

# SCHEDULING MANUAL

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**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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## INTRODUCTION

The goal of this manual is to provide users with the knowledge and practice to set up and maintain an accurate Schedule of Classes for the department and Augusta University.

To be successful at managing accurate course data, the user should:

- Understand the specific scheduling needs of their department
- Utilize the resources provided by the Registrar's Office for Banner processing
- Attend and participate in training and workshops provided by the Registrar's Office



## REGISTRAR'S OFFICE CURRICULUM TEAM

The Curriculum Team in the Registrar's Office is responsible for the oversight of Course Scheduling, Catalog Production, Curriculum Inventory Reporting and High Impact Practice (HIP) collection, and the Curriculog system.

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## CLASSROOM & EVENT SCHEDULING

The Office of Classroom & Event Scheduling is responsible for managing the utilization, reservations, and support of the various academic and non-academic event spaces throughout the enterprise. The office is a one-stop shop for reserving space in support of academic courses and non-academic events across AU. For academic courses scheduled in Banner, Classroom & Event Scheduling works with the Registrar's Office and each college to ensure faculty have the space needed to deliver instruction effectively.

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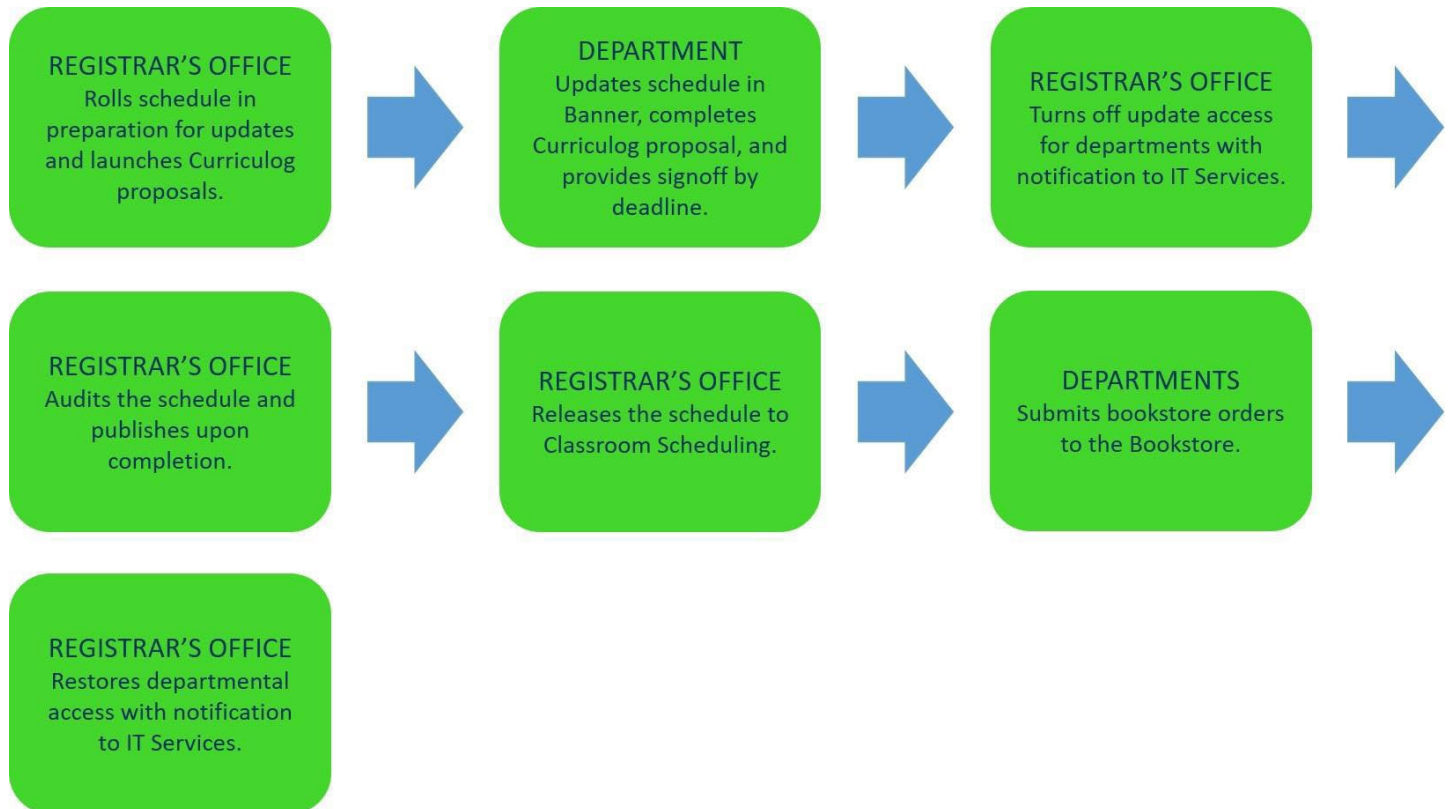
Susan Gannon  
Classroom & Event Scheduler

## SUMMARY OF COURSE SCHEDULING PROCESS

- Schedules are submitted twice per year, once in August for Spring and once in December for Summer and Fall.
- The process for semester scheduling begins with the Registrar's Office rolling the schedule forward from the previous corresponding term and launching the Administrative Course Scheduling proposals in Curriculog for each department.
- Attached to the Administrative Course Scheduling proposal in Curriculog for the specific departments course prefixes is a list of section course reference numbers (CRNs rolled from the previous corresponding term) that belong to that department, instructions, and a template for submitting cross-listed, cross-leveled, and reserved sections.
- Scheduling Coordinators will enter the schedule updates in Banner according to their departmental practice and then complete their submissions in Curriculog by the due date.
- Once the updates are complete in Banner, the Scheduling Coordinator will complete the Course Scheduling proposal that is in their queue in Curriculog.
- The proposal will be routed back to the Registrar's Office to alert them that the schedule is complete.
- After the due date, the Scheduling Coordinator's Banner access is temporarily suspended.
- At this time, any edits that need to be processed should be submitted using the [online forms](#) published on the Registrar's Office webpage.

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## PROCESS FLOW



## SCHEDULING COORDINATOR RESPONSIBILITIES

- Scheduling Coordinators are responsible for updating their sections in Banner using the Course Reference Number process (UCRN) according to the established deadlines.
- Scheduling Coordinators are classified according to the chart below and access is provisioned as outlined.
- Frequent review of the UCRN instructions is necessary to create accurate section data. A [list of the Scheduling Coordinators for each area](#) can be useful to determine responsibilities.

In the event you are no longer responsible for updating this information in Banner or duties have been redistributed, please contact the Registrar's Office. If you are responsible for updating sections in Banner and do not have access, please complete the [Banner Access request form](#).

Helpful Tip: Review your own internal processes with others in your area who work with course scheduling. Refer to the Preliminary Schedule Prep information for some suggestions.

	Point of Contact	Primary Processor	Backup Processor	Administrator
Definition	This person is the point of contact for information in regard to sections. They will have query access to section information in Banner.	This person is responsible for updating sections. They will have update access to section information in Banner.	This person is responsible for updating sections in the event the primary processor is not available. They will have update access to section information in Banner.	This person is a college administrator in the Dean's Office. They will have both query and update access to section information in Banner.
Attribute	SPOC	SPPR	SBPR	SADM

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## DEADLINES

Scheduling Coordinators are responsible for updating their sections in Banner using the UCRN process according to the established deadlines. All deadlines related to scheduling are static and are listed below.

### SCHEDULES LAUNCHED IN CURRICULOG DEADLINES

Term	Deadline
Summer	November 1
Fall	November 1
Spring	July 1

### SCHEDULE SUBMISSION DEADLINES

Term	Deadline
Summer	December 15
Fall	December 15
Spring	August 15

### DATES OF RESTRICTED BANNER ACCESS

Departments can no longer enter any course section information in Banner.

Term	Deadline
Summer	December 16 - June 30
Fall	December 16 - June 30
Spring	August 16 - October 31

### CLASSROOM SCHEDULING BEGIN PROCESS ROOM ASSIGNMENTS

The department should review all course section data prior to the release.

Term	Deadline
Summer	January 19
Fall	February 15
Spring	September 27

### CLASSROOM SCHEDULING RELEASE ROOM ASSIGNMENTS

Any updates to course sections after this deadline must be approved by the leadership.

Term	Deadline
Summer	January 29
Fall	February 26
Spring	October 8

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## REQUEST FOR COURSE MATERIAL SUBMISSIONS

Term	Deadline
Summer	February 15
Fall	March 16
Spring	September 1

## DEADLINE FOR COURSE MATERIAL SUBMISSIONS

Term	Deadline
Summer	March 15
Fall	April 15
Spring	October 1

## SCHEDULE OF CLASSES PUBLICATION (NO CLASSROOM ASSIGNMENTS)

Term	Deadline
Summer & Fall	Tuesday after Martin Luther King Jr. Holiday
Spring	Tuesday after Labor Day

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## COMMUNICATION PLAN

Below is a list of the communications that are sent from the Registrar's Office about the course scheduling process.

	When	Who
EMAIL Spring scheduling begins	July 1	Scheduling Coordinators
EMAIL Prior to Spring schedule release to classroom scheduling	September 20	Scheduling Coordinators Classroom Scheduling
EMAIL Spring schedule publication	Tuesday after Labor Day	Scheduling Coordinators
EMAIL Summer & Fall scheduling begins	November 1	Scheduling Coordinators
EMAIL Prior to Summer schedule release to classroom scheduling	January 12	Scheduling Coordinators Classroom Scheduling
EMAIL Prior to Fall schedule release to classroom scheduling	February 8	Scheduling Coordinators Classroom Scheduling
EMAIL Summer & Fall schedule publication	Tuesday after MLK Jr.	Scheduling Coordinators



## PRELIMINARY SCHEDULE PREP

As a preliminary step to preparing the Schedule of Classes, information about classes offered in the previous corresponding semester is "rolled" forward to the new semester/term (fall to fall, spring to spring, summer to summer). Please note, in some cases, new course reference numbers (CRNs) are assigned to each section. When this process is complete, the Registrar's Office will launch course scheduling proposals in Curriculog. Academic units can then begin working on their schedules. Each academic unit will receive a copy of the rolled schedule. Review the data in the spreadsheet and make any necessary updates to reflect the circumstances of the new term.

### Tips:

- Indicate on the spreadsheet which sections will be activated
- Update the corresponding columns in the spreadsheet
- Include any cross-listing or cross-leveled information in the spreadsheet
- Include any course attributes (HIP, No Cost Low Cost, etc.) in the spreadsheet for later submission
- Save a copy of the spreadsheet for proofing & comparison
- Attend the Refresh training
- Attend the Course Scheduling Workshop- bring a copy of the spreadsheet for assistance with data entry

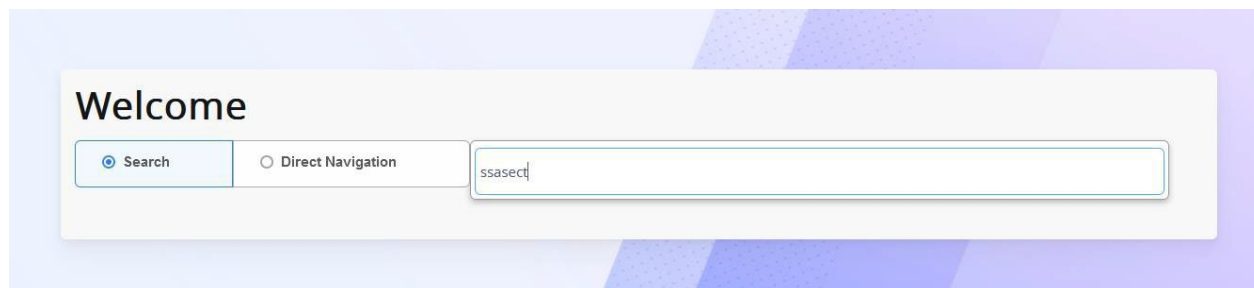
In addition to these steps, it is also recommended that Department Chairs utilize the Course Scheduling Dashboard as they are preparing their schedules. The [Course Scheduling Dashboard](#) may be located by logging into AU Analytics.

## CREATING A NEW COURSE SECTION

Before adding a new section, you will need the following information at a minimum:

- Course subject (Prefix)
- Course Number (if you get an error entering this number, reach out to [Curriculog@augusta.edu](mailto:Curriculog@augusta.edu) for assistance.)
- Schedule Type
- Session (know if a room is needed or not)
- Part of Term
- Credit hours if variable (make sure you lock the credit hours)
- Max enrollment/Waitlist if applicable
- Meeting day(s)/Times
- Location
- Instructor
- Special Notes: Honors, Fort Gordon, Dual Enrolled, etc.

From the welcome screen in Banner enter SSASECT and click enter.



Enter the 4-digit year and the 2-digit term\* in the “Term” field and then type ADD in the “CRN” field. Click on Go.

Two digit term codes are:	
Spring	02
Summer	05
Fall	08

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The screenshot shows the eLUCIAN scheduling interface. At the top, there's a navigation bar with various links. Below it, a search bar is visible with fields for Term (202302), Subject, Title, and CRN (ADD). A 'Go' button is on the right. Below the search bar, there's a 'Create CRN' button. At the bottom, a message reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

You will see a blank screen like this.

The screenshot shows the eLUCIAN scheduling interface with the 'COURSE SECTION INFORMATION' tab selected. The form is divided into several sections: 'COURSE SECTION INFORMATION' (Subject, Course Number, Title, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, Override Duration), 'CLASS TYPE' (Traditional Class, Open Learning Class, Registration Dates, Start Dates, Maximum Extensions), and 'CREDIT HOURS' (Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other). Each section contains various input fields and radio buttons for selection.

Proceed by adding the following:

1. Course subject (prefix) and tab
2. Course number and tab (if you receive an error, verify the course number. If correct and you still receive an error, reach out to Curriculog ([curriculog@augusta.edu](mailto:curriculog@augusta.edu)) for assistance.
3. The title will populate. Do not change the title unless it is a selected topic course.
4. Enter your section code. For more information on section coding, please refer to the Section Coding Guide in this manual.
5. Update the remaining information as outlined in the Course Scheduling Manual. Be sure to click Save in the bottom right after entering all the data for the first tab. This will generate your CRN.

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SSASect 9.3.25 (GA 9.4.1) (BPLY0728)

Term: 202301 CRN: 31785 Subject: ART Course: 4950 Title: Selected Topics

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

Subject: ART Course Number: 4950 Title: Selected Topics Section: M Cross List:

Campus: SC Sumnerville Campus Status: A Active Schedule Type: T0 Lecture Instructional Method: T Technology enhanced Integration Partner:

Grade Mode: Session: A On Campus, In Assigned Space Special Approval: Duration: Override Duration:

CLASS TYPE

Traditional Class Part of Term: 1 (01/09/2023) (05/11/2023) 15

Open Learning Class

Registration Dates: Start Dates: Maximum: Extensions:

CREDIT HOURS

Credit Hours: 1.000 3.000 2.000 Credit Hours Indicator: None To Or Lecture: 1.000 3.000 Lecture Indicator: None To Or Lab: 0.000 Lab Indicator: None To Or Other: Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check: Basic or None CAPP DegreeWorks Daily Contact Hours: Long Title:

Processing Rules

Insert Delete Copy Filter

Saved successfully (1 row saved)

## UPDATING COURSE SECTION-UCRN PROCESS INSTRUCTIONS

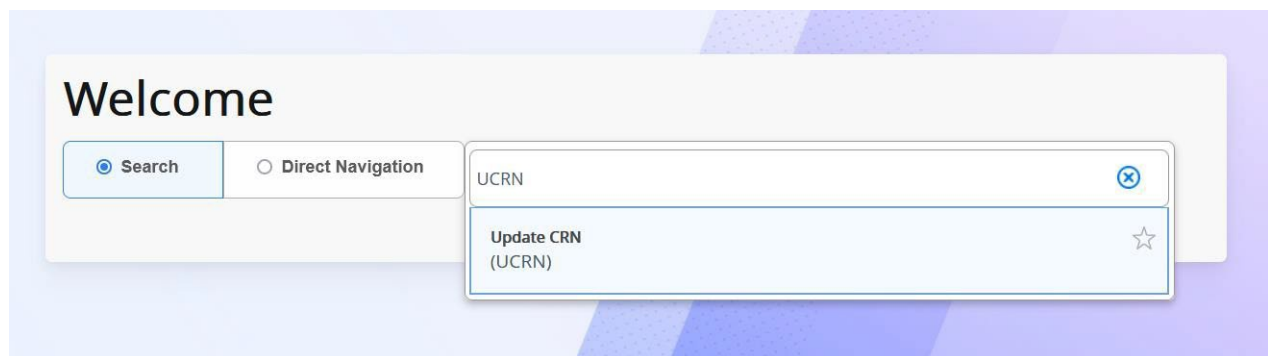
To update the sections that were rolled from term to term, you would use the Update CRN process (UCRN). The UCRN workflow in Banner is made up of four different forms: SSASECT, SSARRES, SSAPREQ, and SSATEXT. These screens are used to build and maintain the semester schedule for student registration.

