Texas A&M University – Corpus Christi
Office of the University Registrar

Course Building Checklist

Instructions: When preparing your course schedule for your department(s), please review the information below. This is an outline on helpful things to check when schedule building. Please review to the course building portfolio for a comprehensive how-to build courses and important information.

Banner Forms

SSASECT- Main Course Building form
SSADETL-Linking & Co-Req Form
SSAPREQ-Pre-Ref Form
SSARRES- Course Restrictions Form
SSAXLST- Cross-List/Stacked Form
SFASTCA- Course Audit Form
SFASLST- Course Roster

Important Checks

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B.
  - Consult with Registrar's office before using new section code.
- Status: A- Active, C- Closed, X- Cancelled
- Instructional Method: Face to Face (F), Blended-Hybrid (B) or Online (I)
- Session and Part of terms much match: check the number of weeks match. Refer to chart below.
- Credit and Billing Hours MUST match.
- Attendance Method [match instructional method]: F- Face to face, on campus, S – Synchronous, online, A – Asynchronous, online, IV – Two-way interactive video, CC – In Corpus Christi, local, OC – Outside of Corpus Christi in Texas, OT – Outside of Texas, SA – Study Abroad

Part of Term & Session Code

Term	Part of Term	# of Weeks	Session
Fall & Spring 09 & 01	1	16	L
Fall & Spring 09 & 01	S	7.5	S
Fall & Spring 09 & 01	T	7.5	T
Summer I 06	May	2.5	B
Summer I 06	SC	10	F
Summer I 06	SUM	5	A
Summer II 07	1	5	G
Summer II 07	S2H	2.5	H
Summer II 07	S2I	2.5	I

1. **Standard Time Blocks**
   a. Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times.
   b. If a non-standard meeting time if wanting to be offered, make sure to submit a non-standard time exemption form.
2. **Cross- Listed & Stacked Courses**
   a. Courses to be cross-listed or stacked must be of equal credit value. You cannot cross-list a course that is 3 credits with a course that is 4 credits. A cross-listed course must have the same instructor at the same day/time in the same room.
   b. Courses need to be cross-listed in Banner before rooms are assigned.
3. **Maximum Enrollment**
   a. Historical and projected enrollment reports from Ad Astra's Align should be utilized to enter most accurate the maximum enrollment for a particular course section.
4. **Linked vs Co-Req Courses**
   a. Courses that need to be taken together (the student can't register for one without being registered for the other) should be linked or co-reqed. Linked courses have the SAME subject and course number but different sections numbers and schedule type. Co-reqed are two different courses that need to be taken together. This must be done at the catalog level in Banner and then at the section level.

When in doubt, reach out to schedule@tamucc.edu