



Texas A&M University – Corpus Christi

Office of the University Registrar

Courses 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.
 - General section identifiers.
 - 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

Course Section Information

Subject: ACCT *** ACCOUNTING
 Course Number: 2302 ***
 Title: MANAGERIAL ACCOUNTING
 Section #: 001 ***
 Campus: M *** Main - Corpus Christi
 Status: A *** Active
 Schedule Type: LEC *** Lecture
 Instructional Method: F *** Face-to-Face/Web Enhanced
 Integration Partner: IOL *** ISLAND ONLINE INTERFACE
 Grade Mode: G *** Normal Grading
 Session: L *** 16 week session
 Special Approval: ***
 Duration: ***
 Override Duration

CLASS TYPE

Traditional Class
 Part of Term: 1 *** 01/16/2024 05/07/2024 16
 Open Learning Class
 Registration Dates
 Start Dates
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 3.000 [3.000]
 Credit Hours Indicator: None To Or
 Billing Hours: 0.000 [3.000] [3.000]
 Billing Hours Indicator: None To Or
 Contact Hours: 3.000 [3.000]
 Contact Hours Indicator: None To Or

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator:
 Link Identifier: Attendance Method: F *** Face to Face, on campus
 Weekly Contact Hours
 Daily Contact Hours: Print Gradable Tuition and Fee Waiver Voice Response and Self-Service Available
 Long Title Comments Syllabus

Must Match (Arrows point to Instructional Method and Attendance Method)

Must Match (Arrows point to Part of Term and Weeks)

SAVE

Part of Term & Session Code

Term	Part of Term	# of Weeks	Session
Fall & Spring 01 & 09	1	16	L
Fall & Spring 01 & 09	S	7.5	S
Fall & Spring 01 & 09	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

- Use the Standard Class Meeting Time Schedule. The Class Schedule Distribution Rules are listed on the schedule along with the meeting times.
- If a non-standard meeting time is wanted to be offered, make sure to submit a non-standard time exemption form.

2. Cross- Listed & Stacked Courses

- 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.
- Courses need to be cross-listed in Banner before rooms are assigned.

3. Maximum Enrollment

- 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

- 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