Quick Reference to Forms used for Scheduling:

- SSASECT: used to build and maintain sections
- SSARRES: used to review the restrictions that will be enforced during registration.
- SSAPREQ: used to review the required prerequisites for the section
- SSATEXT: used to attach comments to a section that will be displayed in the “Notes” section of the schedule of classes

Once the Registrar’s Office has launched the Administrative Course Scheduling proposal, it will be routed to the Scheduling Coordinator identified for that department. Attached you will find a list of CRNs for your department that must be reviewed and updated in Banner.

1. Log in to Banner. On the Banner welcome screen, type UCRN in the “Go To...” box and press Enter. This will begin the UCRN workflow.



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Using the list of CRNs that was provided, type the term (four-digit year and two digit term code) and the CRN for the section that is being updated into the fields at the top of the screen labeled “Term” and “CRN:” then click “Go” or press ALT + Page Down keys on the keyboard.

Two digit term codes are:

Spring	02
Summer	05
Fall	08

The screenshot shows the top of the ellucian scheduling interface. The title bar reads "Schedule SSASECT 9.3.11 - GA 9.2 (BT9x0828) QuickFlow: UCRN: 1 of 4". Below the title bar, there are two input fields: "Term:" with the value "201902" and "CRN:" with the value "25048". Both fields are highlighted with red rectangular boxes. Below these fields, the "Subject:" is "SOCI" and "Course:" is "1101". There is a "Create CRN" button and a "Copy CRN" button.

## SSASECT

### 1. Course Section Information- CRN and Course Validation

Validate the Subject and Course number is for the correct course you need to update. Add the title for “Special Topics” course only. Add the Section code if one is not present or needs to be changed.

### 2. Section Status

Confirm this is the correct course. Navigate to the “Status” field. Enter the letter “A” to make this section active and available for registration. Please note, if a section remains inactive, that indicates that the section is not scheduled to be offered for the term. This also means that when schedules are rolled forward for the next corresponding semester, this section will not roll forward. In the event you intend to offer this section in future terms, a new CRN will have be created.

The screenshot shows the "Course Section Information" tab in the ellucian scheduling interface. The title bar reads "Schedule SSASECT 9.3.27 (GA 9.4.1) (BPLY0620) QuickFlow: UCRN: 1 of 4". Below the title bar, the "Term:" is "202308", "CRN:" is "23837", "Subject:" is "EMED", "Course:" is "5001", and "Title:" is "Emergency Medicine Clerkship". The "Status:" field is highlighted with a red rectangular box and contains the value "A". Other fields include "Section:" "ATH", "Instructional Method:" "T", and "Integration Partner:". There are buttons for "Insert", "Delete", "Copy", and "Filter" on the right side.

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## 3. Cross-Listing/Cross-Leveling and Policy

Leave blank. This information is managed by the Registrar's Office. Please complete the attached template in Curriculog to submit your cross-listing and cross-leveling requests. The Registrar's Office will process in accordance with University policy.

<https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

## 4. Campus Codes

Confirm the correct campus code is listed in the "Campus" field. See chart below for descriptions.

The screenshot shows the Curriculog interface for a course section. The 'Campus' field is highlighted with a red box and contains the code 'SC' and the text 'Summerville Campus'. Other fields visible include Subject (SOC), Course Number (1101), Title (Introduction to Sociology), Section (A), and Instructional Method (Hybrid).

Campus Code	Description
ATH	Athens Campus
AUO	AU Online**
FG	Fort Gordon
FHC	Forest Hills Campus
HYB	Hybrid
HSC	Health Sciences Campus
INT	Internship
MBL	Mobile Lab
NWC	Northwest Campus
OC	Off Campus*
OLC	Online Campus**
RC	Riverfront Campus
SC	Summerville Campus
VMS	Visiting Medical Student
SEC	Southeast Campus
SWC	Southwest Campus
STW	Study Away
STB	Study Abroad

\*If a section is offered off campus, please contact the Registrar's Office at [classes@augusta.edu](mailto:classes@augusta.edu) to assist with assigning that location. An example of this could be a student teaching section.

\*\*Effective Fall 2023 we no longer use WEB for campus coding. Only OLC or AUO. See page 72 for more information.

<https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0>



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## 5. Schedule Type

Confirm the correct code is listed in the “Schedule Type” field. If so, continue to the next step. If not, you can review the approved schedule type options for this course by selecting the three dots. Please note, the options that are listed in this table are the only options that were approved for this course. If additional options are needed, please contact [Curriculog@augusta.edu](mailto:Curriculog@augusta.edu) as a course revision will have to be submitted. Once registration has opened, the Schedule Type information cannot be altered.

The screenshot shows the eLUCIAN scheduling interface. The course details are as follows:

- Term: 202402, CRN: 32818, Subject: EDTD, Course: 6471, Title: Issues in Early Childhood Educ
- Section Enrollment Information: Subject: EDTD, Course Number: 6471, Title: Issues in Early Childhood Educ, Section: AO2
- Meeting Times and Instructor: Campus: AUO, AU Online
- Section Preferences: Schedule Type: 57, Asynchronous Instruction (highlighted with a red box)
- Delivery Technology: Grade Mode: B, Session: B, Special Approval: Unassigned Space, Duration: Override Duration

Code	Description	Definition
10	Lecture	Formal presentation, primarily one-way communication of information by one individual. Often considered the “traditional” classroom setting.
11	Lecture/Supervised Laboratory/Clinic	Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types.
12	Lecture/Unsupervised Laboratory/Clinic	Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types.
20	Seminar	Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person.
30	Supervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
40	Unsupervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
50	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
55	Directed Study	A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
57	Asynchronous Instruction	Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place.



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60	Practice Teaching	Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline.
81	Internship/Practicum	Extended field and “hands-on” experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor.
91	Thesis	Preparation of a scholarly paper completed by a candidate for the bachelor’s, master’s, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.
92	Dissertation	Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.

## 6. Instructional Method

Confirm the correct instructional method is listed in the “Instructional Method” field. If so, continue to the next step. If not, update using the chart below. Please note, if you select F (fully at a distance), P (predominately at a distance), H (at most HALF at a distance), or T (technology enhanced), meeting information must be entered in Banner. Once registration has opened, the Instructional Method information cannot be altered.

The screenshot shows the Banner Scheduling interface for a course. The 'Instructional Method' field is highlighted with a red box and contains the value 'T' (Technology enhanced). Other fields visible include Subject (PHIL), Course Number (2030), Title (Intro to Ethics), and Status (Active).

Code	Category	Description	Example
F	Fully at a Distance	All instruction is delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend a course orientation or to take exams. Note: This is generally equivalent to delivering	A course that requires students to meet for an orientation on the first day of class and to meet for midterm and/or the final exam would be coded F.

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		more than 95% of sessions via technology.	
P	Predominately at a Distance	Technology is used to deliver 51 percent or more of scheduled class sessions, but at least one visit to a classroom (or similar site) for instruction is required.	A course that is scheduled to meet M, W, F, but only meets on Wednesday, with Monday and Friday class sessions replaced by technology would be coded as P.
H	At most HALF at a distance	At most HALF at a distance – Technology is used to deliver 51 percent or more of scheduled class sessions, but at least class session is replaced by technology.	A course that is schedule to meet T, TH, but only meets Tuesday with Thursday class session replaced by technology would be coded as H.
T or Null	Technology Enhanced	Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology.	A course that is scheduled to meet T, TH, and meets each class session, with some course materials available online would be coded as T.

## 7. Integrated Partner/Grade Mode

Leave blank. Not used at Augusta University.

## 8. Session Code

Confirm the correct session code is listed in the “Session Code” field. If so, proceed to the next step. If not, update using the chart below. Please note, this is used to determine whether or not classroom space should be assigned to this section.

The screenshot shows the 'ellucian' scheduling system interface. The 'Session Code' field is highlighted with a red box, showing the value 'A' and the description 'On Campus, In Assigned Space'. The interface includes tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', 'Section Preferences', and 'Delivery Technology'. The 'Session Code' field is located in the 'Session' dropdown menu.

Session Code	Description
A	Section on campus in assigned space
B	Section with unassigned space (this code should be assigned for student teaching, nursing practicum, internet course, etc., that take place at unspecified sites (i.e. too numerous and varied to be specified) as well as on-campus with no assigned space, e.g., physical education)
C	Section on campus in assigned space, but conducted by outside institution; outside institution enrolls student
D	At an off-campus site in assigned space
E	At a specific off campus site with unassigned space

# SCHEDULING MANUAL

## 9. Special Approval

If you would like to require students to obtain special permission from the department in order to register for this course, enter “DP” in the “Special Approval” field. Please note, this will require your department to enter a permission in Banner on SFASRPO in order for a student to register for this section. Additionally, a “Permission Only” note will need to be placed on the section when you have navigated to SSATEXT later in the workflow.

Banner SASECT 9.3.27 [GA 9.4.1] (BPRD19C) interface showing course information. The 'Special Approval' field is highlighted with a red box and contains the value 'DP'.

21271 BIOL 6723	A 1	Pharmacology- Advanced	Summerville Campus	MS Master of Science	<a href="#">Click to view restrictions</a>
Full Term	08/17/2022	12/15/2022	M W F	0800-0850	SVC Science Hall W1002
<b>Max:</b> 4	<b>Waitlist Max:</b> 0	<b>Instructor:</b> Sabbatini, Maria			
<b>Enrolled:</b> 0	<b>Waitlisted:</b> 0	<b>Book Cost:</b>			
<b>Available:</b> 4	<b>Waitlist Available:</b> 0	<b>Notes:</b> Permission Only			
<b>Instructional Method:</b> Technology enhanced		<b>Schedule Type:</b> Lecture			
<a href="#">Click here to view the special notes for CRN 21271</a>					

## 10. Duration

Leave blank. Not used at Augusta University.

## 11. Part of Term

Confirm the correct part of term is listed in the “Part of Term” field. If so, proceed to the next step. If not, please click on the three dots to select the appropriate part of term. This field is extremely important and has the ability to impact official student reporting.

If you have questions regarding this field, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu). Once registration has opened, the Part of Term information cannot be altered.

Banner SASECT 9.3.27 [GA 9.4.1] (BPRD19C) interface showing class type information. The 'Part of Term' field is highlighted with a red box and contains the value '1'.

*MCG needs to add rotation dates here. Make sure it falls within the part of term.*

## 12. Registration Dates/Start Times/Maximum Extension Fields

Leave blank. Not used at Augusta University.

## 13. Credit Hours

Confirm the correct credit hours are listed in the “Credit Hours” field. Unless this is a variable credit hour course, please don’t enter any information in this section.

If this is a variable credit hours course (ex: 1–12 credit hours) this section will need to be “locked in” for the number of hours the student is allowed to register for. Enter the locked hours in the two fields indicated below. If you have students that need the same course but for a different number of locked hours, you will need a separate CRN. Please contact [classes@augusta.edu](mailto:classes@augusta.edu) if a new CRN is needed. To reiterate, failure to “lock in” the credit hours mean a student can register for any number of hours between the minimum and the maximum. This affects graduation requirements, billing, and credit hour generation. For additional information on what determines a “Credit Hour”, please refer to: <https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf>

Once registration has opened, the Credit Hour information cannot be altered.

The screenshot shows a form titled "CREDIT HOURS" with two main sections. The left section has three rows: "Credit Hours" with a range of 1,000 to 12,000 and a radio button selection (None, To, Or); "Billing Hours" with a range of 1,000 to 12,000 and a radio button selection (None, To, Or); and "Contact Hours" with a range of 2,000 to 12,000 and a radio button selection (None, To, Or). The right section has three rows: "Lecture" with a range of 2,000 to 12,000 and a radio button selection (None, To, Or); "Lab" with a range of 2,000 to 12,000 and a radio button selection (None, To, Or); and "Other" with a range of 2,000 to 12,000 and a radio button selection (None, To, Or). Red boxes highlight the "3,000" value entered in the Credit Hours field and the "3,000" value entered in the Billing Hours field.

## 14. Class Indicators Section

Leave blank. Not used at Augusta University

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner. Now select the “Section Enrollment Information” tab along the top on the screen.

# SCHEDULING MANUAL

## 15. Section Enrollment Information

Confirm the correct maximum enrollment amount is listed in the “Maximum” field. If so, proceed to the next step. If not, enter the correct number of seats and save. If you are interested in implementing the waitlist, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Gender & Society		Start Over	
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology			
Enrollment Details Reserved Seats			
ENROLLMENT DETAILS			
Maximum *	27	Waitlist Maximum *	27
Actual	0	Waitlist Actual	0
Remaining	27	Waitlist Remaining	27
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000	
Census One			
Enrollment Count	0	Freeze Date	02/22/2019
Census Two			
Enrollment Count	0	Freeze Date	05/13/2019
Add Authorization Registration Dates			
Calculated Section	01/07/2019	Add Authorization	Waitlist Notification
Start Date		Start Date	Ending Date

## 16. Reserved Seating

If you wish to utilize reserved seating for a specific population of students, complete the template attached to the Curriculumlog proposal. Upload the spreadsheet to the proposal so it can be processed by the Registrar’s Office.

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner. Now select the “Meeting Times and Instructor” tab along the top on the screen.

# SCHEDULING MANUAL

## 17. Meeting Times and Instructor

## 18. Meeting Dates

Place your cursor in the “Meeting Time” field and enter the standard course meeting time code this section will follow. Please refer to the table below for the meeting time codes. In the event this course will not follow the standard course meeting time policy, move to the next step for information on how to enter the non-standard meeting patterns.

Please note, any section that does not meet the Standard Course Meeting Time policy is required to submit a Variance form for review and approval.

Course Section Information	
Times and Instructors	S
Meeting Dates	Meeting I
▼ SCHEDULE	
Meeting Time	Meeting I
<input type="text"/>	CL
<input type="text"/>	CL
<input type="text"/>	CL
<input type="text"/>	CL
<input type="text"/>	CL
<input type="text"/>	CL

## 19. Standard Course Meeting Times

Standard Course Meeting Times are entered in Banner using military time. A military time conversion chart is listed below for convenience.

