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

Courses Building Checklist

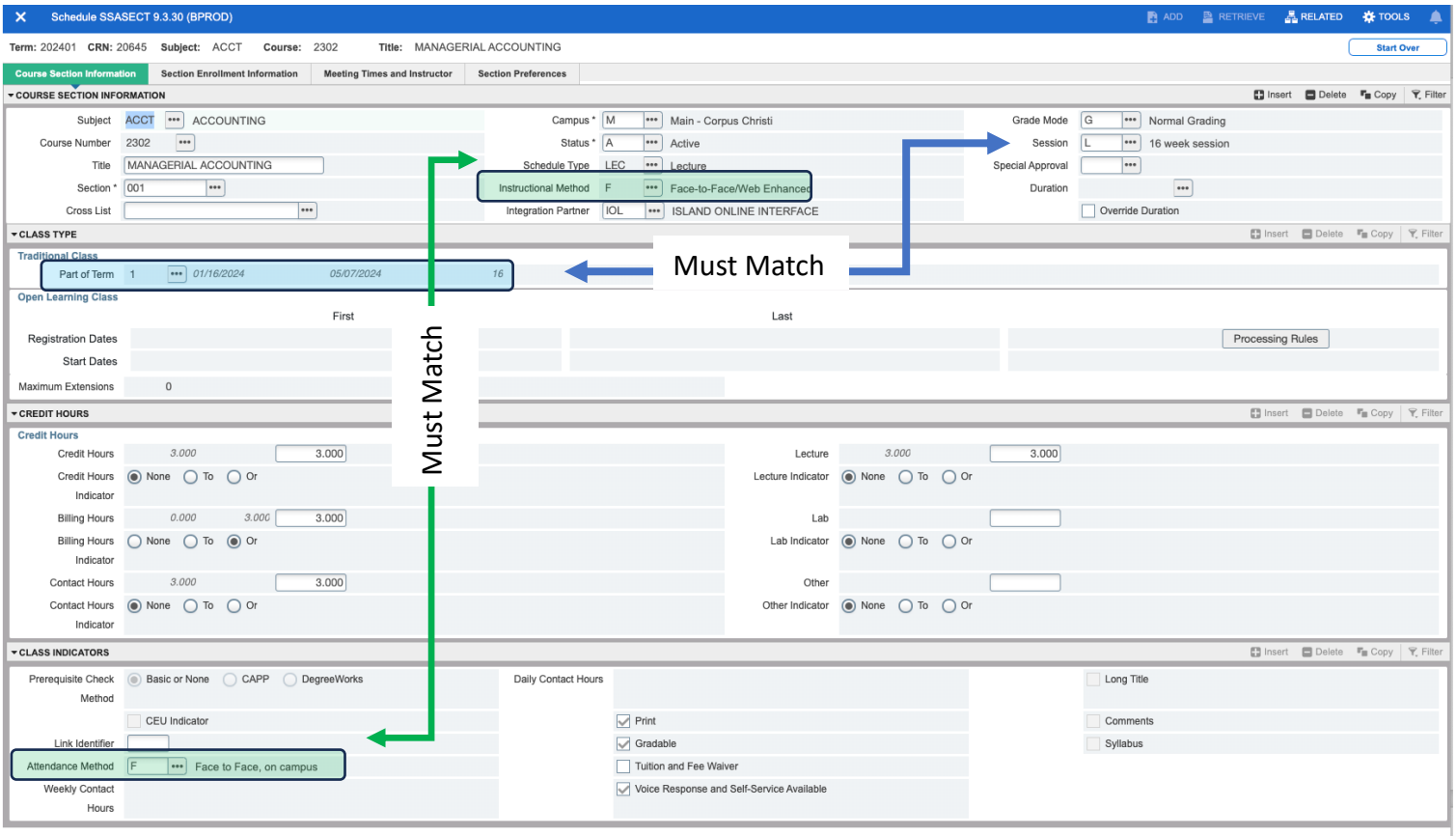
Instructions: When preparing your course schedule for your department(s), please review the information below. This is an outline on helpful things to check when schedule building. Please review to the course building portfolio for a comprehensive how-to build courses and important information.

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, Dual Credit- IA, Online ONLY program sections-Z.
  - 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



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
    a. Utilize the Standard Class Meeting Time Schedule, which includes the Class Schedule Distribution Rules along with the designated meeting times.
    b. To offer a non-standard meeting time, ensure you submit a non-standard time exemption form.
2. Cross-Listed & Stacked Courses
    a. Cross-listed or stacked courses must have the same credit value. For example, a 3-credit course cannot be cross-listed with a 4-credit course. The courses must also share the same instructor, day/time, and room.
    b. Cross-list courses in Banner before assigning rooms.
3. Maximum Enrollment
    a. Refer to historical and projected enrollment reports from Ad Astra's Align to determine the most accurate maximum enrollment for each course section.
4. Linked vs. Co-Requisite Courses
    a. Courses that must be taken together—where students cannot register for one without the other—should be linked or co-requisite courses. Linked courses share the same subject, course number, but have different section numbers and schedule types. Co-requisite courses are two distinct courses that must be taken together. This configuration must be done at the catalog level in Banner, and then at the section level.

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

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

Ad Astra Scheduling Preferences

Date Submitted:_____

Department Name: _____

Contact Name:_____ Contact Email:_____

Subject(s) and/or Course#:[i.e.COMM 1311, All MEDA}:_____

Meeting Type [i.e.LEC, LAB, RCT, PRA]:_____

Room Type [i.e.classroom or PENS Lab]*:_____

Features[i.e. room with moveable chairs]:_____

Building(s):_____

Instructor Preference *(if a particular instructor needs a particular for medical or pedogiclal reason):* _____

Exclude from rooms [do not place in CS or ECDC OR do not put in CS 103]: _____

Notes: _____

Examples

- All of our Math subject courses,regardless of meeting type, or instructor, are required to be in Classroom: subject: MATH, meeting type: ANY, room type: Classroom, Building: ANY
- All of our Biology subject labs, regardless of instructor, are *required* to be in LCSI Labs: subject: BIOL, meeting type: Lab, room type: LSCI Labs.
- All of our KINA subject courses, with a LAB of meeting type, are *required* to be in the region (group) of KINE: Subject: KINE, Meeting Type: LAB.
- All of our MUEN subject, regardless of meeting type, or instructor, are *preferred* to be in rooms CA 228, 140 and 229: Subject: MUEN, room type: Classroom-Music, Notes; CA 228, 140, 229

TEXAS A&M UNIVERSITY
CORPUS CHRISTI

CLASS SCHEDULE DISTRIBUTION RULES:

1. All regular on-campus three credit hour lecture or seminar courses MUST meet in standard time blocks
2. At least 20% of three credit hour undergraduate lecture classes in each college MUST be scheduled in MWF time blocks
3. At least 10% of three credit hour undergraduate lecture classes in each college MUST be scheduled to begin BEFORE 9:30 am
~Laboratory, studio, clinical and other courses with extended class hours should be scheduled to minimize conflicts with standard time blocks
~Extended time period courses like labs and studios should be scheduled to begin at one of the standard start times
~Labs and studios scheduled for "2 contact hour meetings" will meet for 1 hr and 50 min to allow students transition time between classes
~Labs and studios scheduled for "3 contact hour meetings" will meet for 2 hrs and 50 min to allow students transition time between classes

