Course Schedule Preparation Guidelines

University Registrar’s Office
Overview of Scheduling

Scheduling Timeline –

The scheduling timeline is posted to ShareNet. Please pay attention to the following:

- Course submission dates
- Classroom submission dates

Online Schedule and Registration Guide –

The UNCG schedule of courses is published online and can be located at
https://reg.uncg.edu/registration/

New Courses/Course Revision/Experimental Courses –

Please remember that all requests for curriculum additions/revisions must be submitted to the Undergraduate Curriculum Committee (UCC) and/or the Graduate Studies Committee (GSC) for approval. Submission deadlines may be found on the Curriculum Committee webpage:

- UCC http://assessment.uncg.edu/curriculum/UCC/UCC.html
- GSC http://assessment.uncg.edu/curriculum/GSC/GSC.html

Departments may choose to offer a new course on an experimental basis by submitting an Experimental Course Proposal to the appropriate committee(s). The experimental course may be offered twice with committee approval. Undergraduate experimental courses cannot carry GEC markers, marker credit, or be listed as a major/minor requirement.

Please see the Curriculum Guide website for more details on course proposals, changes, and forms: http://curriculumguide.uncg.edu/.

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.

Campus Codes –

All courses fall under one of three campus codes, which are: G (Greensboro), O (online), S (site off-campus). G courses are held on the UNCG campus and require a meeting pattern and a classroom. O courses are held online and may or may not require a meeting pattern. S courses are held at a prior approved off-campus location.

*Please note that O campus students will not be able to register for G campus courses. G campus students will be able to register for O campus courses.

General Education Core and Marker Designations –

Schedulers are not authorized to change GEC/GEC+CAR credit designations. These features are based on Banner Catalog Master information and automatically assigned by the system. For an updated list of approved GEC courses, please visit: https://reg.uncg.edu/catalog/gec/.

Writing Intensive/Speaking Intensive/Honors Courses –

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 an up-to-date list of courses approved to carry WI/SI, please visit: https://oaacurriculum.uncg.edu/wisi-course-markers/.

Class Enrollment Limits –

Class enrollments must be set to the expected maximum number. This feature is not to be used as a course restriction. Zero enrollment limits are not acceptable. It is important for accurate classroom optimization that courses reflect the anticipated enrollment number as closely as possible.

Cross Listing –

Cross listing courses will be handled by the Registrar’s Office. Below is the approved definition for cross-listed courses (stacked, combo, and cross enrolled):
“A course that is offered under more than one subject/prefix/department heading, and should carry the same course number. A cross-listed course may also have alternate section numbers (section 01 and 01E, for example) or course campus code values (G and O, for example). Cross-listed courses have the same meeting pattern (locations, days, times) and are taught by the same instructor or team of instructors. The course will carry identical course attributes or markers, will have identical catalog descriptions in each listing, and will have identical course prerequisites. Cross-listed courses must be approved by the appropriate governing body (UCC and/or GSC) and must be identified in the relevant Bulletin(s). All versions of the cross-listed course will count together as one course for instructional load purposes.

Stacked courses are cross-listed courses that share a prefix (course subject code), have different course numbers and course levels, and are taught by the same instructor or set of instructors in the same time/location/meeting pattern. These courses are taught to students working in a common domain at differing levels of knowledge and skills. They are identified in Banner Student using the cross-list functionality (MUP 151/1251/351/651 for example).”

Course shells for instructional purposes can be created by the course instructor of record in Canvas. Please see [https://guides.instructure.com/s/2204/m/4152/l/41327-how-do-i-start-a-new-course-from-the-dashboard](https://guides.instructure.com/s/2204/m/4152/l/41327-how-do-i-start-a-new-course-from-the-dashboard) for instructions.

If you have questions about the proper formatting of cross-listed enrollment limits as they pertain to classroom assignments, please contact [clasrms@uncg.edu](mailto:clasrms@uncg.edu).

Reserved Seating –

Detailed instructions for reserved seating are available on ShareNet. Please pay attention to the following:

- Reserved seating only reserves a portion of a course section and is managed within the department whereas a course restriction affects the entire course and requires prior approval by either UCC or GSC (both are required for 500 level courses).
- Guidelines for use:
  1. Reserved seating cannot be used as a course restriction or in lieu of a course restriction.
  2. Less than 50% of the total seats in a section may be reserved for a special population (If the section seat max is 100, then no more than 50 seats may be reserved).
  3. Reserved seating may not be applied to courses that carry GEC markers or designations. General Education Council guidelines state that all courses carrying GEC markers or designations must be open to all undergraduate students regardless of major.
4. Reserved seating may not contradict or supersede restrictions already approved by the appropriate curriculum committee (If KIN 356 is restricted to KINE majors, then a subset of seats cannot be reserved for non-KINE majors is an example).

Class Meeting Time Format and Sequence –

All courses meet for part of a term and must be offered within the beginning and ending dates of the full semester calendar. No course may end on or after the date of graduation for the term. The Registrar’s Office will determine the appropriate dates for add/drop and dropping without penalty. The Cashiers and Student Accounts Office will determine the appropriate payment and refund deadlines for all courses. Please see the Registrar’s website for the Parts of Term calendars [https://reg.uncg.edu/calendars/](https://reg.uncg.edu/calendars/).