## MILITARY TIME CONVERSION CHART

Normal Time	Military Time	Normal Time	Military Time
12:00AM	0000	12:00PM	1200
1:00AM	0100	1:00PM	1300
2:00AM	0200	2:00PM	1400
3:00AM	0300	3:00PM	1500
4:00AM	0400	4:00PM	1600
5:00AM	0500	5:00PM	1700
6:00AM	0600	6:00PM	1800
7:00AM	0700	7:00PM	1900
8:00AM	0800	8:00PM	2000

# SCHEDULING MANUAL

9:00AM	0900	9:00PM	2100
10:00AM	1000	10:00PM	2200
11:00AM	1100	11:00PM	2300

## STANDARD COURSE MEETING TIME CHART

Meeting Time Code	Days	Times
50 Minutes (MWF)		
1	MWF	0700-0750
2	MWF	0800-0850
3	MWF	0900-0950
4	MWF	1000-1050
5	MWF	1100-1150
6	MWF	1200-1250
7	MWF	1300-1350
8	MWF	1400-1450

# SCHEDULING MANUAL

9	MWF	1500-1550
10	MWF	1600-1650
75 Minutes (MW, T/TH, or WF)		
11	MW	1300-1415
12	MW	1430-1545
13	MW	1600-1715
14	MW	1730-1845
15	MW	1900-2015
16	MW	2030-2145
17	TR	0700-0815
18	TR	0830-0945
19	TR	1000-1115
20	TR	1130-1245
21	TR	1300-1415
22	TR	1430-1545
23	TR	1600-1715
24	TR	1730-1845
25	TR	1900-2015
26	TR	2030-2145
27	WF	1300-1415
28	WF	1430-1545
29	WF	1600-1715
30	WF	1730-1845
31	WF	1900-2015
32	WF	2030-2145

Once you have selected the Meeting Time Code from the previous chart corresponding to the correct Standard Course Time, you would enter that code in the “Meeting Time” field and tab to the “Meeting Type” field. Pay close attention to the code entered in the “Meeting Type” field as this will be used in determining the type of classroom space that is needed on campus.

In the event this course will not follow the standard course meeting time policy, tab once to the “Meeting Type” field. Pay close attention to the code entered in the “Meeting Type” field as this will be used in determining the type of classroom space that is needed on campus. Please reference the chart below.



# SCHEDULING MANUAL

Meeting Type Code	Description
CLAS	Regular Classroom
CLIN	Clinic
CR##	Computer Room
CXAM	Computer Exam
EXAM	Exam
FLEX	Flexible Furnishings
GSAM	GSAM-Distance learning via two-way interactive videoconferencing with remote campus
LAB	Laboratory
LXAM	Exam using Laptop
SG##	Small Group

*Please note: CR# means computer room with a max of 20,30... Select the one you need in the dropdown. SG# means small group of 10,20,30 ...etc.*

Tab once more to populate the start and end date fields (note: these dates pull from the Part of Term listed on SSASECT). Select the boxes underneath the days of the week this section will meet. Enter the class start and end times (military time) in the “Start Time” and “End Time” fields. To enter additional meeting patterns, arrow down to navigate to the next line and adjust the start and end dates as necessary. Some examples of when this should be used: sections that have lab times and separate sections that require different meeting locations on campus.

Select the “Save” icon in the bottom right corner. Note: The session indicator field should always be “01”.

## STANDARD COURSE MEETING TIME EXCEPTION PROCESS

Please note when entering the meeting day(s) and time to be mindful of the Standard Course Meeting Time Policy Refer to the policy at: <https://www.augusta.edu/compliance/policyinfo/policy/standard-course-meeting-times.pdf>

If there is a clear business reason for non-compliance, submit a Standard Course Meeting Time Exception Form with your Curriculog proposal.

# SCHEDULING MANUAL

<https://www.augusta.edu/registrar/documents/standard-course-variance.pdf>

Note: The variance approval form is within the policy document.

## COURSE AND CLASSROOM SCHEDULING TARGET POLICY EXCEPTION

Please note when updating the meeting day(s) and time to be mindful of the Course and Classroom Scheduling Policy.

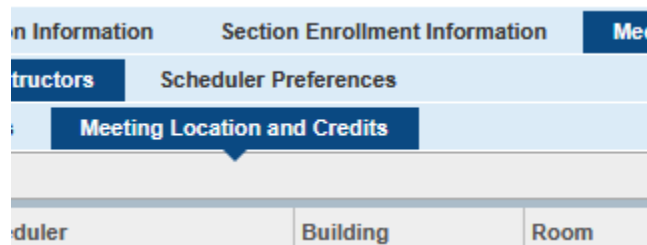
Refer to the policy at:

<https://www.augusta.edu/services/legal/policyinfo/policy/course-and-classroom-scheduling.pdf>

If there is a clear business reason for non-compliance, submit an Administrative Course and Classroom Scheduling Target Exception proposal via Curriculog. Once submitted, it will be routed to the Provost or Designee for approval.

### 20. Meeting Location and Credits

Select the “Meeting Location and Credits” tab. Tab to the “Building” field and enter the preferred building for this section. If you do not know or don’t have a preference, leave it blank. A list of centrally scheduled classrooms available for preference are listed below. The official list of classrooms available is listed on the Classroom Scheduling Office website.

The image shows a screenshot of a web-based scheduling interface. At the top, there are several tabs: "In Information", "Section Enrollment Information", and "Meeting Location and Credits". Below these, there are more tabs: "Instructors", "Scheduler Preferences", and "Meeting Location and Credits". The "Meeting Location and Credits" tab is currently selected and highlighted. Below the tabs, there is a table with three columns: "Instructor", "Building", and "Room". The "Instructor" column is currently empty, and the "Building" and "Room" columns are also empty.

Please enter at least the building request if you need a centrally scheduled classroom and if applicable, tab to the “Room” field and enter the preferred room in the building you just entered.

Select the “Save” icon in the bottom right corner.

Reminder: Do not occupy a room you have not booked.

If the section is a fully or entirely at a distance class (campus: OLC or AUO), be sure to enter “ONLINE” in the Building field.

# SCHEDULING MANUAL

erm: 202108 CRN: 18792 Subject: PSYC Course: 3143 Title: Abnormal Psychology Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

Times and Instructors Scheduler Preferences Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
...			10		2.50		3.000	

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
11	927042067	Wilkes, Scott W.		0.000	100		100

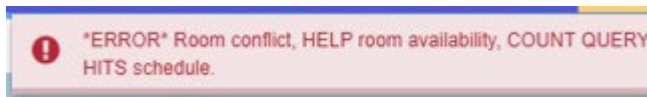
Record 1 of 1

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room
	AH	E251

Note: If you receive the “room conflict” error pictured below, enter the letter “O” in the “Override Indicator” field and then save.



Hours per Week *	Override Indicator	Session Credit Hours
3.00	O	3.000

## 21. Centrally Scheduled Classrooms

Rooms that are not officially booked may not be used for classes.

Room Number	Campus	Building	Capacity	Room Type
AH E126	Summerville	AH-Allgood Hall	30	212-Computer Classroom
AH E150	Summerville	AH-Allgood Hall	44	110-Classroom
AH E151	Summerville	AH-Allgood Hall	44	110-Classroom
AH E152	Summerville	AH-Allgood Hall	56	110-Classroom
AH E156	Summerville	AH-Allgood Hall	24	110-Classroom
AH E157	Summerville	AH-Allgood Hall	44	110-Classroom
AH E251	Summerville	AH-Allgood Hall	44	110-Classroom
AH E252	Summerville	AH-Allgood Hall	44	110-Classroom
AH E253	Summerville	AH-Allgood Hall	24	110-Classroom
AH E254	Summerville	AH-Allgood Hall	32	110-Classroom
AH E257 (Mac Lab)	Summerville	AH-Allgood Hall	32	212-Computer Classroom

# SCHEDULING MANUAL

AH E258	Summerville	AH-Allgood Hall	44	110-Classroom
AH E259	Summerville	AH-Allgood Hall	40	110-Classroom
AH E260	Summerville	AH-Allgood Hall	36	110-Classroom
AH E354	Summerville	AH-Allgood Hall	32	110-Classroom
AH E355	Summerville	AH-Allgood Hall	32	110-Classroom
AH E356	Summerville	AH-Allgood Hall	32	110-Classroom
AH E357	Summerville	AH-Allgood Hall	38	110-Classroom
AH E362	Summerville	AH-Allgood Hall	48	110-Classroom
AH E363	Summerville	AH-Allgood Hall	32	110-Classroom
AH E364	Summerville	AH-Allgood Hall	32	110-Classroom
AH E365	Summerville	AH-Allgood Hall	32	212-Computer Classroom
AH N126	Summerville	AH-Allgood Hall	58	110-Classroom
AH N127	Summerville	AH-Allgood Hall	32	110-Classroom
AH N132	Summerville	AH-Allgood Hall	29	110-Classroom
AH N233	Summerville	AH-Allgood Hall	32	110-Classroom
AH N234	Summerville	AH-Allgood Hall	48	110-Classroom
AH N240	Summerville	AH-Allgood Hall	24	110-Classroom
AH N241	Summerville	AH-Allgood Hall	32	110-Classroom
AH N344	Summerville	AH-Allgood Hall	33	212-Computer Classroom
CFH113	Christenberry	CFH-Christenberry Field House	44	110-Classroom
CFH 199	Christenberry	CFH-Christenberry Field House	52	212-Computer Classroom
CFH233	Christenberry	CFH-Christenberry Field House	23	110-Classroom
CFH237	Christenberry	CFH-Christenberry Field House	24	110-Classroom
E1047	Summerville	SCI- Science Hall	37	110-Classroom
E1049	Summerville	SCI- Science Hall	63	110-Classroom
E1051	Summerville	SCI- Science Hall	63	110-Classroom
E1053	Summerville	SCI- Science Hall	48	110-Classroom
E1054	Summerville	SCI- Science Hall	36	110-Classroom
W1001	Summerville	SCI- Science Hall	42	110-Classroom
W1002	Summerville	SCI- Science Hall	120	110-Classroom
W1004	Summerville	SCI- Science Hall	45	110-Classroom
W1008	Summerville	SCI- Science Hall	77	110-Classroom
UH 157	Summerville	UH-University Hall	156	110-Classroom
UH 162	Summerville	UH-University Hall	24	212-Computer Classroom
UH 170	Summerville	UH-University Hall	152	110-Classroom
UH 216	Summerville	UH-University Hall	24	110-Classroom
UH 219	Summerville	UH-University Hall	24	110-Classroom
UH 220	Summerville	UH-University Hall	24	110-Classroom
UH 221	Summerville	UH-University Hall	40	110-Classroom

# SCHEDULING MANUAL

UH 223	Summerville	UH-University Hall	28	212-Computer Classroom
UH 224	Summerville	UH-University Hall	44	110-Classroom
UH 239	Summerville	UH-University Hall	24	110-Classroom
UH 241	Summerville	UH-University Hall	40	110-Classroom
UH 242	Summerville	UH-University Hall	44	110-Classroom
UH 243	Summerville	UH-University Hall	48	110-Classroom
UH 245	Summerville	UH-University Hall	24	110-Classroom
UH 246	Summerville	UH-University Hall	56	110-Classroom
UH 247	Summerville	UH-University Hall	48	110-Classroom
UH 248	Summerville	UH-University Hall	48	110-Classroom
UH 250	Summerville	UH-University Hall	25	212-Computer Classroom
UH 314	Summerville	UH-University Hall	24	110-Classroom
UH 326	Summerville	UH-University Hall	48	110-Classroom
UH 327	Summerville	UH-University Hall	48	110-Classroom
UH 328	Summerville	UH-University Hall	36	110-Classroom
UH 329	Summerville	UH-University Hall	48	110-Classroom
UH 330	Summerville	UH-University Hall	36	110-Classroom
UH 347	Summerville	UH-University Hall	40	110-Classroom
UH 348	Summerville	UH-University Hall	40	110-Classroom
UH 349	Summerville	UH-University Hall	40	110-Classroom
UH 350	Summerville	UH-University Hall	40	110-Classroom
UH 352	Summerville	UH-University Hall	40	110-Classroom
UH 353	Summerville	UH-University Hall	48	110-Classroom
UH 354	Summerville	UH-University Hall	48	110-Classroom
UH 355	Summerville	UH-University Hall	40	110-Classroom
UH 356	Summerville	UH-University Hall	48	110-Classroom
UH 357	Summerville	UH-University Hall	54	110-Classroom
AB 1005	Health Science	AB-Greenblatt Library	168	110-Classroom
BC 1030	Health Science	BC-Auditoria Center	54	110-Classroom
BC 1400	Health Science	BC-Auditoria Center	120	110-Classroom
CB 2318	Health Science	CB-Sanders Research and Education Building	50	110-Classroom
CB 2401	Health Science	CB-Sanders Research and Education Building	22	110-Classroom
CB 2405	Health Science	CB-Sanders Research and Education Building	58	110-Classroom
CB 3801	Health Science	CB-Sanders Research and Education Building	70	110-Classroom
CB 3803	Health Science	CB-Sanders Research and Education Building	60	110-Classroom

# SCHEDULING MANUAL

CJ 1106	Health Science	CJ-Pavillion III	42	110-Classroom
CL 1101	Health Science	CL-Hamilton Wing	198	110-Classroom
CL 1103	Health Science	CL-Hamilton Wing	198	110-Classroom
EC 1204	Health Science	EC-Health Sciences Building	103	110-Classroom
EC 1208	Health Science	EC-Health Sciences Building	26	110-Classroom
EC 1210	Health Science	EC-Health Sciences Building	125	110-Classroom
EC 1211	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 1218	Health Science	EC-Health Sciences Building	96	110-Classroom
EC 1222	Health Science	EC-Health Sciences Building	206	110-Classroom
EC 2204	Health Science	EC-Health Sciences Building	24	212-Computer Classroom
EC 2207	Health Science	EC-Health Sciences Building	30	110-Classroom
EC 2209	Health Science	EC-Health Sciences Building	28	110-Classroom
EC 2210	Health Science	EC-Health Sciences Building	54	110-Classroom
EC 2214	Health Science	EC-Health Sciences Building	53	110-Classroom
EC 2216	Health Science	EC-Health Sciences Building	48	212-Computer Classroom
EC 2230	Health Science	EC-Health Sciences Building	45	110-Classroom
EC 2231	Health Science	EC-Health Sciences Building	24	212-Computer Classroom
EC 2234	Health Science	EC-Health Sciences Building	46	110-Classroom
EC 2237	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 2238	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 3001	Health Science	EC-Health Sciences Building	26	110-Classroom
GB 1110	Health Science	GB-Education Commons Building	156	110-Classroom
GB 1120	Health Science	GB-Education Commons Building	128	110-Classroom
GB 1210	Health Science	GB-Education Commons Building	298	110-Classroom
GB 1220	Health Science	GB-Education Commons Building	298	110-Classroom
RV 2201	Riverfront	RV1- Hull McKnight Georgia Cyber Center	40	110-Classroom
RV 2301	Riverfront	RV1- Hull McKnight Georgia Cyber Center	40	110-Classroom
RV 2300	Riverfront	RV1- Hull McKnight Georgia Cyber Center	30	212-Computer Classroom

# SCHEDULING MANUAL

# SCHEDULING MANUAL

RV 2400	Riverfront	RV1- Hull McKnight Georgia Cyber Center	48	212-Computer Classroom
RV 2600	Riverfront	RV1- Hull McKnight Georgia Cyber Center	30	212-Computer Classroom

## 22. Hours per Week

Confirm credit hours are present in both the “Hours per Week” block as well as “Session Credit Hours”. Please note they may not match; however, if not present, enter the same approved credit hours in the block. The system will automatically make the adjustments. Select the “Save” icon in the bottom right corner.

Hours per Week *	Override Indicator	Session Credit Hours
2.50		3.000

## 23. Entering the Instructor

To get to the instructor block, click on the “down” arrow in the lower left corner of the page or (ATL+ Page Down) to navigate to the instructor field. Tab over to the instructor ID field. Enter the instructor’s ID number and tab to populate. If you do not have the instructor’s ID, use the three dots in the block below the “ID” field to search for the instructor.

**▼ INSTRUCTOR**

Session Indicator *	ID	Name
01		

⏪ ⏩ 1 of 1 ⏪ ⏩ | 10 ▼ Per Page

ID

...

10 ▼ Per Page

When you click the three dots, the SIAIORY screen will open which allows you to search for the instructor. Click Go in the top right corner, tab to last name and enter the last name, then tab to first name and click GO. Please



# SCHEDULING MANUAL

note- the search is case sensitive. Once the instructor is located, click select in the bottom right column and save.