FALL/SPRING STANDARD CLASS MEETING TIME SCHEDULE

	Monday		Tuesday		Wednesday		Thursday		Friday	Saturday
8:00	MWF 8:00-8:50 (0800-0850)		TR 8:00-9:15 (0800-0915)		MWF 8:00-8:50 (0800-0850)		TR 8:00-9:15 (0800-0915)		MWF 8:00-8:50 (0800-0850)	
8:30										
9:00	MWF 9:00-9:50 (0900-0950)				MWF 9:00-9:50 (0900-0950)				MWF 9:00-9:50 (0900-0950)	S 9:00-11:30 (0900-1130)
9:30			TR 9:30-10:45 (0930-1045)				TR 9:30-10:45 (0930-1045)			
10:00	MWF 10:00-10:50 (1000-1050)				MWF 10:00-10:50 (1000-1050)				MWF 10:00-10:50 (1000-1050)	
10:30										
11:00	MWF 11:00-11:50 (1100-1150)		TR 11:00-12:15 (1100-1215)		MWF 11:00-11:50 (1100-1150)		TR 11:00-12:15 (1100-1215)		MWF 11:00-11:50 (1100-1150)	
11:30										
12:00	MWF 12:00-12:50 (1200-1250)				MWF 12:00-12:50 (1200-1250)				MWF 12:00-12:50 (1200-1250)	S 12:00-2:30 (1200-1430)
12:30			TR 12:30-1:45 (1230-1345)				TR 12:30-1:45 (1230-1345)			
1:00	MWF 1:00-1:50 (1300-1350)				MWF 1:00-1:50 (1300-1350)				MWF 1:00-1:50 (1300-1350)	
1:30										
2:00	MW 2:00-3:15 (1400-1515)		TR 2:00-3:15 (1400-1515)		MW 2:00-3:15 (1400-1515)		TR 2:00-3:15 (1400-1515)		F 2:00-4:30 (1400-1630)	
2:30										
3:00										
3:30	MW 3:30-4:45 (1530-1645)		TR 3:30-4:45 (1530-1645)		MW 3:30-4:45 (1530-1645)		TR 3:30-4:45 (1530-1645)			
4:00										
4:30		M 4:20-6:50 (1620-1850)		T 4:20-6:50 (1620-1850)		W 4:20-6:50 (1620-1850)		R 4:20-6:50 (1620-1850)		
5:00										
5:30	MW 5:30-6:45 (1730-1845)		TR 5:30-6:45 (1730-1845)		MW 5:30-6:45 (1730-1845)		TR 5:30-6:45 (1730-1845)			
6:00										
6:30										
7:00	MW 7:00-8:15 (1900-2015)	M 7:00-9:30 (1900-2130)	TR 7:00-8:15 (1900-2015)	T 7:00-9:30 (1900-2130)	MW 7:00-8:15 (1900-2015)	W 7:00-9:30 (1900-2130)	TR 7:00-8:15 (1900-2015)	R 7:00-9:30 (1900-2130)		
7:30										
8:00										
8:30										
9:00										

Goals:
(1) Minimize schedule conflicts for students
(2) Maximize classroom availability
(3) Provide a variety of class time formats to accommodate different instructional strategies and styles
(4) Facilitate creation of conflict-free final exam schedule

FALL
16-Week Course, Part of Term "1"
1st 7-Week Course, Part of Term "S"
2nd 7-Week Course, Part of Term "T"

SPRING
16-Week Course, Part of Term "1" 1st
7-Week Course, Part of Term "S" 2nd
7-Week Course, Part of Term "T"

TEXAS A&M UNIVERSITY CORPUS CHRISTI

STANDARD TIME BLOCK SCHEDULE: SUMMER

	Summer Term I (201806)		Summer Term II (201807)	
	"Session" = A ("Part of Term" = SUM) 20 class meetings over 5 weeks MTWR		"Session" = G ("Part of Term" = 1) 20 class meetings over 5 weeks MTWR	
	8:00-9:55 (0800-0955) MTWR 10:00-11:55 (1000-1155) MTWR 12:00-1:55 (1200-1355) MTWR 2:00-3:55 (1400-1555) MTWR 4:00-5:55 (1600-1755) MW 6:00-9:45 (1800-2145) TR 6:00-9:45 (1800-2145)		8:00-9:55 (0800-0955) MTWR 10:00-11:55 (1000-1155) MTWR 12:00-1:55 (1200-1355) MTWR 2:00-3:55 (1400-1555) MTWR 4:00-5:55 (1600-1755) MW 6:00-9:45 (1800-2145) TR 6:00-9:45 (1800-2145)	
Maymester				
"Session" = B ("Part of Term" = MAY) 10 class meetings over 2.5 wks	"Session" = C ("Part of Term" = S11) 10 class meetings over 2.5 wks	"Session" = D ("Part of Term" = S12) 10 class meetings over 2.5 wks	"Session" = H ("Part of Term" = S2H) 10 class meetings over 2.5 wks	"Session" = I ("Part of Term" = S2I) 10 class meetings over 2.5 wks
MTWR 8:00-11:45 (0800-1145) MTWR 12:00-3:45 (1200-1545) MTWR 6:00-9:45 (1800-2145)	MTWR 8:00-11:45 (0800-1145) MTWR 12:00-3:45 (1200-1545) MTWR 6:00-9:45 (1800-2145)	MTWR 8:00-11:45 (0800-1145) MTWR 12:00-3:45 (1200-1545) MTWR 6:00-9:45 (1800-2145)	MTWR 8:00-11:45 (0800-1145) MTWR 12:00-3:45 (1200-1545) MTWR 6:00-9:45 (1800-2145)	MTWR 8:00-11:45 (0800-1145) MTWR 12:00-3:45 (1200-1545) MTWR 6:00-9:45 (1800-2145)
	"Session" = F "Part of Term" = SC 10 weeks			

NOTE: In Summer, final exams to be given on last scheduled day of classes.

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

Instructions for Requesting an Exception to the Standard Meeting Time Blocks

Complete the form listing the department and name of the person submitting the exception. Include the class as it is currently listed along with the new meeting pattern (days, times) being requested.

Please include the following information:

- **How the class currently exists and what changes you would like to make**: Include this information in the table provided on the form.

- **Impact on student schedules**: Will your requested time prevent them from taking another class immediately preceding or following your class? Are there many undergraduate students outside of your department who have required classes around that same time? Is your non-standard time during "Prime time?" Are there students currently enrolled in the class (and if so, have they been consulted about the change?)

- **Impact of space utilization in room class will be held in**: Will the class be held in departmental or general space? If in general academic space, does the non-standard time overlap into multiple standard time blocks, thus preventing a class to be scheduled in that same room prior or after your class? Will the non-standard time open up any other space that was previously being used?

- **Circumstances that require this exception:** Please provide justification for why this class cannot meet at a standard time. Personal reasons (i.e. the instructor likes it better; it works better) are not justifiable reasons.

To have this exception reviewed, the form on page two must be completed and signed by the department chair. Originals are to be sent to the University Registrar's Office. Any other applicable information may be submitted on department letterhead and attached to the form.

***Please note: If approved, this exception will only be granted for the requested term. The University Registrar and Associate University Registrar will review the impact of the exception and the standard time blocks before this exception will be renewed. An exception MUST be submitted for each requested term.**

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

Instructions for Requesting an Exception to the Standard Meeting Time Blocks

To: Missy A. Chapa, University Registrar, SSC 104

Department/Name Requesting:_____

Dept. Chair Signature: _____**Date:**_____
Term: _____**Course:** _____

	Days	Times	Room
Current Mtg. Pattern			
Requested Mtg. Pattern			

What is the impact on student schedules?

What is the impact to space utilization?

What are the circumstances that require an exception?

For Registrar Office Use Only

Approved by: _____ Date: _____

For Provost Office Use Only

Approved: _____ Date: _____ Comments:_____

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

Ad Astra Align Instructions

Ad Astra's Align is a data-driven tool designed to help institutions evaluate and optimize their course scheduling practices. It identifies inefficiencies in scheduling and suggests strategies to align course offerings with student demand.

1. Student Demand Analysis
- Uses historical and real-time enrollment data to assess whether course offerings meet student needs.
- Identifies courses that are over- or under-subscribed.
- Highlights gaps in scheduling that may delay student progress toward degree completion.

2. Schedule Health Check
- Provides metrics on schedule efficiency, such as seat utilization, course fill rates, and time conflicts.
- Analyzes trends to ensure that classrooms and resources are used effectively.

3. Pathway Alignment
- Evaluates how well course schedules align with degree pathways.
- Ensures that critical courses are offered in the right sequence and frequency for students to stay on track.

4. Scenario Modeling
- Allows administrators to model potential schedule changes and predict their impact on student outcomes and resource allocation.
- Supports data-informed decision-making when modifying course schedules or expanding capacity.

