the following guidelines:
1. Specific, unique expectations are provided for each course.

Graduate expectations must be commensurate with the level of the graduate course listed. The central expectation for graduate students is that they will do not only more work, but more advanced work than undergraduate students.

- Course expectations may be differentiated through assessment measures such as exams, written assignments, computational exercises, etc.
- Graduate expectations may include more advanced learning through additional, more sophisticated reading, research projects, course facilitation or experiential activities.

2. Prerequisites should be appropriate for both courses. Required knowledge should be the same or comparable for both courses, or more significant for the graduate course.

- A graduate course could require the same prerequisite as an undergraduate course, or, depending on the circumstances, a prerequisite might be required for only one level (e.g., either undergraduate or graduate). A graduate student, by virtue of having been admitted to a specific graduate program, may meet the prerequisite requirement automatically and be eligible to enroll.
- Use of the “permission of the instructor” restriction could be used to allow for individual instructor discretion regarding a student’s preparation for the course content and may facilitate the verification of prerequisite knowledge.

3. Courses should be close in level designations.

Undergraduate and graduate cross-listing should occur within the context of general expectations about both cross-listing and course numbering. Only upper-level undergraduate courses (4xx) and graduate courses (5xx and 6xx) may be cross-level listed.

- A 600-level graduate course should not be cross-level listed with a 300-level undergraduate course.

4. Course titles must be related, but do not have to be identical. Course numbers (digits) do not have to be identical (i.e. 453 can be linked with 672).

C. Stacked Courses

A stacked course is utilized in ensemble and performance curricula in the College of Visual and Performing Arts (CPVA). In this case, subject/prefix is identical, but the course numbers will differ by level, for example MUP 151/251/351/651. Performance students who have differing skill levels meet together with the same instructor to improve knowledge and proficiency. Students enroll in courses that may differ by number and level but are working
in a common domain. It is the responsibility of administrative personnel in CVPA to inform the University Registrar’s Office (each term) of stacked courses that must be linked in Banner.

IV. COURSE LINKING PROCESS:
Linking course sections is the process in Banner that combines course sections together for classroom scheduling and faculty workload purposes. Combined sections meet in the same timeslot and location. These include:

- Cross-listed courses
- Cross-level courses
- Stacked courses

Courses Cannot be Linked If:

- They are “Special Topics” or “Experimental” courses because course content can change from semester to semester
- They are traditional independent study, thesis, practica, internships, dissertation, etc. courses
- They satisfy different General Education requirements
- They can be offered for variable credit

ADDITIONALLY

- Courses not eligible for linking (per provided definitions) may not be co-located in the same classroom and taught together. They must be taught separately.
Accuracy/Changing Courses/Variable Credit

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 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.

Variable Credit Hours
Students can indicate the number of credit hours a course is to be worth on certain courses approved as variable credit hours. Once they have registered for the course they may adjust the credit hours earned (as long as the course has been approved for such) by using the “Enter Variable Credit Details” instructions located in the Registration Guide. If the department wishes to change a variable credit hours course to a specific credit structure, approval must be obtained from UCC and/or GSC.
More Information

For up to date documentation: 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 (approved online delivery) 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 contact Jana Walser-Smith.

If your course is still in proposal stage with the appropriate committee, please wait until it has been approved before submitting any forms for the online piece. Any questions regarding Online course approval/QM-CRAC process, please contact Jana Walser-Smith jfwalser@uncg.edu

**General Education Core and Marker Designations –**
Schedulers are not authorized to change GEC/GEC+LEC 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/schedule/
Approved WI/SI Courses - https://oaacurriculum.uncg.edu/wisi-course-markers/
Curriculum Guide - http://curriculumguide.uncg.edu/

Online Course Approval Information -
http://curriculumguide.uncg.edu/forms/CG/Forms/Docs/Online_Course_Compliance_Checklist.pdf