Term: 202508 Faculty: ☒ Advisor: ☐ Category: Staff Type: Contract Type: Tenure Status: Status:

▼ FACULTY/ADVISOR QUERY

Basic Filter Advanced Filter

ID	Last Name	First Name
<input type="text"/>	<input type="text" value="Roger"/>	<input type="text" value="Rabbit"/>

To enter multiple instructors, arrow down or insert a new line and repeat the steps outlined above. Select save when complete. If you are unable to locate the instructor for this section, it is possible if they are a new hire, they have not been processed through HR yet. If the person is not a new hire and should be in the system, please contact [classes@augusta.edu](mailto:classes@augusta.edu) for assistance troubleshooting.

*When entering multiple instructors, Banner will default each instructor at 100% which will cause an Academic Data Collection (ADC) error. To eliminate this error, the Scheduling Coordinator should enter only the primary instructor at 100% and each subsequent instructor at 0% “Percent of Responsibility” and 0% “Percent of Session”. The correct percentage will be entered during Curriculum Inventory Reporting (CIR). When CIR is collected, that data will push to Banner reflecting the true percentages.*

This is incorrect.

Schedule SSASECT 9.3.25 [GA 9.4.1] (BPRD19C)														
Term: 202208 CRN: 15444 Subject: GRMD Course: 8050 Title: Comp Methods in Geno and Gene														
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology														
Times and Instructors Scheduler Preferences														
Meeting Dates Meeting Location and Credits														
SCHEDULE														
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *	
CLAS		08/17/2022	12/15/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1550	01	
Record 1 of 1														
INSTRUCTOR														
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session							
01	100120440	Sharma, Ashok K.		0.000	100	<input checked="" type="checkbox"/>	100		<input checked="" type="checkbox"/>				100	
01	201031057	Purohit, Sharad B.		0.000	100	<input type="checkbox"/>	100		<input checked="" type="checkbox"/>				100	
01	100153856	McIndoe, Rick A.		0.000	100	<input type="checkbox"/>	100		<input checked="" type="checkbox"/>				100	
01	201046380	Zhi, Wenbo		0.000	100	<input type="checkbox"/>	100		<input type="checkbox"/>				100	
Record 1 of 4														



# SCHEDULING MANUAL

This is correct.

The screenshot shows the Banner Scheduling interface. At the top, a green banner indicates "Saved successfully (3 rows saved)". Below this, the "SCHEDULE" section displays a table of meeting times. The table has columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The first row shows a meeting at 1400 on Monday, Wednesday, and Friday. Below the meeting times, the "INSTRUCTOR" section displays a table of instructors. The table has columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The first row shows an instructor with ID 100120440, Name Sharma, Ashok K., and a Primary Indicator of 100. The second row shows an instructor with ID 201031057, Name Purohit, Sharad B., and a Primary Indicator of 0. The third row shows an instructor with ID 100153856, Name McIndoe, Rick A., and a Primary Indicator of 0. The fourth row shows an instructor with ID 201045380, Name Zhi, Wenbo, and a Primary Indicator of 0.

## CURRICULUM INVENTORY REPORTING (CIR)

<https://www.augusta.edu/registrar/cir.php>

Curriculum Inventory Reporting (CIR) is for the Health Science campus. It records faculty effort in hours for a given semester. This information is referenced for budgeting inquiries, departmental faculty effort reports, and can also be used for many other data collection inquiries. Based on the effort entered in the CIR system, a teaching percentage is calculated for USG data reporting. It is extremely important that CIR be submitted by the deadline. CIR submission is the responsibility of the faculty person, but this is often delegated to a designated staff person. A staff person does not automatically have access to the system, so a request from a faculty member must be made to the Registrar's Office to add access.

<https://www.augusta.edu/registrar/registrarsystems/documents/system-access-request.pdf>

Note: The session indicator field should always be "01". If you receive an error indicating there is an instructor conflict, check the box under "Override Indicator" in the column that is highlighted.

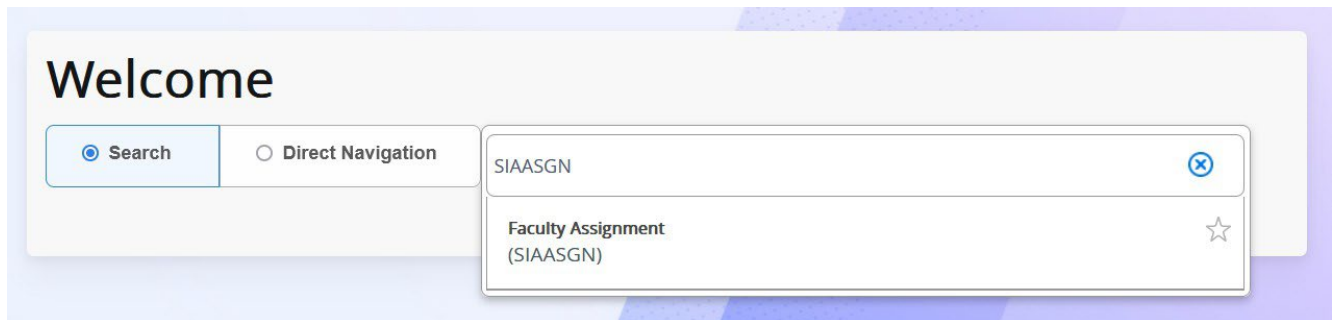
The screenshot shows the "INSTRUCTOR" table in the Banner Scheduling interface. The table has columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The first row shows an instructor with Session Indicator 01, ID 100120440, Name Sharma, Ashok K., and a Primary Indicator of 100. The second row shows an instructor with Session Indicator 01, ID 201031057, Name Purohit, Sharad B., and a Primary Indicator of 0. The third row shows an instructor with Session Indicator 01, ID 100153856, Name McIndoe, Rick A., and a Primary Indicator of 0. The fourth row shows an instructor with Session Indicator 01, ID 201045380, Name Zhi, Wenbo, and a Primary Indicator of 0. The "Override Indicator" column is highlighted in blue.

Once the scheduling window has ended for Banner updates, instructor assignments can still be processed. Refer to the section below on how to assign the instructor in Banner.

# SCHEDULING MANUAL

## ASSIGNING AN INSTRUCTOR AFTER THE SCHEDULING DEADLINE

On the Banner home screen, type SIAASGN in the “Go To...” box and press Enter.



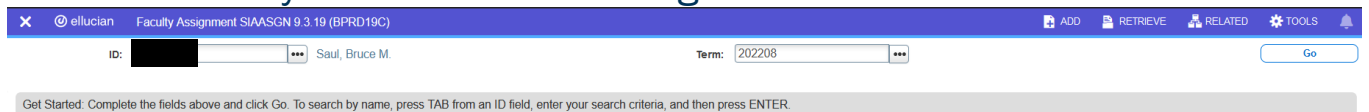
Welcome

☒ Search ☐ Direct Navigation

SIAASGN

Faculty Assignment (SIAASGN)

Enter the faculty ID and the scheduling term and select “Go”.



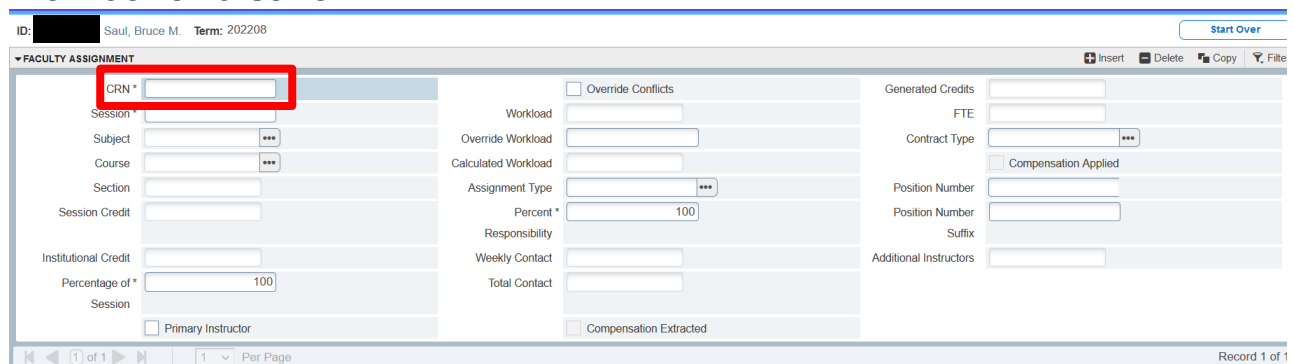
elucian Faculty Assignment SIAASGN 9.3.19 (BPRD19C)

ADD RETRIEVE RELATED TOOLS

ID: Saul, Bruce M. Term: 202208 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

If the faculty assignment screen doesn’t immediately load any courses, you can type the CRN of the section you wish to assign to this faculty member and save.



ID: Saul, Bruce M. Term: 202208 Start Over

▼ FACULTY ASSIGNMENT

CRN \* [Red Box]

Session \* [Red Box]

Subject [Red Box]

Course [Red Box]

Section [Red Box]

Session Credit [Red Box]

Institutional Credit [Red Box]

Percentage of \* [Red Box]

Session [Red Box]

☐ Primary Instructor

☐ Override Conflicts

Workload [Red Box]

Override Workload [Red Box]

Calculated Workload [Red Box]

Assignment Type [Red Box]

Percent \* [Red Box]

Responsibility [Red Box]

Weekly Contact [Red Box]

Total Contact [Red Box]

☐ Compensation Extracted

Generated Credits [Red Box]

FTE [Red Box]

Contract Type [Red Box]

☐ Compensation Applied

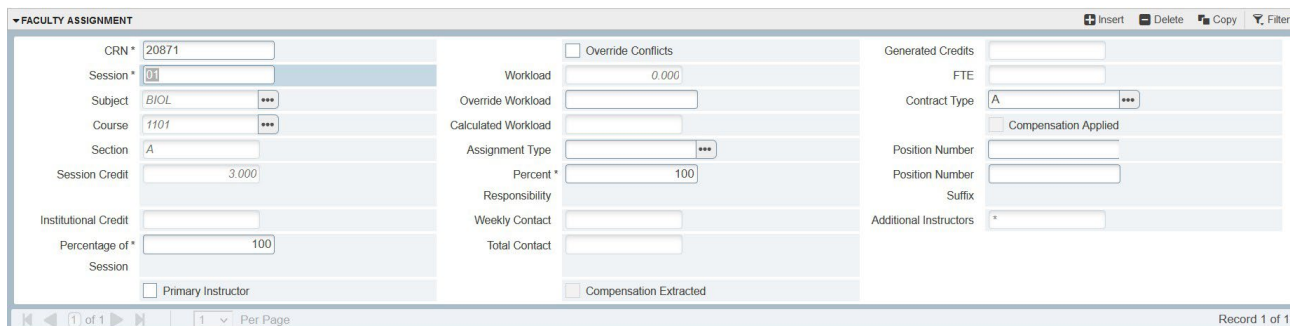
Position Number [Red Box]

Position Number [Red Box]

Suffix [Red Box]

Additional Instructors [Red Box]

Record 1 of 1



▼ FACULTY ASSIGNMENT

CRN \* 20871

Session \* 01

Subject BIOL

Course 1101

Section A

Session Credit 3.000

Institutional Credit

Percentage of \* 100

Session

☒ Primary Instructor

☐ Override Conflicts

Workload 0.000

Override Workload

Calculated Workload

Assignment Type

Percent \* 100

Responsibility

Weekly Contact

Total Contact

☐ Compensation Extracted

Generated Credits

FTE

Contract Type A

☐ Compensation Applied

Position Number

Position Number

Suffix

Additional Instructors

Record 1 of 1

If the faculty assignment screen loads and a course is already listed, select insert to create a blank record. (Note: to delete an instructor, click delete.)

# SCHEDULING MANUAL

ID: [REDACTED] Term: 202208 Start Over

**FACULTY ASSIGNMENT** Insert Delete Copy Filter

Type the CRN of the section you wish to assign to this faculty member and save.

**FACULTY ASSIGNMENT** Insert Delete Copy Filter

CRN *	20871	<input type="checkbox"/> Override Conflicts	Generated Credits	
Session *	01	Workload	FTE	
Subject	BIOL ***	Override Workload	Contract Type	A ***
Course	1101 ***	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	A	Assignment Type	Position Number	
Session Credit	3.000	Percent *	Position Number	
Institutional Credit		Responsibility	Suffix	
Percentage of * Session	100	Weekly Contact	Additional Instructors	*
<input type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

Record 1 of 1

## 24. Section Preferences

Select the Section Preferences tab. In the Room Attribute Preferences section, enter any room preferences code (attribute) below that are needed for this section including the priority (priorities range from 01-04 only) in the preference number field. You can have as many assigned attributes as you need with the same priority or with a priority not higher than 04 for each. If this section doesn't have specific room attribute requirements, leave this information blank and move to the next step. **SAVE** when complete.

These attributes will be used by Classroom Scheduling to assign classroom space on campus.

**Course Section Information** **Section Enrollment Information** **Meeting Times and Instructor** **Section Preferences** **Delivery Technology**

**PARTITION PREFERENCES** Insert Delete Copy Filter

Code	Description	Preference Number
Record 1 of 1		

**ROOM ATTRIBUTE PREFERENCES** Insert Delete Copy Filter

Code	Description	Preference Number
CHBD	Document Camera	01
ECHO	ECHOVideo Conferencing	01

Attribute	Description
CHBD	Chalkboard
EACC	Ethernet Access
INRS	In Room Storage
MONI	Monitors
NMD	Needs Movable Desks/Chairs
NMT	Needs Movable Tables
PIA	Piano Needed in Room
POUT	Power Outlets
SHSP*	Shares Space
TABL	Tables

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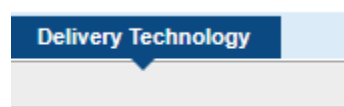
VCON	Video Conferencing
WCON	Web Audio Conferencing
WHBD	Whiteboard

Please note, Document Camera (DCAM), Echo360 (ECHO), and Projector (PROJ) are standard in all shared spaces.

\*SHSP (shares space)-Courses that do not meet the definition of being a Cross-Listed or Cross-Leveled course; but share an on-campus instructional space. Note-when this attribute is selected, the shared space location must be entered as the room preference for the courses that share space and the attribute would be applicable to.

## 25. Delivery Technology

Navigate to the Delivery Technology Tab:



Review the course section technology options below and select the correct one. Only one option should be selected. Tab to the “Percentage” field and enter 100, then tab to “Primary Indicator” and check the box. SAVE. Please note, most of our courses are coded as 21 Internet.

Code	Category	Description
21	Internet	Instruction delivered via the internet (web delivery).
22	Special Facilities	Class session meets at a specified assigned space where instruction is delivered via distance education technology (i.e. two-way interactive videoconferencing).
23	Distributed Media	Instruction transmitted via satellite, cable TV, broadcast TV, radio, CD ROM, DVD, Blu-Ray Disc, etc.

This is a proper entry on the Delivery Technology tab:

A screenshot of a software interface showing the 'Delivery Technology' tab. The tab is highlighted in blue. Below it is a table with the following data:

Technology Type *	Description	Percentage	Primary Indicator
21	Internet	100	

At the bottom of the table, there is a pagination bar showing '1 of 1' and '10 Per Page'.

Select the “X” in the top left to move to the next screen.



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## SSARRES

The second screen in the UCRN workflow is the Schedule Restrictions Screen (SSARRES). Populating this screen is optional. This screen will allow you to manage (restrict) which student populations are allowed to register for this course. For example, if you would like to prevent any other students from registering for this section except students with a particular major, level, class, degree, program, campus, college, or student attribute, you would enter that information here. Please note, you DO NOT need a restriction for every option. More restrictions will typically limit the population of students and will cause errors. Before restricting, make sure you are familiar with your student cohort coding so that you do not keep eligible students from registering.