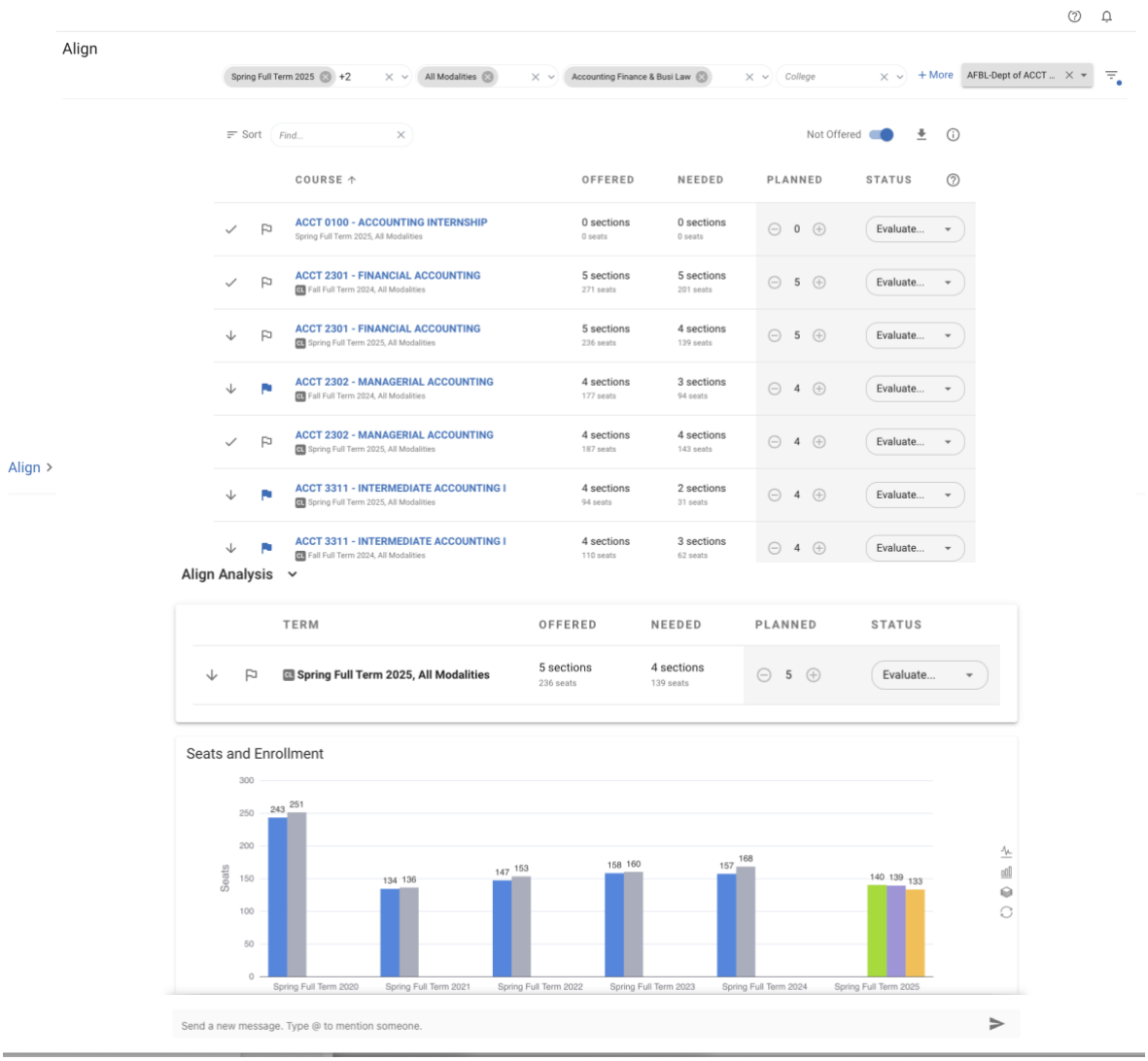
5. Recommendations
- Suggests actionable changes, such as offering additional sections, redistributing seats, or altering course meeting times.
- Identifies opportunities to reduce bottlenecks in high-demand courses.

Quick Start Guide

1. Go to site: https://app.adastra.live
   a. *Enter email and if you have never logged in, you will want to reset your password using the Forgot Password Link.*
2. After successfully logging in, you will find the different modules on the left. Select: *Schedule* → *Align*
3. Enter the term in which you are schedule building for in the term box.
4. Quick filters have been created for departments to quickly only view courses that pertain to their department. You can also share filters with anyone that has access to Align.
5. The Course List:
   a. The course list becomes a convenient worksheet for those involved in the schedule review, approval, and update process. When section offering changes are entered into the Banner and re-imported, the Planned sections and status are reset.
      i. **Candidate Type and the Candidate (Courses) Detail**: an explanation for the recommendation.
      ii. **Offered**: sections and seats currently offered in the analyzed term.
      iii. **Needed**: the total number of recommended sections and seats based upon the data analyzed.
      iv. **Planned**: total number of sections and seats that will be offered after the scheduling changes are confirmed. This value starts out equal to Offered and can be toggled up or down to model the addition or reduction of sections.

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

Ad Astra Align Instructions



- These *recommendations* are a combination based on historical enrollment trends and predictions. Click on an individual course to dig in further. Notice that the "Recommendations" section includes a "Predict" column.
- Sections Tab- Drill in on a single course to get the course analysis.
- Student Tab- the list of students that the analysis sees as needing the course in question to continue to make progress on their graduation plan. The list sows the student's name and ID with the total credit applied to their plana and which plan it is associated with.

We hope you will use Align data to make data-driven decisions. Please contact Schedule@tamucc.edu with any questions you may have!

Scan the QR code for a step-by-step guide on navigating Ad Astra's Align with Predict.

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

Ad Astra Monitor Instructions

Ad Astra's **Monitor** is a powerful tool designed to provide I mean real-time insights into course scheduling and classroom usage. It enables data-informed decision-making by tracking schedule performance, monitoring enrollment trends, and ensuring optimal resource utilization.

- **Real-Time Schedule Monitoring**
  - Provides live updates on course fill rates, section utilization, and classroom assignments.
  - Identifies underutilized or overcapacity sections for immediate adjustments.
  - Alerts administrators to scheduling conflicts or capacity challenges as they arise.
- **Utilization Analytics**
  - Tracks classroom and resource usage across campus to ensure efficiency.
  - Highlights scheduling inefficiencies, such as underfilled classes or unused classroom time slots.
  - Reports on peak usage times and resource availability for better scheduling decisions.
- **KPI Dashboard**
  - Displays Key Performance Indicators (KPIs) such as seat fill rates, section capacities, and schedule adherence metrics.
  - Allows for customizable views to focus on metrics relevant to specific departments or stakeholders.
  - Enables users to track progress toward institutional goals, like increasing graduation rates or improving scheduling efficiency.
- **Actionable Alerts and Recommendations**
  - Generates automated alerts for issues like low enrollment, room conflicts, or overbooked sections.
  - Suggests changes such as reassigning classrooms, merging low-enrollment sections, or adding high-demand courses.
  - Provides insights into potential resource reallocations to optimize schedules.

Quick Start Guide

1. **Go to Site**: https://app.adastra.live
   - Enter your institutional email.
   - If logging in for the first time, reset your password using the “Forgot Password” link.
     1. ****You do not need to do this if you already reset from logging into Align. ****
2. **Access Modules**:
   - After logging in, select **Schedule → Monitor** from the navigation panel on the left.

