

Course Scheduling

Crystal Reports, Curriculum, Banner

July 1 – Aug 14

Classes@augusta.edu



AUGUSTA UNIVERSITY

Using this PowerPoint

- Hello! This PowerPoint is a slightly modified version of the presentation shown during the Course Scheduling Training
- Each [“link”](#) on this PowerPoint is clickable
- If you have any issues using this resource, please let us know

Modern Campus Curriculum (Curriculog)

- Download all attached files
- Consult your department for unknown information like cross-listing or attributes
- Be sure all attachments are uploaded BEFORE approving the proposal
- Include newest version of WSC0102 report with activated courses

Upload File

You are not involved on the current step for this proposal, so you cannot upload files on the proposal at this time.

Attached Files

[schedulingmanual0825.pdf](#)
uploaded by Shardaye Pender, 11/4/2025 1:32 pm

[standard-course-variance.pdf](#)
uploaded by Shardaye Pender, 11/4/2025 1:32 pm

[Attributes & Cross-List Template.xlsx](#)
uploaded by Shardaye Pender, 11/4/2025 1:32 pm

[CSM Mathematics \(1\).xlsx](#)
uploaded by Shardaye Pender, 11/4/2025 1:32 pm

Discussion

Workflow Status

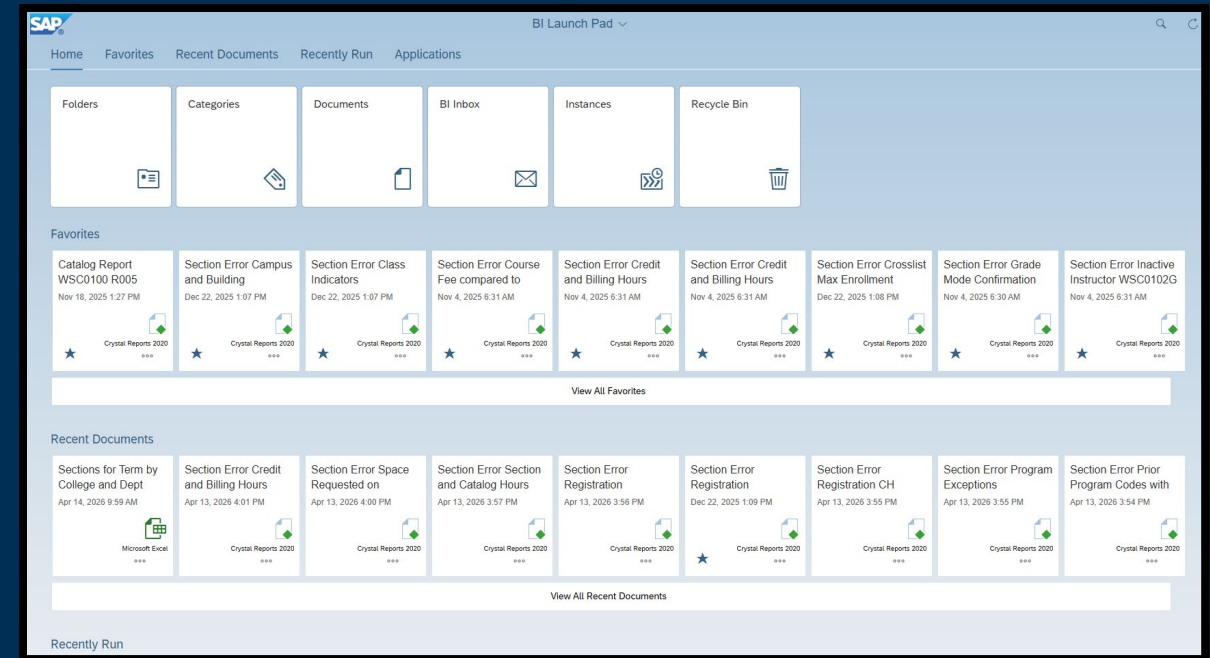
Signatures

Files

Decisions

Crystal Reports (WSC0102)