Also, be mindful of which option you choose on these restrictions- include or exclude. Review the restrictions on each tab to confirm they are correct. Update if appropriate. Select the “Save” icon in the bottom right corner. Below is an example of a section that will only allow students in the Sociology program to register for it. Below is a link to the troubleshooting guide for registration errors related to course restrictions.

<https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf>

For example: Department and Field of study

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Gender & Society

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
▼ DEGREE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Degree		Description		
10 ▼		Per Page		
▼ PROGRAM RESTRICTIONS				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Program		Description		
1BA-SOC		BA-Sociology		
10 ▼		Per Page		

# SCHEDULING MANUAL

## SSAPREQ

The third screen in the UCRN workflow is the Schedule Prerequisite and Test Score Restrictions screen (SSAPREQ). This controls the prerequisites that are required in order for a student to register for this section. Prerequisites visible in SSAPREQ are managed and copied from the parent course at the catalog level. Updates to prerequisites for the next academic year should be made by using a Course Revision Proposal in Curriculog by the deadline of October 1st. To address emergencies where the pre-requisite is listed incorrectly, please contact [classes@augusta.edu](mailto:classes@augusta.edu).

Review this information on the “Section Test Score and Prerequisite Restrictions” tab. See below. Please note, the only way a student who doesn’t meet these prerequisites will be allowed to register for this section is by receiving departmental approval that is entered on SFASRPO.

Term: 201902 CRN: 27874 Start Over

Section Information **Section Test Score and Prerequisite Restrictions**

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

And/Or	Y	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	Y
And	(			WMST	1101	US	C	No	
				SOCI	1101	US	C	No	
Or				SOCI	1103	US	C	No	
Or				PSYC	1103	US	C	No	)
And	(			SOCI	3002	US	C	(None)	
Or				SOCI	3003	US	C	(None)	)
And				SOCI	3380	US	C	(None)	

10 Per Page Record 1 of 7

SECTION CAPP AREA PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

Area *	Description
--------	-------------

10 Per Page Record 1 of 1

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner if an adjustment was made.

Select the “X” in the top left to move to the next screen.

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## SSATEXT

The fourth screen in the UCRN workflow is the Section Comment screen (SSATEXT). This screen contains the information that is found in the “Notes” that are displayed on the Schedule of Classes in POUNCE. Please note, there are guidelines for the text that is entered here so please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu) before adding anything other than:

“Permission Only” must be entered when a DP (departmental permission) status is indicated on SSASECT

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
BIOL	2990	A	18710	Undergrad Research	1	1	0	Csanyi, Gabor	3	Full Term	TBA		TBA	Permission Only

## Course theme information

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
INQR	1000	A	17363	Fund. of Academic Inquiry	20	21	-1	Leeper, Karla	1	Full Term	1430-1545	T	Allgood Hall E260	Humans and Heroes at Augusta University

## “Study Abroad” or “Study Away” on study abroad sections

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
SABR	2930	SA	27125	Model United Nations	99	0	99	Albert, Craig	3	Full Term	1000-1300	F	Allgood Hall	Study Abroad - Permission Only

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner.

Select the “X” in the top left to go back to the home screen or click “Start Over” in the upper right corner.



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## WORKFLOW COMPLETION NEXT STEPS

You have now completed the UCRN process. Be sure and follow these steps for each section you wish to activate. Once complete, you are encouraged to proof the data entered. A proofing guide is provided on page 47.

Once your audit is complete, please attach a copy of the WSC0102 report to your Administrative Course Scheduling Proposal in Curriculog. Please be sure to designate any sections that should be coded as Low Cost or No Cost or HIP by attaching the completed template in Curriculog. Once all documents are attached, complete the questions on the proposal and then approve the proposal so it will route to the next step which is the Registrar's Office. For assistance approving the proposal, please contact [curriculog@augusta.edu](mailto:curriculog@augusta.edu).

## NOTES

Once registration has begun, the following course data cannot be altered: Part of Term, Schedule Type, Instructional Method, or Credit Hours. Additional information can be found on our website at the link below.

<https://www.augusta.edu/registrar/section-update>



## PROOFING GUIDE

Once you have completed the UCRN process, you will need to proof the data that was entered in Banner. To do this, you have access to several reports in Crystal located in the Courses folder. The Registrar's Office recommends you use either WSC0102 Sections for Term by College and Department or WSC0807 Course Schedule by Department. We have included tips for both reports detailed below. <https://augusta.datacookbook.com/>

### WSC0102 Sections for Term by College and Department

- Parameters: Term Code [Scheduling Term], Department Code [Scheduling Department]
- Provides a detailed version of the course schedule by department
- Filter on Session Status: Active only and paste contents into another tab
- Remove duplicates by CRN, Meeting Type, and Section Start Date
- Sort by Subject, Course, Section, and Session Start Date
- Delete any unnecessary data for review, Suggestions include: College Description, Department Code, Department Description, RDEF Code, SIRASGN\_Percent Response, Actual Enrolled, Waitlist Available, Waitlist Actual, Section Enrollment Status, Census 1 Registration, Census 2 Registration, Total Credit Hours, Grade Mode, SSRSCCD\_Primary Ind, CIPC Code, Classification, Fund Group, Course Level, VM Count of Hours, VM Count of Students, SSBSECT\_Link Ident, Degree Program Attribute

### WSC0807 Course Schedule by Department

- Parameters: Term Code [Scheduling Term], Department Code [Scheduling Department], Sort By [Course]
- Provides a simpler version of the course schedule by department

### Course Error Reports

The Courses folder in Crystal also contains several error reports that can be generated at any time by college to review any potential data entry issues. These provide insight into scheduling errors to correct.

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Your Department Chair also has access to the Course Scheduling Dashboard that can be found here:

<https://www.augusta.edu/ie/au-analytics.php>

## SCHEDULING CHECKLIST

The checklist listed below can be used to quickly ensure all necessary items have been updated in Banner for those experienced with the UCRN process.

Completed	Task
	Activate sections in Banner.
	Review all data on SSASECT to ensure it is correct.
	Update the maximum enrollment information.
	Update the meeting patterns to include weekly days and times. Be sure and update any additional meeting patterns like exams, labs days, etc.
	Update the primary instructor.
	Ensure the appropriate campus has been added for the section and add at a minimum the preferred building. Preferably, add your preferred building and room. If no preference on room, add any room attributes.
	Review SSARRES to ensure the registration restrictions are correct.
	Review SSAPREQ to ensure the section prerequisites are correct.
	Review SSATEXT to ensure the correct section comments are included.
	Once all sections are updated, run a Crystal report audit the section data in Banner.
	Complete the cross-listing, cross-leveling, reserved seats, and course attributes template and upload to the Course Scheduling proposal in Curriculog.
	Complete the Administrative Course Scheduling proposal in Curriculog.

## REQUESTING A SECTION UPDATE

Once the scheduling deadline has passed and banner update access has been suspended, section edits will have to be requested through the Registrar's Office.

1. Visit the link below to either, request an edit for an existing section or request the addition or cancelation of a section.  
<https://www.augusta.edu/registrar/section-update>
2. Once the online form is completed, a notification is sent to the Registrar's Office and Classroom & Event Scheduling.
3. You will receive a confirmation email once the form is completed. The requested edits will be processed in 1-2 business days.
4. Please be sure and check the Schedule of Classes for confirmation.

## COURSE ATTRIBUTES

1. Please be sure to designate any sections that should be coded as Low Cost or No Cost or High Impact Practice (HIP) by adding the information to the template in Curriculog when uploading your completed course schedule.
2. Once your proposal is complete and you need to add any course attributes (No Cost, Low Cost, or HIP) you may do so by sending the section information to [classes@augusta.edu](mailto:classes@augusta.edu).
3. See attribute guides listed below.

### 1. LOW COST/NO COST ATTRIBUTES

Additional information may be found on our website at:

<https://www.augusta.edu/registrar/courseattributes.php#NoLow>

Attribute	Description
ZNCM	No-cost: \$0 required costs
ZLCM	Low-cost: \$40 or under required costs

### 2. HIP ATTRIBUTES

Additional information may be found on our website at:

<https://www.augusta.edu/registrar/courseattributes.php#HIP>

#### 1. Service Learning

Three Part Definition: 1. Required student participation in service projects or community engagement activities on or off campus and, 2. The service component is integrated into the course content (learning objectives) and 3. Student reflection is incorporated to help students connect what they learned through their service with the learning objectives.

Attribute	Description
ZSLP	Primary: Service Learning Course meets institutions criteria as High Impact Practice for Service Learning
ZSL1	Service learning courses that require 10 or less hours of service/engagement
ZSL2	Service learning courses that require 11 - 20 hours of service/engagement
ZSL3	Service learning courses that require 21 - 50 hours of service/engagement
ZSL4	Service learning courses that require 51 or more hours of service/engagement

#### 2. Community Engagement

General Definition: For undergraduate and graduate courses that deepen students' civic and academic learning, respond to a community

# SCHEDULING MANUAL

need, enrich the scholarship of the University, and involve mutually beneficial and respectful collaboration for the student, faculty, and community.

Attribute	Description
CMEG	Community engaged course – if selected, must also select appropriate service learning attribute

## 3. Undergraduate Research or Creative Project

General Definition: For undergraduate courses that focus primarily on an undergraduate research experience where students conduct an original research or creative project.

Attribute	Description
ZUR1	Research or creative project that requires 30 or less contact hours
ZUR2	Research or creative project that requires 31 - 50 contact hours
ZUR3	Research or creative project that requires 51 - 100 contact hours
ZUR4	Research or creative project that requires 100 or more contact hours

## 4. Work-Based Learning

General Definition: For undergraduate and graduate courses that (a) require for-credit internships, practicums, clinicals, co-ops, or similar work-based experiences and (b) integrate the work experience into the course content.

Attribute	Description
ZWL1	Work-based component requires 30 or less contact hours
ZWL2	Work-based component requires 31 - 50 contact hours
ZWL3	Work-based component requires 51 - 100 contact hours – if selected, instruction type must be code 81
ZWL4	Work-based component requires 100 or more contact hours – if selected, instruction type must be code 81

## 5. Capstone

General Definition: For undergraduate courses resulting in a culminating project or exhibition (e.g., a thesis, performance, project) that serves as a final academic experience.

Attribute	Description
ZCAP	Course offered to capture a culminating project or exhibition

## 6. Study Abroad/Away

The study abroad/away designation requires multiple attributes. For courses that fall within this category, please consult with the Director of Study Abroad. Primary Code (please select one):

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## 1. Primary Code

Please select one.

Attribute	Description
ZSAB	Study Abroad (The course is taught outside the of the United States and results in progress toward a degree at Augusta University)
ZSAW	Study Away (The course is taught within the United States in a location significantly different from the home campus and results in progress toward a degree at Augusta University)

## 2. Duration Code

Please select one.

Attribute	Description
ZSA1	Less than 2 weeks
ZSA2	2 to less than 4 weeks
ZSA3	4 to less than 8 weeks
ZSA4	At least 8 weeks but less than a full semester
ZSA5	One semester

## 3. Supplementary Codes

May include one or more in addition to primary and duration codes.

Attribute	Description
ZSAC	Faculty Led (course is taught by a faculty member at Augusta University who is leading the trip)
ZSAD	Branch Campus Abroad (course is taught at a USG branch campus abroad such as the sites in Costa Rica, Cortona, Oxford, Montepulciano)
ZSAE	Embedded (course is partially taught at Augusta University and partially taught abroad, such as a course with a trip over spring or winter break)
ZSAF	USG Consortium Study Abroad (course is taught as part of one of the USG Goes Global [G3] Study Abroad trips, such as the European Council or Asia Council trips)
ZSAG	International Service Learning (credit bearing volunteering, community development, and/or other related educational experience abroad) – if selected, must also include the appropriate Service Learning/Community Engagement attribute
ZSAH	Internship Abroad (credit bearing work experience abroad) – if selected, must also include the appropriate Work-Based Learning attribute
ZSAI	Research Abroad (credit bearing research experience abroad, self-organized or sponsored) – if selected, must also include the appropriate Undergraduate Research or Creative Project attribute for undergraduate courses
ZSAJ	Direct Enroll/Unilateral (course is taught at an international institution in which the student is enrolled directly)
ZSAK	Exchange/Bilateral (course is taught at an international institution in which the student is enrolled and whereby the USG institution holds an exchange agreement)
ZSAL	Third Party Provider (course is taught abroad as part of a study abroad program offered by a third party provider/company/organizer)

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## ePortfolio

Attribute	Description
ZEPP	Primary: ePortfolio meets institution's criteria as a High Impact Practice for ePortfolios.

## First-Year Experience

Attribute	Description
ZFYP	Primary: First-Year Experience course section meets institution's criteria as a High Impact Practice for First-Year Experience.

## Diversity/Global Learning

Attribute	Description
ZDGP	Primary: Course includes elements that explore culture, life experiences, and worldviews different from current U.S. dominant culture. The course addresses U.S. diversity, world cultures, that included differences such as race, ethnicity or human rights, freedom, and power.
ZDUS	Context: The majority (or all) of the exploration around differences are in the context of the United States.
ZDGL	Context: The majority (or all) of the exploration around differences are in the context of the broader global community.

## Valid Value

Attribute	Description
ZIVE	Course utilizes technology to virtually pair two or more groups of students residing in different countries to complete joint curriculum goals.

## REPORTING

Once you have completed the UCRN process for your courses, there are a number of course reports available in the COURSE folder inside Crystal. It is recommended that you run WSC0102 Sections for a Term by College and Dept to confirm the data that was updated in Banner. A list of additional reports as well as their purpose can be found in the Data Cookbook.

<https://my.augusta.edu/data/report-catalog.php>

- Class Roll Data File WSC0819
- Class Rolls WSC0885
- Course Counts and Section within Department WSC0813
- Course Counts by Instructor within Department WSC0814
- Course Offering Data Sheet WSC0366
- Course Schedule Booklet WSC0841
- Course Schedule by Department WSC0807
- Course Waitlist WSC0648
- Current Instructor Listing WSC0219
- Registered for Different Campuses in Back-to-Back Meeting Times WSC0907
- Registrar Class Roster WSC0114
- Sections for Term by College and Dept WSC0102
- Waitlisted Courses WSC0662



## TRAINING

A variety of section training sessions are offered including Section Scheduling: How to update your department schedule in BANNER each semester, Section Scheduling: How what you enter in BANNER impacts Classroom Scheduling, and Section Scheduling: The Tricky Details. For an updated list of training opportunities, please visit the Registrar's Office website at the link below.

<https://www.augusta.edu/registrar/training.php>

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## RESOURCES

A list of scheduling resources and their respective website link are listed below.

Resource	Webpage
Classrooms Webpage	<a href="https://www.augusta.edu/registrar/classrooms.php">https://www.augusta.edu/registrar/classrooms.php</a>
Course Attributes Webpage	<a href="https://www.augusta.edu/registrar/courseattributes.php">https://www.augusta.edu/registrar/courseattributes.php</a>
Course Descriptions	<a href="http://catalog.augusta.edu/">http://catalog.augusta.edu/</a>
Definitions for AU Program/Learning Modalities	<a href="https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0">https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0</a>
Registration Errors for Administrators	<a href="https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf">https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf</a>
Schedule of Classes	<a href="https://pounce.augusta.edu/BPRD/web001.pick_term_pub">https://pounce.augusta.edu/BPRD/web001.pick_term_pub</a>
Schedule of Classes Reader Guide	<a href="https://www.augusta.edu/registrar/documents/schedule-of-classes-reader-guide.pdf">https://www.augusta.edu/registrar/documents/schedule-of-classes-reader-guide.pdf</a>
Scheduling Coordinators	<a href="https://www.augusta.edu/registrar/schedulecoordinators.php">https://www.augusta.edu/registrar/schedulecoordinators.php</a>
Scheduling Manual	<a href="https://www.augusta.edu/registrar/curriculum-resources.php">https://www.augusta.edu/registrar/curriculum-resources.php</a>
Standard Course Meeting Time Webpage	<a href="https://www.augusta.edu/registrar/standard-meeting-times.php">https://www.augusta.edu/registrar/standard-meeting-times.php</a>
Standard Course Meeting Time Variance Form	<a href="https://www.augusta.edu/registrar/documents/standard-course-variance.pdf">https://www.augusta.edu/registrar/documents/standard-course-variance.pdf</a>
Simplified UCRN Process Instructions	<a href="https://www.augusta.edu/registrar/documents/simplifieducrn.pdf">https://www.augusta.edu/registrar/documents/simplifieducrn.pdf</a>

## **POLICIES**

Policies related to scheduling and curriculum are listed below. These can also be found in the Policy Library.