Using Monitor

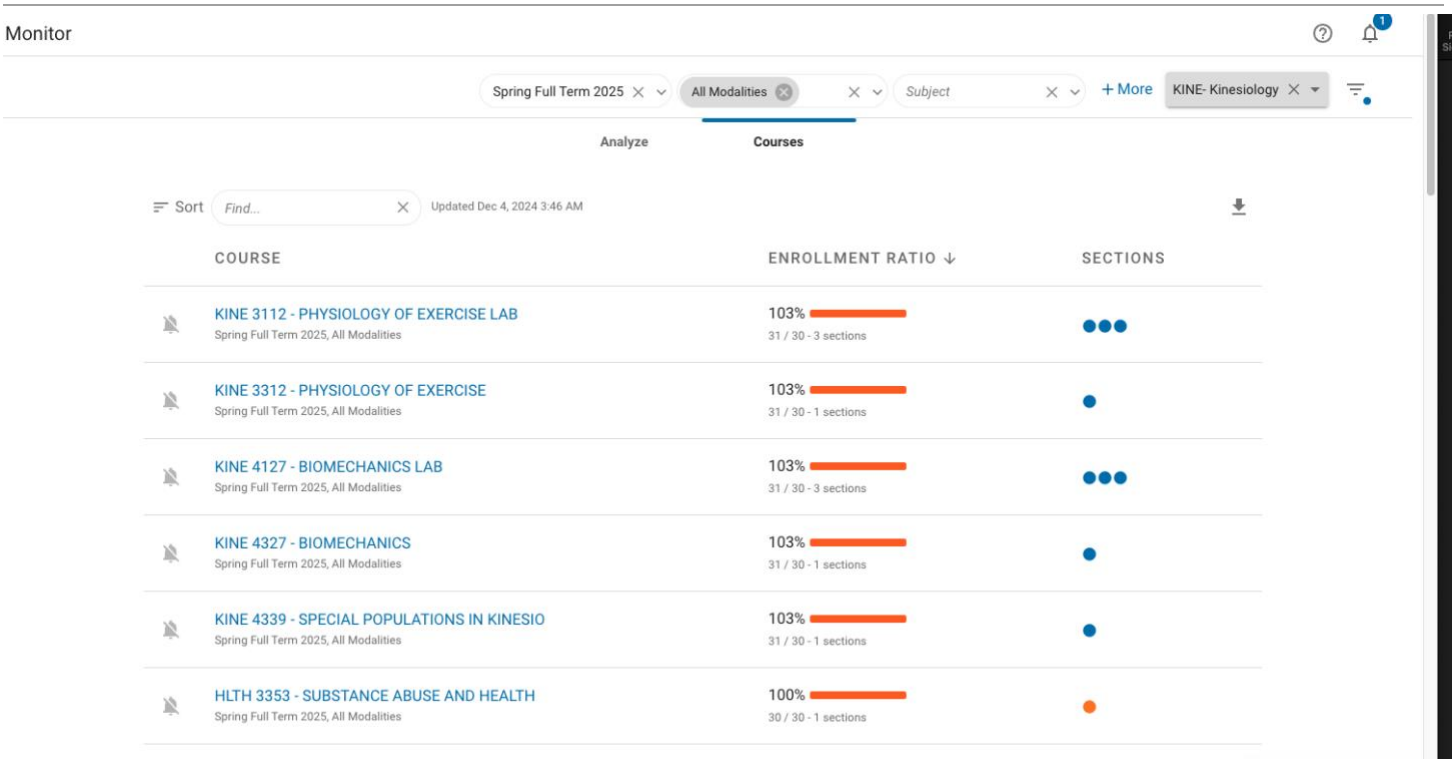
1. **Select a Term**:
   - Enter the term you wish to monitor in the term selection box.
2. **Apply Filters**:
   - Use preconfigured filters for specific departments or courses.
   - Customize and share filters with colleagues for collaborative reviews.
3. **Review Key Metrics**:
   - Examine course and section details, such as enrollment trends, room assignments, and scheduling conflicts.
   - Drill into specific courses to view section-level analysis.

Alerts and Recommendations

- Monitor provides **automated alerts** for critical scheduling issues.
- View actionable insights under the **Recommendations** tab for immediate adjustments.

Detailed Analysis Tabs

1. **Sections Tab**:
    - Displays section-specific data, including capacity, enrollment, and fill rates.
2. **Students Tab**:
    - Lists students impacted by scheduling issues, with their ID and degree progress details.



Making Data-Informed Decisions with Monitor

- Use Monitor's insights to adjust schedules in real-time, reducing bottlenecks and improving resource allocation.
- Collaborate across departments by sharing dashboards and analysis results.

For support or questions, contact Schedule@tamucc.edu.

Scan the QR code for a step-by-step guide on navigating Ad Astra's Registration Monitoring.

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

Classroom and Computer Capacities

Stadium Seating

CLASSROOM	CAPACITY
CS 103	34
OCNR 130	40
OCNR 131	44
OCNR 132	44
CI 122	51
RFEB 107	53
CI 108	53
CI 109	55
CI 106	55
CI 102	56
CI 112	56
RFEB 108	56
BH 206	58
OCNR 117	58
BH 205	61
BH 207	61
CI 126	64
OCNR 259	64
CI 107	66
OCNR 116	66
RFEB 101	66
CI 127	67
CI 128	67
CS 101	74
OCNR 115	95
BH 104	102
OCNR 145	116
EN 106	118
EN 104	128
IH 160	150
CI 138	230
BH 103	253
CI 113	264

Movable Tables/Chairs

CLASSROOM	CAPACITY
BH 202	22
OCNR 255	22
BH 201	23
BH 127	24
BH 128	24
ECDC 219A	25
ECDC 219B	25
ECDC 219C	25
OCNR 222	29
IH 158	32
OCNR 258	32
OCNR 133	36
IH 157	36
IH 156	40
BH 126	44
IH 162	57
IH 163	62
IH 268	62

Chair Desks

CLASSROOM	CAPACITY
CS 108	32
CS 112	34
CS 114	36
CS 111	37
CS 115	52
OCNR 118	55

Computer Labs

Mac

COMPUTER LAB	CAPACITY
CCH 209	20
CCH 206	25

PC

COMPUTER LAB	CAPACITY
CCH 207	27
CCH 208	27
CI 222	30
CI 223	30
CCH 210	48
CCH 204	49
OCNR 240	35
OCNR 242	42
OCNR 241	54

Updated 1/28/25

Texas A&M University – Corpus Christi
Office of the University Registrar
Instructional Space Scheduling Guidelines

Background

Effective management of computer labs, classrooms, and academic spaces plays a vital role in supporting the university's mission. The Office of the Registrar is committed to optimizing the utilization of these resources. With increasing demand for instructional spaces, evolving teaching methods, and faculty preferences, adhering to standard time blocks is essential to maximize the efficient use of facilities. This approach minimizes unused half-hours and ensures smooth room transitions. Considering rapid technological advancements, prioritizing general guidelines for technology use is more practical than specifying recommendations for individual tools.

Space Guidelines Intent

The primary goal of this policy is to establish a systematic framework for assessing space acquisition needs based on current and projected utilization requirements.

Key Factors in Space Assignment:

1. University Interests: Decisions are guided by the overall interests of the university.
2. Space Suitability: Suitability for current and future uses, considering construction, renovation, and space reallocations.
3. Cost Implications: Financial impacts associated with granting or reallocating space.
4. Impact on Personnel: Effects on individuals who may need to be relocated.
5. Strategic Alignment: Alignment with the strategic goals of relevant units.

Space Utilization Efficiency (SUE) Score

The Space Utilization Efficiency (SUE) score evaluates classroom (room type 110) and lab (room type 210) usage, comprising six components. All facilities are university property and assigned to colleges, academic units, or departments. Current users may control but do not own the space. Changes in use or modification require approval from the Space Management Committee.

Ownership

Classrooms (room type 110) and most labs (room type 210) centrally scheduled and maintained through University Technology Council (UTC) funding include 69 rooms. Rooms not scheduled by

the Registrar's Office are maintained and funded by individual departments, with 123 rooms currently in this category.

Criteria for UTC-Funded Classrooms/Labs:

1. Accessibility: Spaces must remain open to students during building hours.
2. Open Use: Spaces cannot be exclusive to a single college or class.
3. Scheduling Flexibility: Must be available for use by any department or college.
4. Technology/Software: Only centrally used tools will be funded and maintained.

Instructional Rooms

Instructional rooms maintained by departments are primarily reserved for department-specific courses. These spaces are not scheduled by the Registrar's Office unless explicitly directed by the department. Technology in these spaces will not receive IT maintenance, but IT will assist with repairs, consultations, and basic troubleshooting.

Scheduling

The Office of the Registrar is responsible for classroom assignments based on Texas Higher Education Coordinating Board (THECB) utilization requirements. Classrooms must be filled to at least 65% capacity and labs to 75% capacity to support funding for capital projects and renovations. Priority is given to classes adhering to standard meeting times.

Policies:

1. **Room Assignments**: Active classes with non-zero capacity will be matched to rooms based on enrollment caps.
2. **Classroom Reassignments**: Rooms may be reassigned before the semester begins for low-enrollment classes.
3. **Course Cancellations**: Departments must notify the Registrar's Office of cancellations before Census Day.

Texas A&M University – Corpus Christi
Office of the University Registrar
Instructional Space Scheduling Guidelines

Standard Time Blocks

Standard time blocks ensure consistency, equitable scheduling, and compliance with instructional contact hour requirements. Proper adherence prevents bottlenecks, scheduling conflicts, and underutilized spaces.