Course meeting times must be entered in the military (24 hours) time format. Please do not enter a meeting time in standard clock format.

<table>
<thead>
<tr>
<th>Morning Hours</th>
<th>Afternoon Hours</th>
<th>Evening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM = 0800</td>
<td>12:00 Noon = 1200</td>
<td>5:00 PM = 1700</td>
</tr>
<tr>
<td>9:00 AM = 0900</td>
<td>1:00 PM = 1300</td>
<td>6:00 PM = 1800</td>
</tr>
<tr>
<td>10:00 AM = 1000</td>
<td>2:00 PM = 1400</td>
<td>7:00 PM = 1900</td>
</tr>
<tr>
<td>11:00 AM = 1100</td>
<td>3:00 PM = 1500</td>
<td>8:00 PM = 2000</td>
</tr>
<tr>
<td></td>
<td>4:00 PM = 1600</td>
<td>9:00 PM = 2100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 PM = 2200</td>
</tr>
</tbody>
</table>

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>
</tbody>
</table>
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:

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

Instructor Information –

The Registrar’s Office will activate the names of faculty and Teaching Assistants (GR) instructors who are new to UNCG if the Provost’s Office and the Graduate School, respectively, have added those persons to the HR system. Please do not list “staff” if the instructor is unknown at the time of scheduling; leave the field blank in Banner until the instructor can be assigned.
Room and Building Assignments

Assignments for general purpose classroom space in the Registrar’s Office inventory will be assigned electronically using the Ad Astra software. This system will use enrollment maximum capacity entered by the departmental course scheduler, back to back instruction, and optimum campus location and/or region to allocate space.

Departmental course schedulers can add non-general purpose classrooms, departmentally owned rooms, special use spaces, laboratory spaces, and faculty offices in Banner. When a specific course does not require a building or room assignment, such as classes meeting solely online, please enter “NSP” in the automatic scheduler field in Banner. If a general classroom assignment is needed, please leave the automatic scheduler field blank. Please do not add any combination of letters outside of NSP, such as NSM or 1SM, to the automatic scheduler field. Any general purpose classroom added outside of the Registrar’s Office is subject to deletion. Please direct exceptions to clasrms@uncg.edu.

<table>
<thead>
<tr>
<th>Schedule Type Description</th>
<th>Space Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Activity</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>CLN Clinical</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>COL Colloquium</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>DSC Recitations</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>DTS Dissertation or Thesis</td>
<td>Not assigned physical space</td>
</tr>
<tr>
<td>ENS Ensemble, Recital, Performance</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>IND Independent Study</td>
<td>Not assigned physical space</td>
</tr>
<tr>
<td>INT Internship</td>
<td>Not assigned physical space</td>
</tr>
<tr>
<td>LAB Laboratory</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>LEC Lecture</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>LEL Lecture and Lab</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>PRC Practicum</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>PRF Performance</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>SEM Seminar</td>
<td>Assigned physical space</td>
</tr>
<tr>
<td>STT Student Teaching</td>
<td>Not assigned physical space</td>
</tr>
</tbody>
</table>
Reserving Computer Labs –

Computer labs cannot be listed in the course schedule without prior approval from IT Services. Departments wishing to schedule computer labs as meeting rooms must do so by completing the online lab reservation request form located at https://its.uncg.edu/Labs/Reservations/. Please ensure that your reservation is submitted the deadlines established by IT Services.

Registration

Enrollment Restriction Footnotes –

Footnotes are no longer housed in Banner. They are to be placed in the notes or attributes section of the course. Any restrictions on courses approved by UCC/GSC are housed in Banner and can be confirmed with the Registrar’s Office. Please do not alter restrictions or markers in Banner without checking with the Registrar’s Office. If your department wishes to delete or change any course restriction, prior approval must be obtained by UCC and/or GSC.

Banner Prerequisite Check –

During registration, Banner will control enrollment in courses based on the criteria listed below. Students not meeting the course criteria must obtain an online override from the instructor before they’re allowed to register through their UNCGenie account. If your department wishes to delete or change any course prerequisite, prior approval must be obtained by UCC and/or GSC.

- College or School (enrollment limited to students admitted to a school, such as the Bryan School is an example)
- Program (B.A. in Arts and Sciences, M.B.A. in Business and Economics are examples)
- Major/Minor/Degree (Classical Studies majors only is an example)
- Class (Seniors only; Freshmen only are examples)
- Level (Graduate students only is an example)
- Course prerequisites and corequisites as defined in the Undergraduate/Graduate Bulletin
- Campus: Greensboro (G), Online (O), Site Off-Campus (S)
Department Prerequisite Checking –

During registration, the departments are responsible for monitoring the following types of enrollment restrictions:

-Overrides and Overloads (closed courses, enrollment restrictions are examples)
-Overall GPA requirements
-Admission to teacher education or student teaching

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.

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. If you have questions or concerns about course scheduling, please send an email to courses@uncg.edu. If you have questions or concerns about classroom assignments, please send an email to clasrms@uncg.edu.

For up-to-date documentation for course scheduling, reserved seating, and other instructions in Banner:

- Banner.uncg.edu
- Documentation (left side bar)
- Log into Box
- Banner 9 Documentation
- Student – Banner 9
- Choose appropriate file