### **COURSE AND CLASSROOM SCHEDULING POLICY**

<https://www.augusta.edu/services/legal/policyinfo/policy/course-and-classroom-scheduling.pdf>

### **CROSS LIST & CROSS LEVELING**

<https://www.augusta.edu/services/legal/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

### **STANDARD COURSE MEETING TIMES**

<https://www.augusta.edu/services/legal/policyinfo/policy/standard-course-meeting-times.pdf>

### **STANDARD COURSE MEETING TIME VARIANCE FORM**

<https://www.augusta.edu/registrar/documents/standard-course-variance.pdf>

## OFFICIAL REPORTING

All student and course information is reported twice per term to the University System of Georgia via an Academic Data Collection. Data must be validated and certified at each submission. The following reports must be approved at each submission:

- Credit Hours Generated by Budget Program Area
- Semester Credit Hours Summary
- Preliminary Student Report
- Attribute Summary
- Fee Classification Summary
- Dual Enrolled Students

Students must be registered and paid in order for their enrollment and credit hours in a course to count for official enrollment. The census dates for the reporting periods are outlined in the table below. All courses that start on or before a census date are reported for that census. No changes in registration should occur after the add/drop period in order to avoid reporting inaccuracies. If registration adjustments are necessary, consult with the Registrar's Office on impact to reporting. No transactions to student or course registration may occur after the census date and before the reporting date for each census.

## Academic Data Collection

These due dates apply for Fiscal Year 2012 and forward.

*Note:* If the date falls on a Saturday please submit Friday. If the date falls on a Sunday submit on Monday.

Summer Term	
Earliest Starting Date	May 8
Mid-Term ADC Census I Date	July 8
Mid-Term ADC I Due Date	July 15 (1 week after census)
End of Term ADC II Census Date	August 6
End of Term ADC II Due Date	August 13 (1 week after census)
Fall Semester	
Earliest Starting Date	August 16
Mid-Term ADC Census I Date	October 7
Mid-Term ADC I Due Date	October 14 (1 week after census)
End of Term ADC II Census Date	December 20
End of Term ADC II Due Date	January 7

# SCHEDULING MANUAL

## Spring Semester

Earliest Starting Date	January 3
Mid-Term ADC Census I Date	February 22
Mid-Term ADC I Due Date	March 3
End of Term ADC II Census Date	May 12
End of Term ADC II Due Date	May 21

## SCHEDULE OF CLASSES

## SCHEDULE OF CLASSES READER GUIDE

# SCHEDULING MANUAL

## SECTION CODING GUIDE

### AU ONLINE

Coding reserved for courses participating in AU Online

Type	Section Coding	Overflow Coding
AU Online	A01, A02, A03, etc.	AOA, AOB, AOC, etc. etc.*excluding AOH

### AUO Section Requirements

- SSASECT: Campus Code= AUO
- SSASECT: Section Code= AUO Example: A01, A02, etc.
- SSASECT: Schedule Type= 57 Asynchronous Instruction
- SSASECT: Instruction Delivery Code= E or F
- SSASECT: Building= Online
- SSARRES: Campus Restriction= AUO
- SSATEXT: Text = Course is part of AU Online
- SSATEXT: Note= Unless approved by the Dean of AUO, all courses in the fall and spring will be taught in the 8-week parts of term, all courses in the summer in the 7/5 week part of term.

### FOREST HILLS CAMPUS

Coding reserved for courses taught on our Forest Hills campus at 3109 Wrightsboro Road Augusta, GA 30909.

Type	Section Coding	Overflow Coding
Asynchronous	C01, C02, C03, etc.	COA, COB, COC, etc.*excluding COH
Asynchronous & Honors	COH	CHA, CHB, CHC etc.
Asynchronous & Study Abroad	SAO	
East Georgia Students Only	EGA	EGB, EGC, EGD, etc.
Face to Face	A, B, C, etc.*excluding H	AA, AB, AC, etc. etc.*excluding AH

# SCHEDULING MANUAL

Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.
Study Abroad & Away	SA, SAA, SAB	

## FORT GORDON CAMPUS

Coding reserved for courses participating at the Fort Gordon (formerly Eisenhower) location. Courses will connect with Summerville section via two-way interactive video conferencing. Registration for this course requires a Fort Gordon Gate Access Pass if you do not already have access to Fort Gordon. Please contact a Fort Gordon site representative at 706-446-1339 or [fortgordon@augusta.edu](mailto:fortgordon@augusta.edu) if you need to acquire a Fort Gordon Gate Access Pass.

Type	Section Coding	Overflow Coding
Fort Gordon	FG	FGA, FGB, FGC, etc.

## HEALTH SCIENCE CAMPUS

Coding reserved for courses taught on our Health Science campus at 1120 15<sup>th</sup> Street Augusta, GA 30912.

Type	Section Coding	Overflow Coding
General	A, B, C, (mostly M)	M1, M2, M3
Online	CO1, CO2, CO3 etc.	COA, COB, COC etc. <i>*excluding COH</i>
CLSC Mobile Lab	MBL	
Athens Campus	ATH	AT1, AT2, AT3
Savannah Campus	SAV	
Albany Campus	ALB	
Internships	INT	INA, INB, INC, etc.

## MEDICAL COLLEGE OF GEORGIA

Coding reserved for courses taught by the Medical College of Georgia.

Type	Section Coding	Overflow Coding
Main Campus	1: Main rotation in January 2: Main rotation in February	1E, 1M, 1N, 1W 2E, 2M, 2N, 2W
Athens Campus	A1: Athens rotation in January	



# SCHEDULING MANUAL

	A2: Athens rotation in February	
MD MBA Course	MBA	
Columbus Campus	COL	
Albany Campus	ALB	
Rome Campus	NW, 10N, 11N,12N	

## RIVERFRONT CAMPUS

Coding reserved for courses taught on our Riverfront campus at 100 Grace Hopper Lane Augusta, GA 30901.

Type	Section Coding	Overflow Coding
Asynchronous	C01, C02, C03 etc.	COA, COB, COC etc. <i>*excluding COH</i>
Asynchronous & Honors	COH	
Asynchronous & Study Abroad	SAO	
Face to Face	A, B, C, etc. <i>*excluding H</i>	AA, AB, AC, etc.
Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.
Study Abroad & Away	SA, SAA, SAB	

## SUMMERVILLE CAMPUS

Coding reserved for courses taught on our Summerville campus at 2500 Walton Way Augusta, GA 30904.

Type	Section Coding	Overflow Coding
Asynchronous	C01, C02, C03 etc.	COA,COB,COC etc. <i>*excluding COH</i>

# SCHEDULING MANUAL

Asynchronous & Honors	COH	
Asynchronous & Study Abroad	SAO	
East Georgia Students Only	EGA	EGB, EGC, EGD, etc.
EURO Courses (Ingress)	O1U	
Face to Face	A, B, C, etc. <i>*excluding H</i>	AA, AB, AC, etc.
Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.
Study Abroad & Away	SA, SAA, SAB	

## DUAL ENROLLMENT

Coding reserved for courses taught at local High Schools.

Type	Section Coding	Overflow Coding
Face to Face	DE, DE1, DE2, etc.	DEA, DEB, DED, etc.

## SPECIAL SCHEDULING INSTRUCTIONS

### HONORS PROGRAM

Effective March 2021, this business process outlines the decisions that were made surrounding the coding of sections in Banner for the Honors Program.

The following steps will be taken for sections offered as part of the Honors Program.

- All courses will have an “H” suffix accompanying the course number. In the event a new course is being offered in the Honors Program curriculum, the Honors department will launch a new course proposal via Curriculog to ensure the “H” suffix is appropriately added to the course.
- These course titles will follow the established naming convention “Honors: [title].”
- The section designated by the letter “H.”
- Honors sections will be restricted to students with the HONS, HONG, HONP, or HONR attributes.

# SCHEDULING MANUAL

## THE GRADUATE SCHOOL BREAKOUT SESSIONS

Effective Spring 2021 this business process outlines the decisions that were made surrounding the process for breakout sections in The Graduate School.

### Responsibilities

TGS Scheduling Coordinators	The Graduate School Scheduling Coordinators are responsible for activating one section of each course (9210 and 9300) for the students to register. They are responsible for completing the UCRN process to update these two sections.
TGS Dean's Office	The Graduate School Dean's Office is responsible for completing the breakout section registration template and providing that information to <a href="mailto:classes@augusta.edu">classes@augusta.edu</a> by the three weeks prior to the first day of classes.
Registrar's Office	The Scheduling Coordinator in the Registrar's Office is responsible for creating the additional breakout sections as submitted on the template by the Dean's Office. Once the sections are created, the Registrar's Office is responsible for matching the student with the mentor in the correct section and adjusting their registration in Banner.
Mentors	The mentor that is assigned as the primary instructor in Banner is responsible for completing Attendance Verification, submitting CIR data, and final grades.

### Deadline

The breakout spreadsheet should be provided to the Registrar's Office three weeks prior to the first day of classes.

### Process

During the normal scheduling cycle, the TGS Scheduling Coordinators are responsible for updating one section of 9210 and one section of 9300 so students can register for their placeholder during the normal registration cycle. The TGS Scheduling Coordinators are responsible for completing the UCRN process in Banner to update these sections.

# SCHEDULING MANUAL

The TGS Dean's Office submits the breakout section registration template to the Registrar's Office by emailing [classes@augusta.edu](mailto:classes@augusta.edu) by the established deadline.

The Registrar's Office will then process the breakout sections registration template by:

- Creating the additional sections and assigning the correct mentors as the primary instructor of record.
- Adjusting the student's registration in Banner to reflect the section with the correct mentor.
- Respond to the TGS Dean's Office confirming the registrations have been processed.

## References

Breakout Section Registration Template

<https://augustauniversity.box.com/s/hnlkj5wsqvir7mreenoeubovl3n69mf5>

## COLLEGE OF EDUCATION BREAKOUT SESSIONS

Effective Summer 2021 This business process outlines the process for creating and registering students in breakout sections. This procedure is currently used by The College of Education for individual student teaching sections.

## Responsibilities

COE Scheduling Coordinator	The College of Education Scheduling Coordinators are responsible for activating one section of the student teaching course for the students to register. They are responsible for completing the UCRN process to update these sections. They are also responsible for completing the breakout section registration template and providing the information to <a href="mailto:classes@augusta.edu">classes@augusta.edu</a> by three weeks prior to the first day of classes.
Registrar's Office	The Scheduling Coordinator in the Registrar's Office is responsible for creating the additional breakout sections as submitted on the template by the Dean's Office. Once the sections are created, the Registrar's Office is responsible for matching the student with the mentor in the correct section and adjusting their registration in Banner.

# SCHEDULING MANUAL

## Deadline

The breakout spreadsheet should be provided to the Registrar's Office three weeks prior to the first day of classes.

## Process

During the normal scheduling cycle, the COE Scheduling Coordinators are responsible for updating one section of the necessary student teaching course. Students may register for their placeholder course during the normal registration cycle. The COE Scheduling Coordinators are responsible for completing the UCRN process in Banner to update these sections. The COE Scheduling Coordinator submits the breakout section registration template to the Registrar's Office by emailing [classes@augusta.edu](mailto:classes@augusta.edu) by the established deadline.

The Registrar's Office will then process the breakout sections registration template by:

- Creating the additional sections and assigning the correct faculty as the primary instructor of record.
- Update the section with the corresponding external site code.
- Adjusting the student's registration in Banner to reflect the section with the correct faculty.
- Respond to the COE Scheduling Coordinator confirming the registrations have been processed.

## References

Breakout Section Registration Template

<https://augustauniversity.box.com/s/nlcenkh1niceftg55crfi6s1w2q3fso4>

# SCHEDULING MANUAL

## STUDY ABROAD - AU REGULAR SECTIONS

Study Abroad is used to define international trips. Study Away is used to define trips within the United States.

### Process

Once the Study Abroad schedule has been received by the Scheduling Coordinator in Academic Affairs, the Scheduling Coordinator will proceed with activating the section and updating the pertinent information in Banner.

The Scheduling Coordinator will work with the Study Abroad Office regarding any information regarding the trips.

If additional sections are needed, the Scheduling Coordinator will submit a request to “Add a Section” through the online request form.

If the term has started and new sections are required, the Study Abroad Office will send a request to [classes@augusta.edu](mailto:classes@augusta.edu) and copy the Academic Affairs Scheduling Coordinator. \*\*All trip information will be required.

All Study Abroad sections should use the section code SA for Study Abroad and SW for Study Away. When SA or SW is not available or already in use, begin using SAA, SAB, SAC, SWA, SWB, SWC, etc.

The screenshot shows the Banner Scheduling interface for a course section. The 'Section \*' field is highlighted with a red box and contains the value 'SA'. Other fields include Subject: SABR, Course Number: 6930, Campus: SC, Status: Active, Schedule Type: 55, Instructional Method: F, and Special Approval: DP. The 'CLASS TYPE' section shows a Traditional Class with Part of Term 1, Start Dates 05/21/2019 to 07/20/2019, and a Maximum of 10 students.

Use the naming convention outlined below to update all section titles.

Study Abroad	[Study Abroad: Section Content]
Study Away	[Study Away: Section Content]

The screenshot shows the Banner Scheduling interface for a course section. The 'Section \*' field contains the value 'SW'. Other fields include Subject: ART, Course Number: 2010, Campus: M, Status: Active, Schedule Type: 10, Instructional Method: T, and Special Approval: DP. The 'CLASS TYPE' section shows a Traditional Class with Part of Term 1, Start Dates 05/21/2019 to 07/20/2019, and a Maximum of 10 students.

Ensure all Study Abroad sections are coded with the session code “D- Off

# SCHEDULING MANUAL

Campus, Assigned Space” or “E- Off Campus, Unassigned Space.”

Course Section Information

Subject	ART	Campus *	M	Main Campus
Course Number	2010	Status *	A	Active
Title	Study Away, DC Marvel of Art	Schedule Type *	T0	Lecture
Section *	SW	Instructional Method	T	Technology enhanced
Cross List		Integration Partner		

Grade Mode: ☐ Grade  
Session: **E Off Campus, Unassigned Space**  
Special Approval: ☐ Need Department Approval  
Duration: ☐ Override Duration

Ensure the correct external site code is listed in the building field on SSASECT by clicking on three dots under “Building” this will bring you to the query screen. Click on three dots under Building and search for the trip. NCFXX for example, SABR Costa Rica is NCF16. Click on the trip code and click ok then select in the bottom right. Click select again.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Part
	NCF62		10		3.00		3.000

If the site code is not present, enter the location in the note section on SSATEXT and send an email to the Associate Registrar to have the site code created.

Add Trip dates to section notes on SSATEXT and any additional pertinent trip information.

## STUDY ABROAD- USG GOES GLOBAL

### Process

The USG Goes Global Program manager will submit a spreadsheet containing a tab for each participating institution with the courses that need to be built. This spreadsheet needs to be checked weekly to capture any updates to students' course selections per institution.

Note: Students select courses through a Via TRM form once they are in the Committed phase of the application process. Students receive regular reminders to complete the course selection form once accepted, but the institution is encouraged to remind students as well. Please review the tab for the USGG 2022 Part of Term Dates: XXX-XXX. You should use the part of term dates for all USGG courses (not the program dates or institution dates).

Sample training overview- USGG 2022 Course Build Training - February 2022 Recording.mp4



# SCHEDULING MANUAL

## Building Sections

INGRESS requires the use of the same Subject, Course Number, and Section Number across institutions to sync enrollments. Course building will be a 2-part process.