Distribution Rules:

- Overlapping time blocks must be avoided to maximize room availability.
- Conflicts should be minimized to ensure students can progress toward their degrees.

Reports

The following reports ensure transparency, equitable scheduling, and data-driven decision-making:

1. **Standard Time Block Compliance**: All regular courses must adhere to standard time blocks.
2. **MWF Time Block Requirement**: At least 20% of undergraduate courses must use MWF time blocks.
3. **Early Morning Classes**: A minimum of 10% of undergraduate courses must begin before 9:30 a.m.
4. **Faculty Scheduling Consistency**: Tracks courses taught by the same instructor on the same schedule.
5. **Building/Room Utilization Report**: Highlights courses not meeting the 65% classroom capacity threshold.

Non-Compliance Consequences

Failure to comply with scheduling policies may lead to:

1. **Course Bottlenecks**: Prime-time bottlenecks, prioritizing Core Curriculum courses.
2. **Room Assignment Priority**: Lower priority for non-standard time block courses.
3. **Student Scheduling Limitations**: Reduced course availability, hindering degree progress.
4. **Reduced SUE Score**: Lower funding potential for renovations and projects.
5. **Technology Maintenance**: Lack of IT support for non-UTC-funded spaces.

Reimagined Scheduling

A helpful guide for everything you need to know about schedule building.

Christie Roberts| Casey Sanchez| Brittney Esqueda

Hi! We are here to help!

Christie Roberts

Associate Registrar

Schedule@tamucc.edu

- Course Schedule Building & Classroom Scheduling
- Much More!

Brittney Esqueda

Records Specialist II

Brittney.Esqueda@tamucc.edu

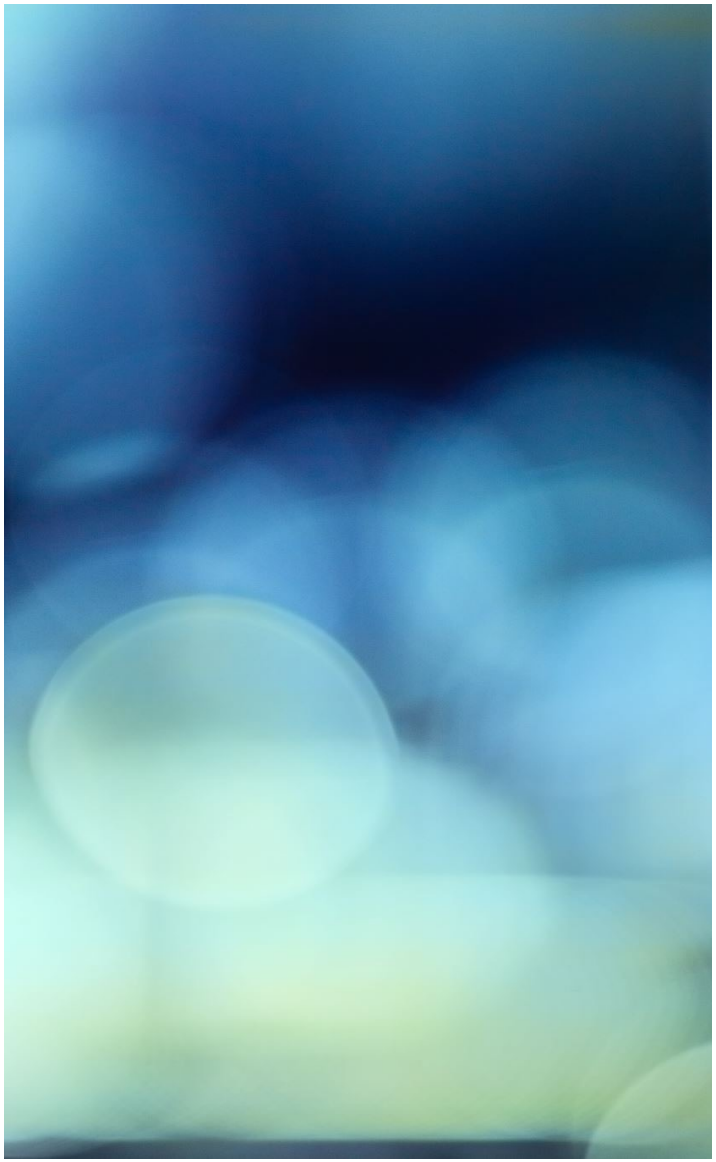
- Academic and Event Scheduling, Call Center
- Much More!

Casey Sanchez

Assistant Registrar

Registrar@tamucc.edu

- Student Registration and Term Set Up
- Much More!



Annual Scheduling

Shift from term-based to annual scheduling.

Benefits of a centralized and collaborative process

Four Pillars of Smart Scheduling

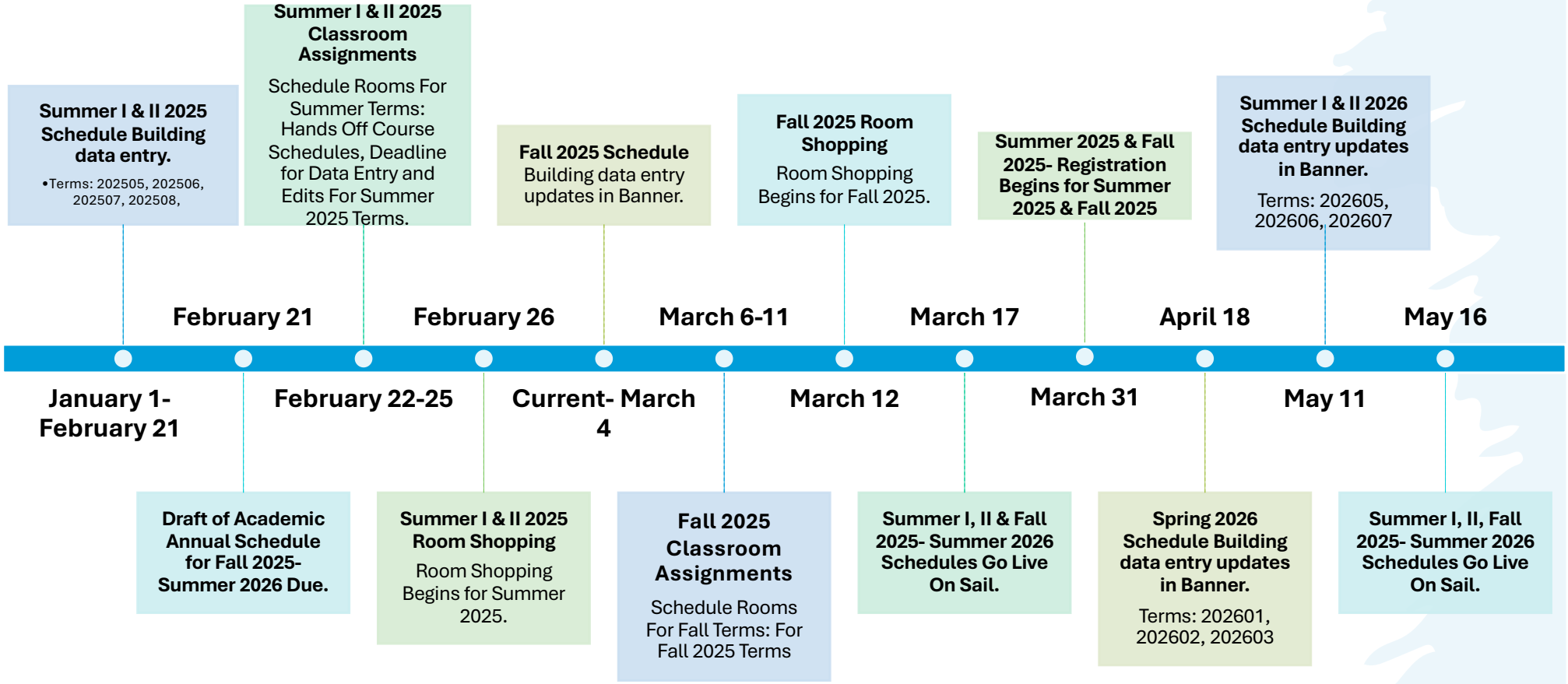
Knowledge: Informed scheduling relies on analyzing data such as course demand, student enrollment patterns, and institutional goals to ensure offerings align with the needs of students and strategic objectives.

Culture: A collaborative and transparent culture among stakeholders—faculty, administrators, and students are essential for fostering trust and aligning scheduling practices with shared priorities.