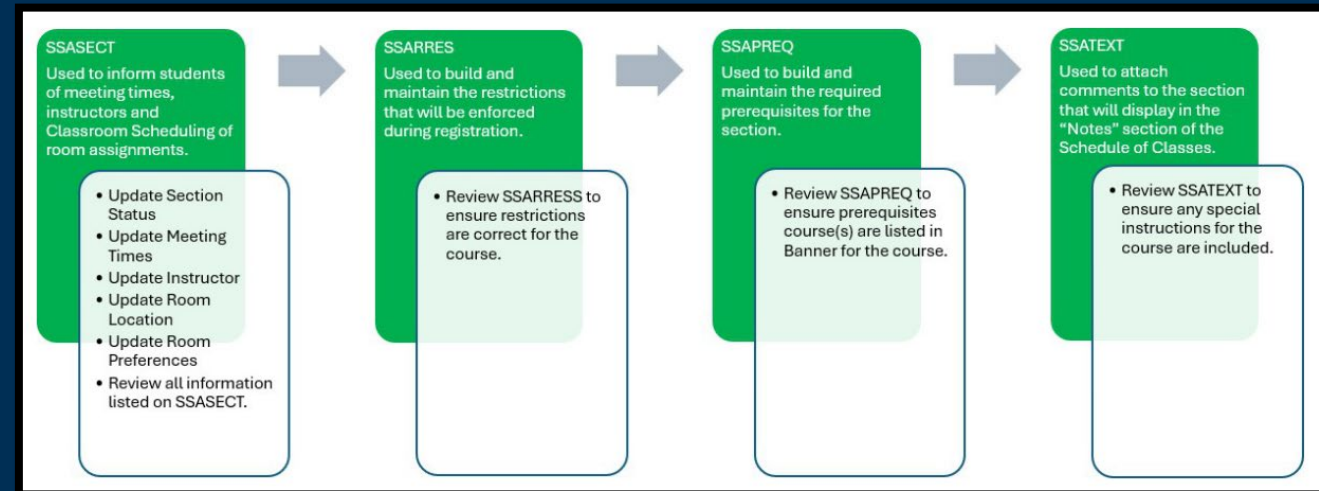
- Using WSC0102 to find inactive sections
- Right click report, Schedule, Report Features, Select your Values, and Schedule report
- In Excel, Select all, and FILTER
- Error Reports



Running a Crystal Report

Banner (UCRN Process)

- Activate through SSASECT
- Review SSARRES, SSAPREQ, and SSATEXT for accuracy. You will only be able to view these screens. You will not be able to make any changes to this information without an edit form.



Resources

- [Registrar Training](#)
- [Scheduling Manual](#)
- [Registrar Systems](#)
- [Schedule of Classes](#)
- [Registrar Catalog](#)



The screenshot displays the official website of the Registrar's Office at Augusta University. The top navigation bar includes the university's logo and a list of links: CURRENT STUDENTS, ALUMNI, COMMUNITY, FACULTY & STAFF, MILITARY, PATIENTS, and a search icon. Below this, a secondary menu lists various university departments. The main header area features the word "Registrar" and a dropdown menu with options like "About Us", "Students", "Alumni", "Faculty/Staff", and "Academic Calendar". A large photograph of Rains Hall, a classical building with columns, serves as the background for the main content area. Below the photo, the text "Augusta University / Registrar" is visible. The section is titled "Registrar's Office" in bold. Underneath, there are three image-based links: "CURRENT STUDENTS" (with a photo of students walking), "FACULTY & STAFF" (with a photo of a group of people), and "ALUMNI" (with a photo of graduates). To the right of these links is a "Contact Us" box providing the Registrar's Office location (Summerville Campus, Rains Hall), phone number (706-446-1430), and email address (registrar@augusta.edu).



Upcoming Training Opportunities

Please check the calendar link below for all upcoming training opportunities!

1. Monday, July 27 | Virtual Via Teams | 9am-10am | Microsoft Teams
2. Wednesday, July 29 | Summerville Campus | 9am-10am | UH 223
3. Tuesday, August 4 | Health Science Campus | 9am-10am | EC 223
4. Thursday, August 6 | Summerville Campus | 9am-10am | UH 223
5. Monday - Thursday, August 10 - 13 | Virtual 1:1 Sessions by Appointment ONLY from 9am-12pm

Curriculum Training Dates
Curriculum Calendar