### Part 1: Build standard USGG Course (SSASECT) - 0 credit hours

- Subject, Course Number, and Section must match across institutions> Integration Partner Code: IRECV
- Leave seats blank – these will be assigned by INGRESS
- Add institutional course equivalent as concurrent prerequisite (SSAPREQ)
- SSATEXT Course Comment: Student must register for course co-requisite CRN:#####. Students must have submitted an application prior to registration to qualify for participation in this study abroad course.
- Do not assign instructor
- Add Study Abroad Attribute (ZSAB, ZSAF, & ZSA2 or ZSA3) in SSADETL.

### Part 2: Build institutional course equivalent (SSASECT)

- Add standard USGG course as concurrent prerequisite (SSAPREQ)
- SSATEXT Course Comment: Student must register for course co-requisite CRN:#####. Students must have submitted an application prior to registration to qualify for participation in this study abroad course.
- Add Study Abroad Attribute (ZSAB, ZSAF, & ZSA2 or ZSA3) in SSADETL

USGG Standard Course	Institutional Course Equivalent
USGG 1003 - Beginning German (0hrs)	GRMN 1001 - Elementary German (3hrs)
USGG 2002 - Intermediate German (0hrs)	GRMN 2001 - Intermediate German (3hrs)

## References

Study Abroad/Away Attributes

<https://www.augusta.edu/registrar/courseattributes.php#StudyAbroad>

## PROFESSIONAL SCHOLARS

In the event, a department wishes to restrict or withhold a certain number of seats in a section for a certain population of students, the following actions should be taken.

- The reserved seating function in banner should be utilized to reserve the requested number of seats.

In addition to following the guidelines listed above, the following additional steps will be taken for sections reserved for Professional Scholars.

- The section will have a note that says, “X seats reserved for professional scholars”.
- The attribute used to reserve the seats is PSCH.

## LLC COHORTS

In the event, a department wishes to restrict or withhold a certain number of seats in a section for a certain population of students, the following actions should be taken.

- The reserved seating function in banner should be utilized to reserve the requested number of seats.

In addition to following the guidelines listed above, the following additional steps will be taken for sections reserved for LLC Cohorts.

- The section will be restricted to students with the CSML attribute.
- The section will include a note that says, “Reserved for LLC cohort”.

## DUAL ENROLLMENT

Dual enrolled classes should be added by the academic department during the scheduling period. A schedule is sometimes produced by the VP of Enrollment and Student Affairs, a sample of that schedule is below. This should match what the academic departments have entered in Banner.

Sample Schedule

# SCHEDULING MANUAL



## 2023-2024 Augusta University Dual Enrollment on CCSD Campuses

### Summer Semester

	Courses	Meeting Days	Meeting Time	Max Enrollment	Instructor
Grovetown High	EDUC 2120	Mon - Thurs	7:30am - 11:00am	28	

### Fall Semester

	Courses	Meeting Days	Meeting Time	Max Enrollment	Instructor
Evans High	ENGL1101 SPAN1001*	Mon, Wed, Fri (A)	7:35 am- 8:22 am	20 20	Melissa Johnson Roxana de la Jara
Greenbrier High	POLS1101	Mon, Wed, Fri (A)	7:35 am – 8:22 am	28	Christopher Mezzetti, MPA

## Process

Dual Enrolled Courses should be coded with “DE” to identify the section, “OC” for the campus, and “D” for the session code.

The screenshot shows the 'Course Section Information' tab in the ellucian system. The course is 'Fund. of Human Communication' (Course Number 1100). The section is coded with 'DE' (Dual Enrolled) and 'OC' (Off Campus). The meeting time is '7:35 am- 8:22 am' on 'Mon, Wed, Fri (A)'. The max enrollment is 20. The instructor is 'Melissa Johnson' and 'Roxana de la Jara'. The session code is 'D'. The duration is 3.000 hours. The override indicator is checked.

Use the details from the spreadsheet you received to enter the rest of the data to complete the section. Add the School code in the Building field on the “Meeting Location and Credits tab”. You will accomplish this by clicking on the three dots in the Building field. SLABQRY (Building Query) screen will appear. Click on the three dots in the Building field again. Type in the School name. Write down the school code ETS#. Click cancel and not ok. Then click cancel in the bottom right of screen and then cancel again. Type the school code you found in the Building field and save.

The screenshot shows the 'Building Code Validation (STVBLDG)' screen. The search criteria is 'Evans'. The results table shows the following data:

Code	Description	VR Msg	Activity Date
ETS16	Evans High		07/16/2020
ETS18	Evans Middle		07/16/2020
ETS7	Evans Elementary		07/16/2020

The screenshot shows the 'Meeting Location and Credits' tab in the ellucian system. The building field is set to 'ETS14'. The room field is empty. The schedule type is '10'. The hours per week is '2.60'. The session credit hours is '3.000'. The partition details are empty. The room attribute details are empty. The instructor field is empty.

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These sections should be hidden from the Schedule of Classes by removing the checkmark in the Print and Voice Response and self-service available boxes. These sections are to be restricted in SSARRES to include department 0530-Admissions/ACCEL.

The screenshot shows the 'CLASS INDICATORS' form in the SSARRES system. The form is divided into several sections. On the left, there are fields for 'Prerequisite Check' (with radio buttons for 'Basic or None', 'CAPP', and 'DegreeWorks'), 'Method', 'CEU Indicator', 'Link Identifier', 'Attendance Method', and 'Weekly Contact Hours'. In the center, there is a 'Daily Contact Hours' field. On the right, there are checkboxes for 'Print', 'Gradable' (which is checked), 'Tuition and Fee Waiver', and 'Voice Response and Self-Service Available'. At the bottom right, there are checkboxes for 'Long Title', 'Comments' (which is checked), and 'Syllabus'. The form has a light blue header and a light gray background.

## Summary for DE Courses

- Coded so they will not be visible on the schedule of classes for students
- DE Section Code for the course section
- Restricted to Department 0530 to ensure only DE students register
- Text for section includes school
- External Site Code required for official Academic Collection Reporting (Registrar's Office to coordinate.)
- Any comments need to be specific and added on SSATEXT.

## ADDENDUM

### DEFINITION FOR AU PROGRAM/LEARNING MODALITIES

#### **Program and Certificate Definitions for Online Programs:**

Recognizing the need to clarify for students, faculty, and administrators the various forms of online and remote education available at Augusta University (AU), we have created the distinctions between fully online programs (conveying the expectation of being able to fully complete a degree remotely) and programs/courses that require a student's presence on the AU campus even if part of the course is delivered via online instruction.

All degree and certificate programs offered at AU will be classified into one of the following instructional delivery modalities:

#### **AU Online (AUO):**

100% of the programs require instructional content, including student orientations, to be delivered asynchronously through online delivery modalities with no on-campus instructional requirements. These programs must be approved by the Associate Provost and Dean of AU Online (or designee.)

#### **Campus Online (OLC):**

100% of the programs' instructional content is delivered through fully asynchronous online delivery modalities but are not supported directly by AUO. These programs must be approved by the Associate Provost and Dean of AU Online (or designee).

This code is particularly appropriate for the following types of programs: Programs that make substantial use of online delivery but who have not yet converted their course into a format that meets AU Online standards for consistent student experience.

Programs that make substantial use of online delivery but who have chosen to maintain a 16-week semester calendar.

For both online instructional delivery modalities, at the discretion of the Associate Provost and Dean of AU Online (or designee), exceptions to a fully asynchronous modality may be granted for direct experiential learning requirements such as but not limited to Clinical/Field experience hours mandated by accrediting bodies or the equivalent.

# SCHEDULING MANUAL

For exceptions to be made for direct experiential learning requirements, the program requesting the exception must demonstrate that they can provide students with a location for the fulfillment of these required activities that is within a reasonable distance from the students declared residency at the time of enrollment.

## Hybrid (HYB):

The program uses a mixture of face-to-face and either synchronous or asynchronous online delivery modalities with online instruction accounting for more than or equal to 50% of content delivery.

## On-Ground (MAIN):

The program courses predominantly use face-to-face instruction as their primary (50% or more) modality for delivering student instructional hours. Some instructional content may be delivered using technology and/or synchronous or asynchronous instruction, but an online delivery modality is not used for more than 50% of the courses educational content.

## Course and Section Coding:

	Modality Type	Course Campus Code	Section	Instructional Delivery Code*	Schedule Code/Instruction Type	Course Schedule Text
Online	AU Online	AUO*	A01 A02 A03	E- Entirely or F- Fully (Clinical Only)	Asynchronous	Course is part of AU Online
	Campus Online	OLC	C01 C02 C03	E- Entirely F- Fully	Asynchronous	Course Taught Online
Hybrid	Hybrid	HYB	HYB: HY1 HY2 HY3	H-Hybrid	Any Instruction Type	Course Taught Online

# SCHEDULING MANUAL

Face-to Face	On-Ground (Face-to-face)	Based on Campus Location – see Course Scheduling Manual	B C D E	P-Partial T- Technology Enhanced	Any Instruction Type	None
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\*These codes are required by the Board of Regents and will be selected by college/unit administrators as appropriate:

Code	Description
E	Entirely at a Distance – This course is delivered 100% through distance education technology. No visits to campus or designated site are required.
F	Fully at a distance – Nearly all the class sessions are delivered via technology. This course does not require students to travel to the classroom for instruction. However, it might require students to travel to a site to attend orientation or to take an exam.
H	Hybrid – Technology is used to deliver 50 percent or less of class sessions, but at least one class session is replaced by technology.
P	Partially at a distance – Technology is used to deliver between 51 and 95 percent of class sessions, but visits to a classroom (or similar site) are required.
T	Technology Enhanced – Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology.

## Coding Decision

The following table is designed to help faculty and staff evaluate the correct code for the programs that will be submitted and approved via Curriculog:

	TYPE OF DELIVERY			
	ONLINE		Hybrid	Ground
FACTORS (For determining type of delivery)	AUO	OLC	HYB	Based on Campus Location – see Course Scheduling Manual
Delivery Mode	Asynchronous only (with limited exceptions)	Asynchronous only (with limited exceptions)	Any	F2F
Physical Location on Campus for Successful Completion	Not Required	Not Required	Required	Required



# SCHEDULING MANUAL

Length of Term	8 weeks	Typically, 8 or 16 weeks	Typically, 8 or 16 weeks	Typically, 8 to 16 weeks
How the program can be marketed to students	Fully online	Fully online	Hybrid only	F2F only
Must be approved by the AUO Dean	Yes	Yes	No	No

## Implications:

The four codes outlined by this document have implications for Faculty, Students and Administrators.

## Implications of Coding Choices for Faculty:

Rule:	Implication:
1. All approved Online Programs will be assigned a campus code of either AUO or OLC while programs with courses that use non-face-to-face delivery modalities for more than or equal to 50% but less than 95% of its instructional content delivery will be coded as HYB.	a. The coding of a program as AUO or OLC does not change the home college or department of those faculty members teaching in the program. b. Unless permission is given, once a program is coded as AUO, individual faculty members may not deliver required course content through delivery modalities that require students to be physically present on the AU campus. c. Courses in programs coded as AUO will be taught within a calendar that allows for at least 5 full terms per academic year.
2) All programs/courses that make substantial use of an online teaching modality but are not coded as AUO will be coded as OLC or HYB.	a. Faculty teaching in programs coded as OLC or Hybrid may alter the mix of delivery modalities used within its courses without permission, so long as the changes do not cause the program or course to change its preexisting coded category. If a program wishes to alter a course or programs coding category, a request will need to be approved through the Curriculog system.
3) Programs/courses coded as AUO or OLC may seek support from AU Online. Programs/courses that are not coded as either AUO or OLC will	a. Faculty who are teaching programs that are not coded as AUO or OLC who are seeking assistance with the development of course materials or pedagogy



# SCHEDULING MANUAL

be supported by the Center for Instructional Innovation and other university resources.	should contact the Center for Instructional Innovation and other university resources.
4) All programs wishing to be approved for online delivery as either AUO or OLC will need to seek program approved using a Curriculog request form.	a. Academic faculty own the university curriculum and therefore must approve the development of online programs through their department, college and, in some instances, The Graduate School, curriculum committees. In instances where the change will impact more than one college the approval of the University Faculty Senate may also be necessary.
5) AUO will focus on Full, end-to-end program development to ensure students are able to complete fully online degrees and will be targeting AU offerings to those students who are well beyond Georgia's geographic borders. In contrast HYB offerings tend to be differentiated at the course, not on the program level, and thus a largely local population of students will benefit from the courses. Because AUO will be progressively supporting and developing programs for fully online delivery to students well beyond Georgia, AUO programs and classes will receive support from AU online, while programs and classes with HYB or Main designation will be supported by the Center for Instructional Innovation.	a. The distinction will clarify for faculty where to turn when they need assistance with online and hybrid pedagogy and design.

## Implications of Coding Choices for Students:

Rule:	Implication:
1) All approved Online Programs will be assigned a campus code of either AUO or OLC while programs with courses that use non-face-to-face delivery modalities for more than or equal to 50% but less than 95% of its instructional content delivery will be coded as HYB.	<p>a. The coding categories for academic programs will allow AU to block the registration of any student who has not been admitted into an AUO online program, but this coding will not hinder a student's ability to register for courses coded as OLC or HYB.</p> <p>b. Students wishing to participate in an AUO program will need to be admitted to the program or submit a Calendar Change Form to ensure they are aware of the ramifications of their choice.</p>

# SCHEDULING MANUAL

2) All programs/courses that make substantial use of an online teaching modality but are not coded as AUO will be coded as OLC or HYB.	a. Students enrolling in a program/course that make substantial use of an online teaching modality but are not part of an AUO programs will be coded as OLC or HYB. Faculty teaching these courses may alternate the mix of teaching modalities used by the course section or year-to-year.
3) All programs wishing to be approved for online delivery as either AUO or OLC will need to seek program approval using a Curriculog request form. As a part of that approval, programs will need to indicate whether they wish to be a part of AU Online or be coded as OLC.	a. Approval of program/course coding through Curriculog will allow programs to include accurate descriptions of their program in the AU catalog and on program web pages. This will better equip students with the information they need to make informed decision.
4) AUO and OLC will focus on Full, end-to-end program development to ensure students are able to complete fully online degrees and will be targeting AU offerings to those students who are both within and beyond Georgia's geographic borders. In contrast, HYB offerings tend to be differentiated at the course, not the program level, and thus a large local population of students will benefit from the courses.	b. The distinction will clarify for students those programs that can be completed at a distance and those programs that require a physical presence on the AU campus.
5) For the purposes of marketing, only those programs that are approved as Online can be marketed as online, while hybrid programs can be listed as either Hybrid or Hybrid-online.	c. This will help to minimize confusion about our fully online programs and the work we are doing to make our programs more generally online accessible.