Process and Policy: Clear, standardized scheduling processes and policies streamline decision-making, reduce conflicts, and ensure that scheduling decisions support equity, efficiency, and goals.

Technology: Leveraging tools like Ad Astra's software enhances scheduling capabilities, enabling data-driven decisions, real-time adjustments, and optimized resource utilization to meet student and institutional needs effectively.

Spring 2025 Timeline



Tools

Ad Astra

Align

- Align is the place to be if you are interested in reviewing an upcoming class schedule and comparing your currently planned courses and seats with course recommendations.

Schedule

- Schedule is where classroom assignments and ad hoc meetings are scheduled. .

Monitor

- Live registration tracking tool.

Banner

Student Information System (SIS) designed for higher education institutions, offering streamlined access, essential features, and workflows for students, faculty, and staff. Its components include Banner for administrative functions and S.A.I.L. for other user interactions.

Degree Works

Easy-to-use online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate. This Degree Audit System Provides a clear picture of degree requirements, interactive “what-if?” scenarios and Student Educational Planner (“Plans” tab).

Standard Time Block Schedule Guide

Regular three-hour lecture classes are required to follow the standard time block schedules for the Fall, Spring, and Summer templates.

Courses that do not align with standard time blocks will be reviewed by the University Registrar and scheduled during the second round of scheduling.

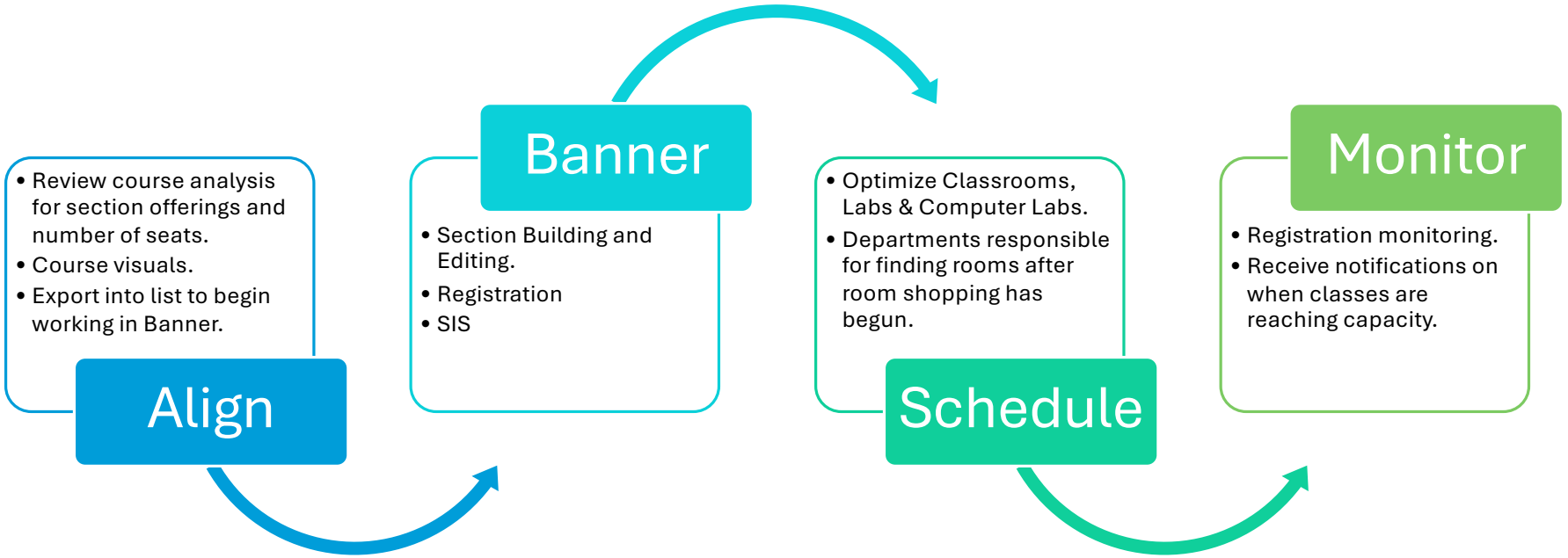
ARGOS REPORTS

Versatile reporting tool that enables institutions to create, manage, and analyze data-driven reports for informed decision-making and operational efficiency.

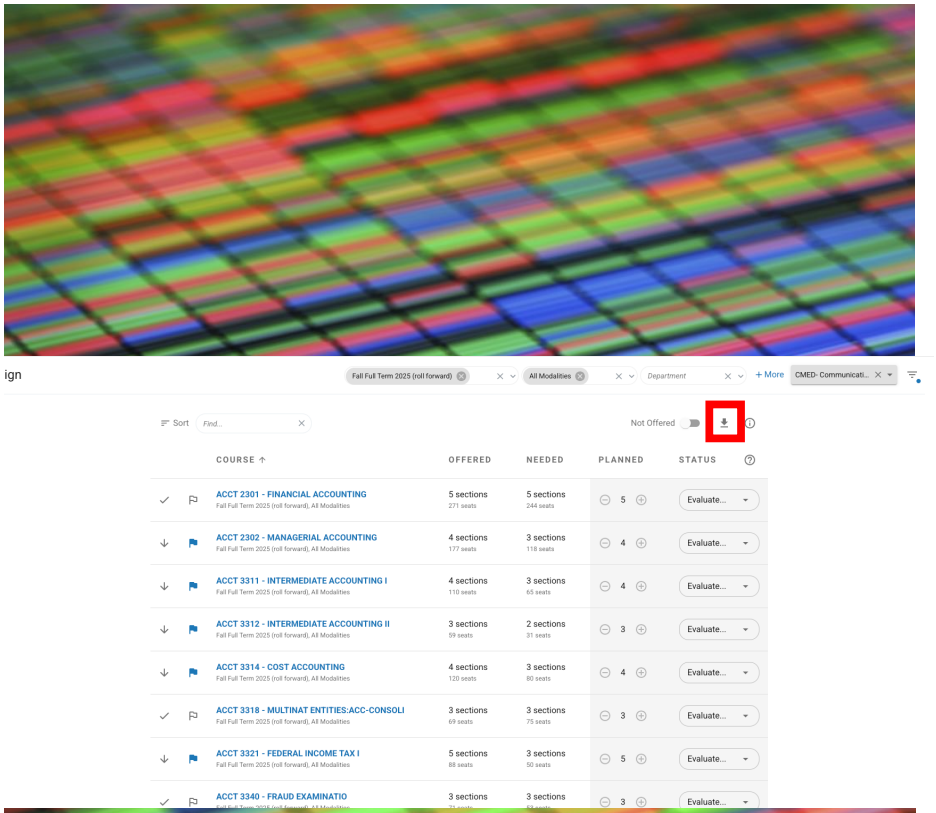
UNIVERSITY CATALOG

Official publication that outlines academic programs, course descriptions, policies, and procedures, serving as a comprehensive resource for students, faculty, and staff.

Schedule Building Process



Ad Astra
Align| Monitor | Schedule



By selecting a course, it opens the analysis tab which gives you some useful information like the Historical Analysis and Student Demand Forecasting (if purchased) to schedule your room effectively. By going to the Section tab, opening a section, and then clicking edit meeting.

Ad Astra Align

Predictive Data

- Review recommended changes to course offerings for the upcoming term.
- Analysis identifies high-impact addition and reduction candidates for departmental action.

•**Candidate Type and the Candidate Detail**: an explanation for the recommendation

•**Offered**: sections and seats currently offered in the analyzed term.

•**Needed**: the total number of recommended sections and seats based upon the data analyzed.