## Implications of Coding Choices for Administrators

Rule:	Implication:
1) All approved Online Programs will be assigned a campus code of either AUO or OLC while programs with courses that use non-face-to-face delivery modalities for more than or equal to 50% but less than 95% of its instructional content delivery will be coded as HYB.	<p>a. As academic programs are being developed, units will need to consider their target student market and decide which mix of teaching modalities will best help them reach their desired student pool.</p> <p>b. This coding will allow AU to determine student head counts in AUO classes as well as all classes with the same disciplinary prefix and number because students admitted into AU Online programs will be coded with AUO as their campus code.</p>

# SCHEDULING MANUAL

	<ul style="list-style-type: none"> <li>c. Programs wishing to modify the primary coding of their programs will need to do so using a Curriculog Request Form so that changes can accurately be reflected in the catalog</li> <li>d. The purpose of this coding and approval process is to ensure that students can clearly identify those programs that can be completed in a fully online format as well as ensuring that all online program offerings meet key institutions' online program standards.</li> <li>e. Programs coded as OLC can be progressively upgraded over time and then transition to AUO.</li> <li>f. Only those programs coded as AUO or OLC will be eligible to participate in the eTuition process</li> </ul>
2) All programs/courses that make substantial use of an online teaching modality but are not coded as AUO will be coded as OLC or HYB	a. Programs that are coded as OLC may teach their program offerings on an 8-week or 15- week calendar, however; all classes that make up the program should follow the same calendar
3) Programs/courses coded as AUO or OLC may seek support from AU Online. Programs/courses that are not coded as either AUO or OLC will be supported by the Center for Instructional Innovation or other university resources.	a. AUO can provide a broad array of services for qualifying programs. These services are fully available to AUO programs and selectively available to OLC programs.
4) All programs wishing to be approved for online delivery as either AUO or OLC will need to seek programs approved using a Curriculog request form. As a part of that approval programs will need to indicate whether they wish to be a part of AU Online or be coded as OLC.	<ul style="list-style-type: none"> <li>a. The Curriculog approval process will provide the institution with the ability to: <ul style="list-style-type: none"> <li>i. Clearly identify all online programs</li> <li>ii. Determine which programs are a part of AU Online.</li> <li>iii. Ensure that our programs understand the commitments they are making when they decide to offer a degree online.</li> </ul> </li> </ul>
5) AUO will focus on Full, end-to-end program development to ensure students are able to complete fully online degrees and will be targeting AU offerings to those students who are both within and well beyond Georgia's geographic borders. In contrast HYB offerings tend to be differentiated at the course, not the program level, and thus a largely local population of students will benefit from the courses. Because AUO will be	<ul style="list-style-type: none"> <li>b. The distinction will clarify for faculty where to turn when they need assistance with online and hybrid pedagogy and design.</li> </ul>

progressively supporting and developing programs for fully online delivery to students well beyond Georgia, AUO programs and classes will receive support from AU online, while programs and classes with HYB or Main designation will be supported by the Center for Instructional Innovation.	
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## OFFICE OF CLASSROOM & EVENT SCHEDULING: ACADEMIC SCHEDULE PROCESS

1. AU College Departments submit their course data and optional room preferences/attributes for upcoming term into Banner by a deadline set by the Registrar's Office.
2. The Registrar's Office publishes the upcoming term schedule of classes (w/ room preferences displayed) and releases the schedule to the Office of Classroom & Event Scheduling for import of upcoming terms academic courses, room preferences, and room attributes into EMS (room assignment application) for the room assignment process.

*Note: During the process of import from Banner to EMS and the classroom assignment process--no changes can occur in Banner in regards to academic courses (i.e. course additions/cancelations, date/time changes, estimated enrollment changes, etc.). All changes must be held until the schedule is published in EMS and notification from the Office of Classroom & Event Scheduling is sent to the Registrar's Office.*

3. The Office of Classroom & Event Scheduling, syncs EMS with Banner, and imports the academic course data for all colleges.
  - *Note: The course room assignment process takes approximately 2 weeks. Room assignments with course dates for the upcoming term are released by the published deadline.*
4. The option of "Require Banner Room" is applied in the EMS system, for the requested Banner room preferences to take a priority in the EMS room assignment process.

5. Courses with room preferences are preassigned and locked in for the course.
  - a. Classroom Scheduling reserves the right to move a course out of the preferred room to another room, if a course with no room preference can better utilize the space.
  - b. Classroom Scheduling reserves the right to move a course out of preferred room to another room, if the time of the class prevents maximum use of the room throughout the day.
  - c. Classroom Scheduling reserves the right to move a course out of the preferred room to another room, if the room change is needed for disability accommodations.
6. Course room preference conflicts are deciphered with the following: Estimated enrollment size, standard course meeting time followed, back-to-back teaching, and technical needs. Best efforts are then made to assign an accommodating room that best matches the original requested room preference for courses that do not receive their room preference.
  - *Note: If there are no other rooms available that meet the course's needs, the Office of Classroom & Event Scheduling reaches out to the Department and the Registrar's Office for guidance of how to proceed.*
    - i. The Registrar's Office will take the lead in addressing any issues with the departments if rooms are not available. Classroom Scheduling only assigns rooms and does not manage the course information in Banner.
7. All remaining courses that did not have room preference, are optimized in EMS with taking the following into account: Estimated enrollment size, back-to-back teaching, and technical needs
  - *Note: Small Group session meeting types (also known as SG's – Break-Out Sessions), are assigned classroom locations after all other*

# SCHEDULING MANUAL

*meeting types requiring room assignments (CLAS/LXAM/CXAM/LAB).*

- *Courses with “zero” listed for estimated enrollment are not assigned a room and are set as TBD.*
8. After all courses that require a space campus are assigned, the room assignments are published in EMS and the locations assigned sync and export back to Banner.
  9. The Office of Classroom Scheduling notifies the Registrar’s Office that they will process any academic changes that were being held by the Registrar’s Office and process any academic changes that were emailed directly to the Office of Classroom & Event Scheduling.
  10. Upon completion of the academic changes held, all course room assignments for all colleges are exported from EMS into an Excel spreadsheet.
  11. An email is sent to all the colleges and academic administrative staff from the Office of Classroom & Event Scheduling that releases the room assignments for the upcoming term via the Excel spreadsheet, broken out for each date, of each academic course. An Academic Change Form is also attached to the email for any academic changes needed.
  12. Academic changes are given a priority deadline by which to be submitted before the scheduling of events that may request academic spaces for that upcoming term. These changes are submitted to both the Registrar’s Office via [classes@augusta.edu](mailto:classes@augusta.edu) and the Office of Classroom & Event Scheduling via [classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu).

*Note: Not all requested academic changes or room preferences can be accommodated. The Registrar’s Office and the Office of*

# SCHEDULING MANUAL

*Classroom & Event Scheduling will assist the colleges with finding a workable solution.*

13. Approximately 2 weeks after the notification of official room assignments with the schedule is released, we take the Final Exam Template (provided by the Office of the Registrar every term) and build the template in EMS to apply to applicable courses that match the patterns of the template.
14. The Registrar's Office, and academic departments will submit changes in Banner throughout the term: Location changes, additional date patterns, course type changes, cancellations, enrollment changes, new courses. The Office of Classroom & Event Services and the Registrar's Office will process changes daily.

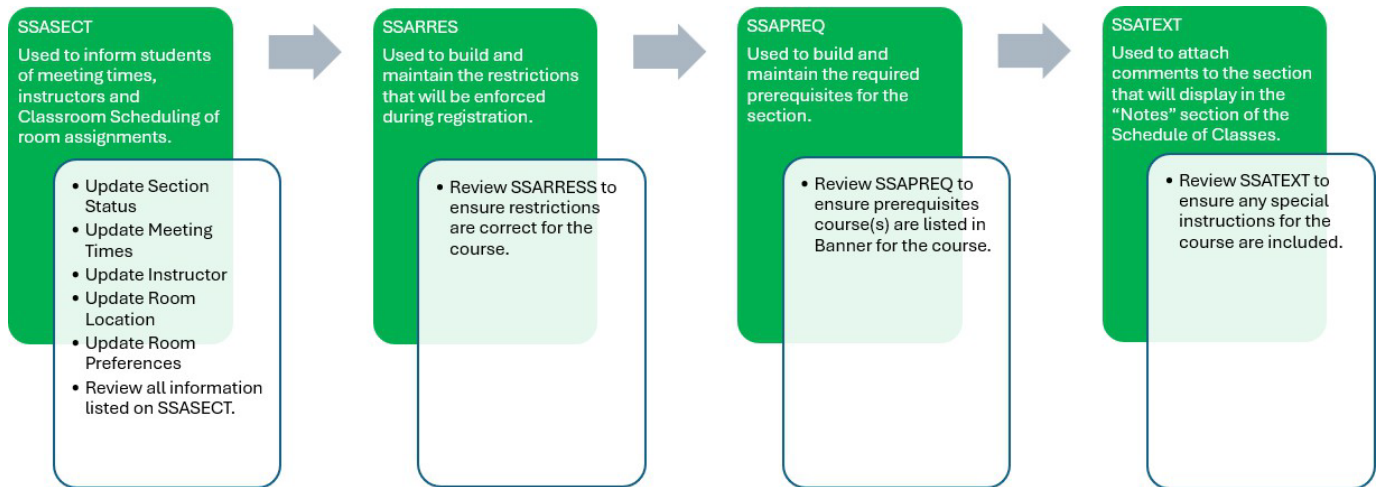
## **Notes of Consideration**

- Health Sciences Campus has thirty-three academic shared spaces (110 & 212 coded spaces). Some scheduling rules do not always apply because CLASSROOMSCHEDULING must put courses where they fit (sometimes in non-academic shared space)
- Of the thirty 110 coded-classrooms, five are in the CB building, and this model would assume all thirty can be utilized the same by all courses levels and colleges.



# SCHEDULING MANUAL

## SIMPLIFIED UCRN PROCESS





# SCHEDULING MANUAL

## DEFINITIONS & CODING TABLES

### Academic Units

A college or school responsible for instructional delivery of programs

Code	College	Code	College
01	College of Allied Health Sciences	12	Hull College of Business
02	Dental College of Georgia	13	College of Education and Human Development
03	The Graduate School	15	College of Science and Mathematics
04	Medical College of Georgia	16	Pamplin College of Arts, Humanities, and Social Sciences
05	College of Nursing	17	School of Computer and Cyber Sciences
07	Academic Affairs	18	School of Public Health
08	Residents		

### Campus

Identify on which campus the section is being taught:

Campus Code	Description
ATH	Athens Campus
AUO	AU Online
FG	Fort Gordon
FHC	Forest Hills Campus
HSC	Health Sciences Campus
HYB	Hybrid
INT	Internship
MBL	Mobile Lab
NWC	Northwest Campus
OC	Off Campus*
OLC	Online Campus
RC	Riverfront Campus
SC	Summerville Campus
VMS	Visiting Medical Student
SEC	Southeast Campus
SWC	Southwest Campus
STW	Study Away
STB	Study Abroad

### Classroom Seating Capacity Charts

A classroom inventory chart that includes seating availability and any classroom-related resources offered for each of the classrooms designated for instruction

### Classroom & Event Services

The administrative unit assigned the responsibility for managing

# SCHEDULING MANUAL

the scheduling of academic space on any of the Augusta campuses. For more information, please refer to: AU EMS

## CRN

The Course Reference Number is a five-digit code specifically assigned to that course section. The Course Reference Numbers (CRN) are created sequentially, which increases the margin of error when entering them. If you are one number off, you are accessing a different section. Please double check the Term, CRN, Subject and Number before you modify any sections; this will help prevent you from modifying the wrong section

## Cross-Listed Sections

Cross-listed sections are defined as courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes.

## Instruction

All forms of content delivery which might include, but not be limited to, didactic, hybrid, laboratory, and seminar

## Instructional Method (Review carefully-Recently Updated!)

Code used to indicate the primary instructional delivery method employed in this section.

Code	Category	Description	Example
F	Fully at a Distance	All instruction is delivered via technology. The course does not require students to travel to a classroom for instruction: however, it might require students to travel to a site to attend a course orientation or to	A course that requires students to meet for an orientation on the first day of class and to meet for midterm and/or the final exam would be coded F.

# SCHEDULING MANUAL

		take exams. Note: This is generally equivalent to delivering more than 95% of sessions via technology.	
P	Predominately at a Distance	Technology is used to deliver 51 percent or more of scheduled class sessions, but at least one visit to a classroom (or similar site) for instruction is required.	A course that is scheduled to meet M, W, F, but only meets on Wednesday, with Monday and Friday class sessions replaced by technology would be coded as P.
H	At most HALF at a distance	At most HALF at a distance – Technology is used to deliver 50 percent or less of scheduled class sessions, but at least one class session is replaced by technology.	A course that is scheduled to meet T, TH, but only meets Tuesday with Thursday class session replaced by technology would be coded as H.
Null	Technology Enhanced in Person courses	Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology.	A course that is scheduled to meet T, TH, and meets each class session, with some course materials available online would be coded as T.

## Locked Credit Hours

For variable credit hours courses, if you would like the course section “locked in” at a certain credit hour, please include that on your schedule in this column. Failure to “lock in” the credit hours means a student can register for any number of hours between the minimum and maximum. Keep in mind this affects graduation requirements, billing, and credit hour generation.

## Max Enrollment

This information is used to determine the size of the classroom space that will be assigned for this course, as well as how many students will be allowed to register for this section.

## Meeting Type

This information is used by Classroom Scheduling to determine the appropriate type of room to assign for this section.

Meeting Type Code	Description
CLAS	Regular Classroom
CLIN	Clinic
CR##	Computer Room
CXAM	Computer Exam
EXAM	Exam
FLEX	Flexible Furnishings

# SCHEDULING MANUAL

GSAM	GSAM-Distance learning via two-way interactive videoconferencing with remote campus
LAB	Laboratory
LXAM	Exam using Laptop
SG##	Small Group

## Military Time

Time data used for scheduling is measured in hours that run from midnight to midnight. Commonly referred to as military time, this 24-hour time scale begins with 0000 and ends with 2359

Normal Time	Military Time	Normal Time	Military Time
12:00AM	0000	12:00PM	1200
1:00AM	0100	1:00PM	1300
2:00AM	0200	2:00PM	1400
3:00AM	0300	3:00PM	1500
4:00AM	0400	4:00PM	1600
5:00AM	0500	5:00PM	1700
6:00AM	0600	6:00PM	1800
7:00AM	0700	7:00PM	1900
8:00AM	0800	8:00PM	2000
9:00AM	0900	9:00PM	2100
10:00AM	1000	10:00PM	2200
11:00AM	1100	11:00PM	2300

## Part of Term

This information is used to indicate the dates the course will be offered.

## Room Attributes

Attribute	Description
CHBD	Chalkboard
EACC	Ethernet Access
INRS	In Room Storage
MONI	Monitors
NMD	Needs Movable Desks/Chairs
NMT	Needs Movable Tables
PIA	Piano Needed in Room
POUT	Power Outlets
SHSP*	Shares Space
TABL	Tables

# SCHEDULING MANUAL

VCON	Video Conferencing
WCON	Web Audio Conferencing
WHBD	Whiteboard

## Schedule Type

Code used to indicate the teaching approach employed in delivering this course section.

Code	Description	Definition
10	Lecture	Formal presentation, primarily one-way communication of information by one individual. Often considered the “traditional” classroom setting.
11	Lecture/Supervised Laboratory/Clinic	Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types.
12	Lecture/Unsupervised Laboratory/Clinic	Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types.
20	Seminar	Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person.
30	Supervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
40	Unsupervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
50	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
55	Directed Study	A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
57	Asynchronous Instruction	Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place.
60	Practice Teaching	Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline.
81	Internship/Practicum	Extended field and “hands-on” experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor.
91	Thesis	Preparation of a scholarly paper completed by a candidate for the bachelor’s, master’s, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.
92	Dissertation	Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.

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## Session Code

This code is used to determine where the section is being taught and if classroom space is needed.

Session Code	Description
A	Section on campus in assigned space
B	Section with unassigned space (this code should be assigned for student teaching, nursing practicum, internet course, etc., that take place at unspecified sites (i.e. too numerous and varied to be specified) as well as on-campus with no assigned space, e.g., physical education)
C	Section on campus in assigned space, but conducted by outside institution; outside institution enrolls student
D	At an off-campus site in assigned space
E	At a specific off campus site with unassigned space

## Target Goal Reports

Reports run each semester which provide an academic unit's classroom utilization assessment

## Variance

A formal exception granted to academic units by the Registrar's Office and approved through the Vice Provost and Provost

## Waitlist Maximum

This information is used to determine the number of students allowed to waitlist for this section.

## ACCESS AND RESTRICTIONS

Banner does not restrict access by course prefixes.

All Scheduling Coordinators will have access to update sections for any subject and course number in Banner, so please only modify sections that belong to your department.

When course scheduling closes at the deadline, course schedulers still have access to update instructors.

## CONTACT

If you have any additional questions, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).