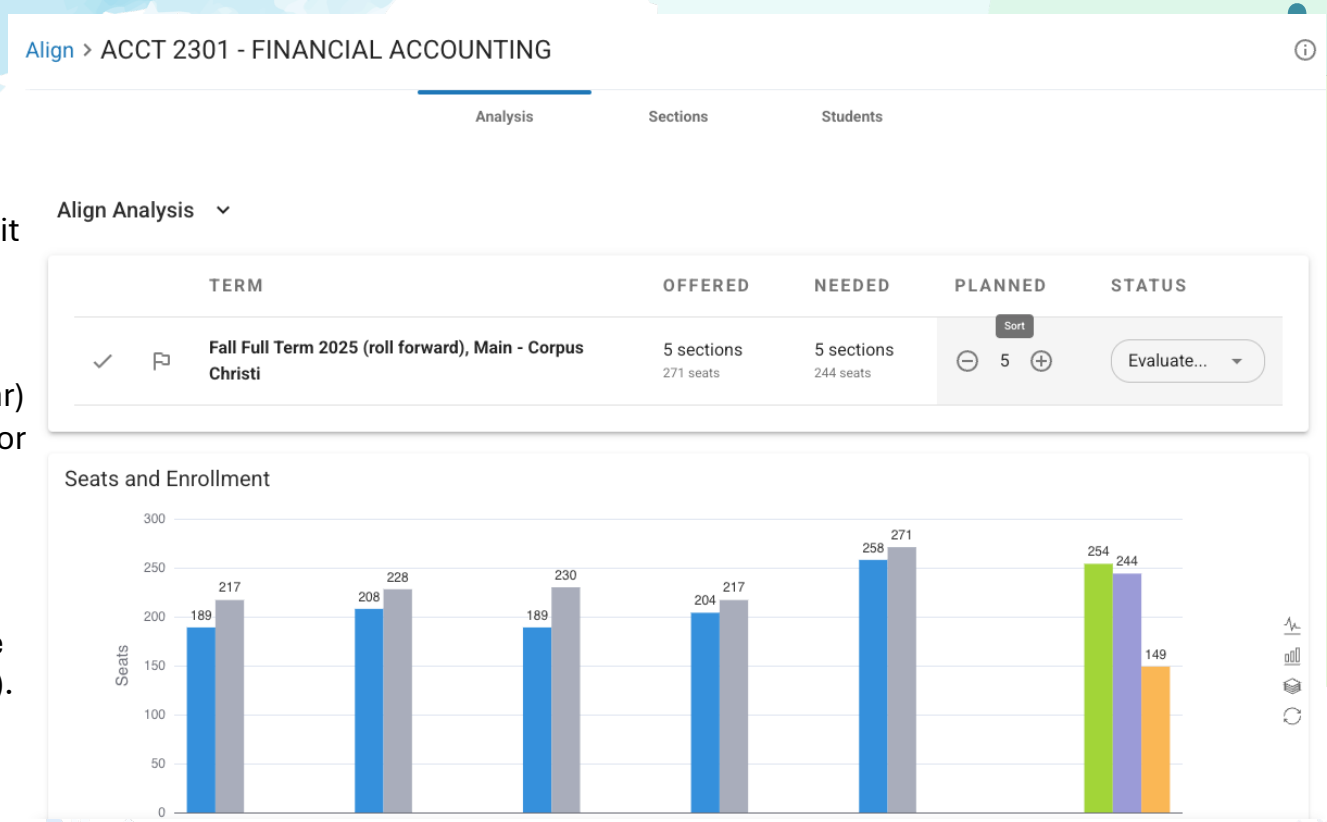
•**Planned**: total number of sections and seats that will be offered after the scheduling changes are confirmed. This value starts out equal to Offered and can be toggled up or down to model the addition or reduction of sections.

•**Status**: the status of a course that can be changed relative to your schedule change process.

Ad Astra Align

Predictive Data

- The Analysis Term visual shows the high-level data from the most recent analysis run, which is the same data we see in the overall course list. You can see still see if it is a reduction, addition, or no action candidate, and you can see the status.
- Seats and Enrollment
  - Shows the actual enrollment (blue bar) matched up against the course caps or max seats (gray bar) for the last 5 like terms from a historical lens. For the analysis term, it will show the historical demand (green).
  - Shows the predicted demand (orange bar) and needed demand (purple bar). The needed demand is a weighted demand between the historical and predicted seats needed.
    - Seats by Time of Day - Historical
    - Seats by Modality – Analysis Term
    - Seats by Modality – Historical



Banner

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

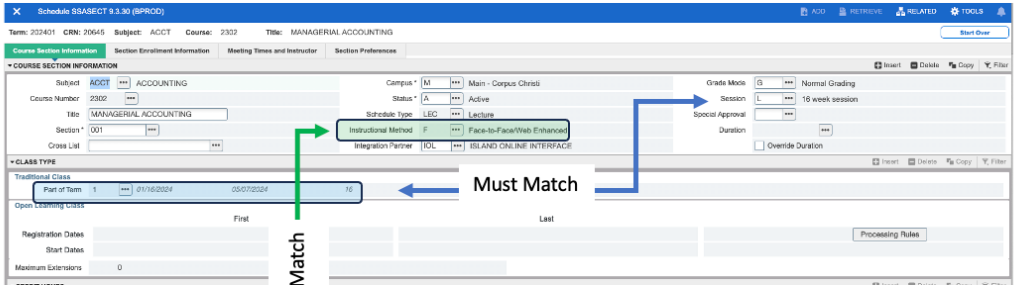
SSASECT- Main Course Building form
SSADETL-Linking & Co-Req Form
SSAPREQ-Pre-Ref Form
SSARRES- Course Restrictions Form
SSAXLST- Cross-List/Stacked Form
SFASTCA- Course Audit Form
SFASLST- Course Roster.

Important Checks

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B, Dual Credit- IA, Online ONLY program sections-Z.
  - 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 (B), Hybrid (H) 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 Codes[match instructional method]

Code	Description	Code	Description
F	Face to face, on campus	B	Business, Hospital, Government or other Work Location.
OT	Outside of Texas	H	High School for Dual Credit
FC	Foreign Country	OF	Other Off-campus
II	Inter-Institutional	S	Synchronous, online
IS	Independent Study	A	Asynchronous, online

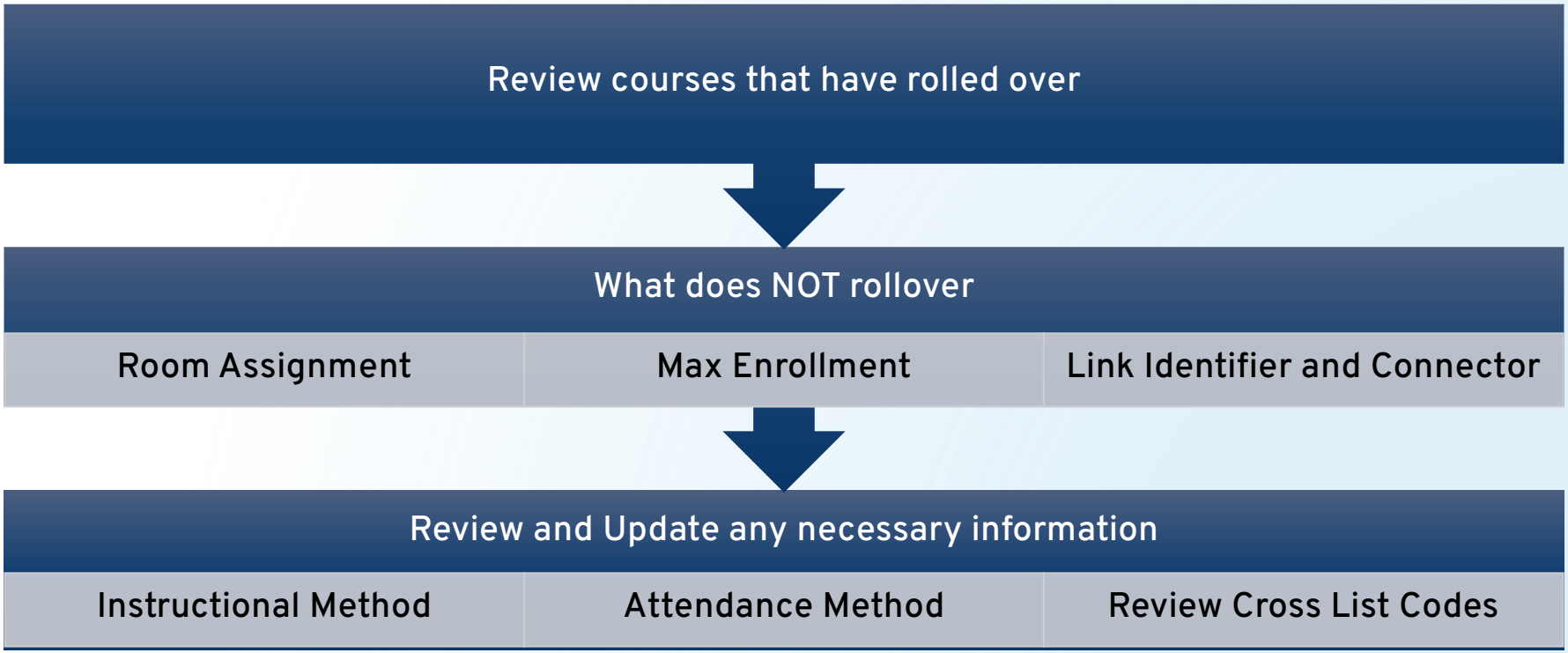


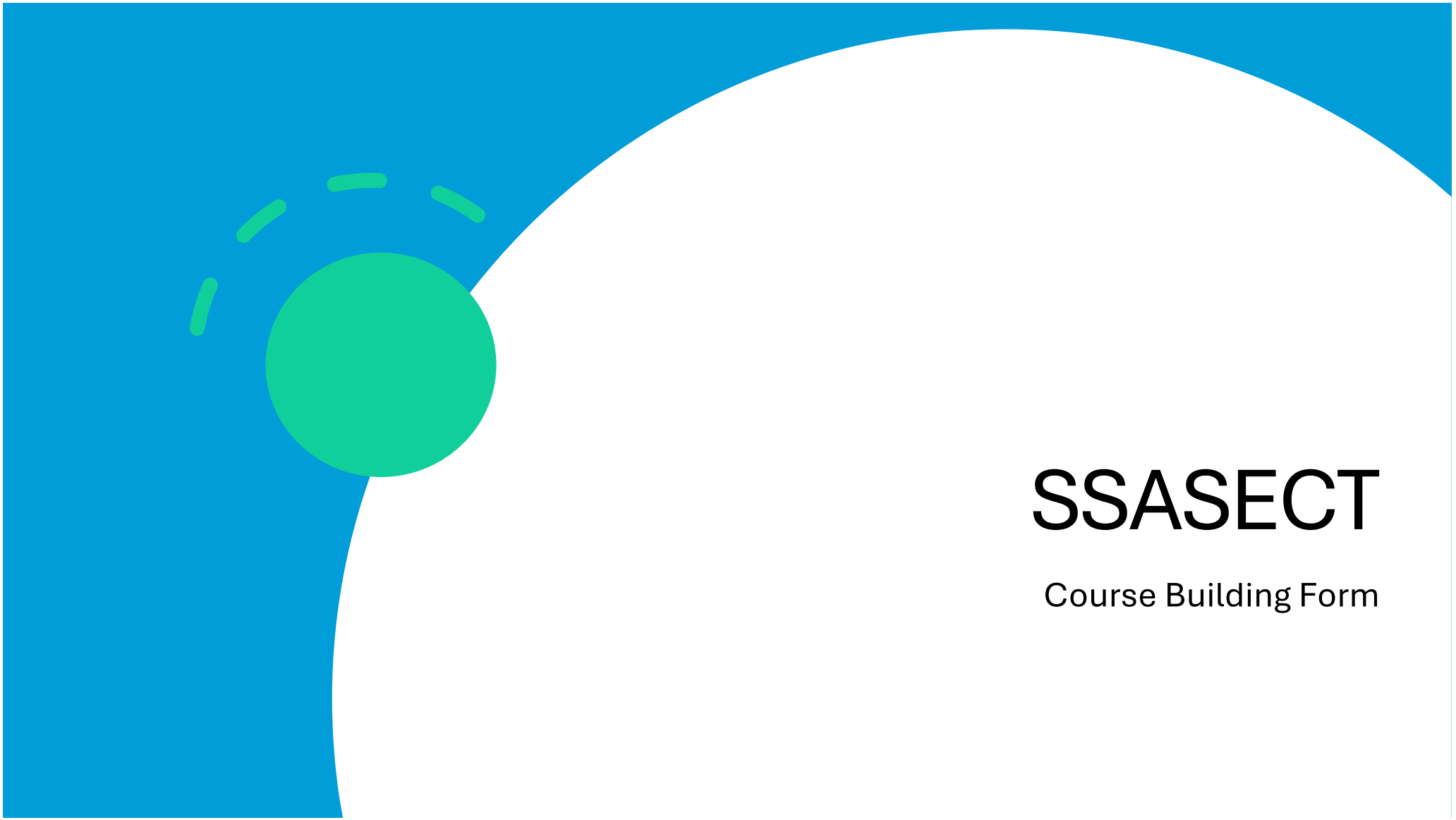
Course Building Checklist

11

Course Creation

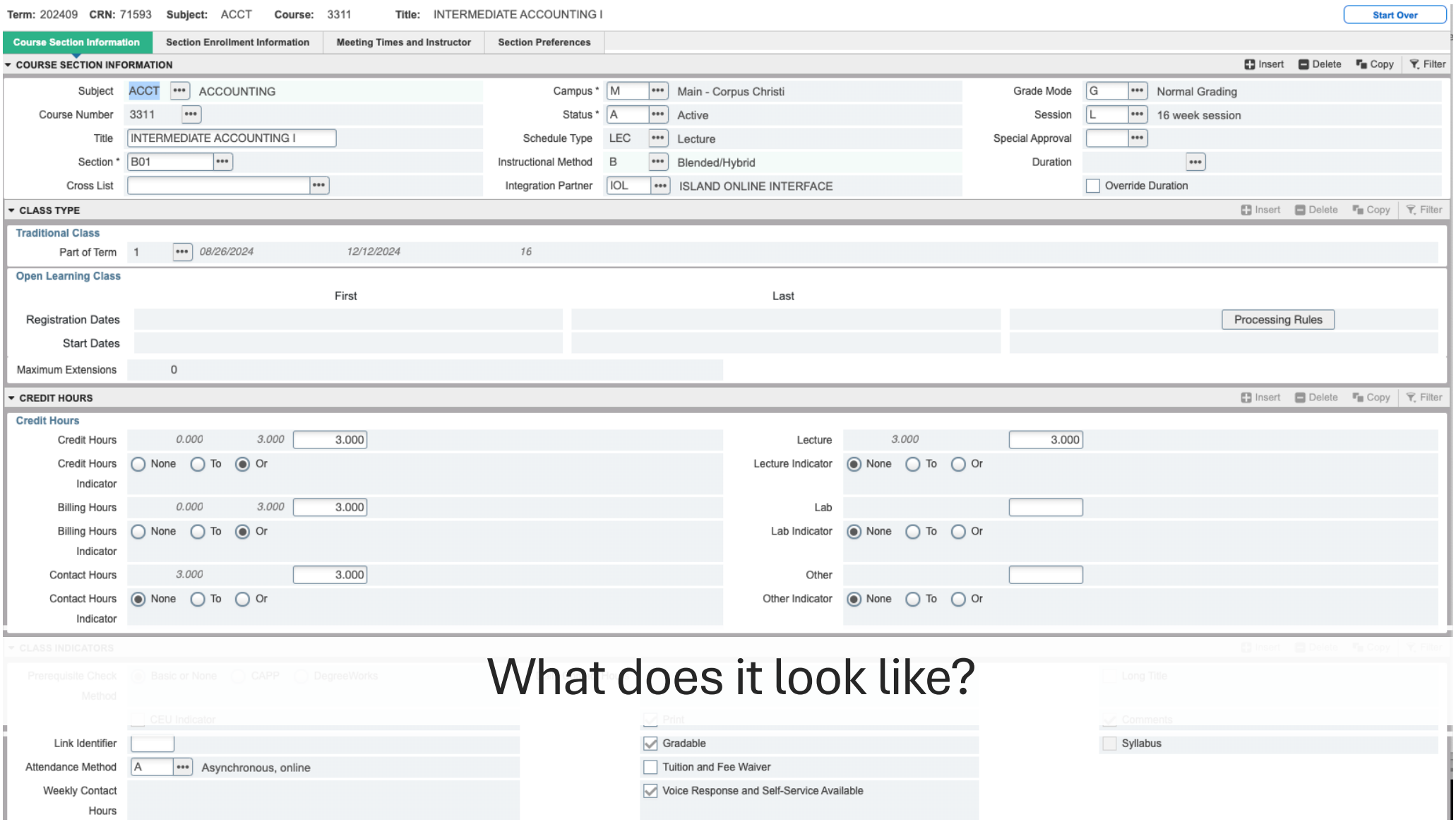
SSASECT





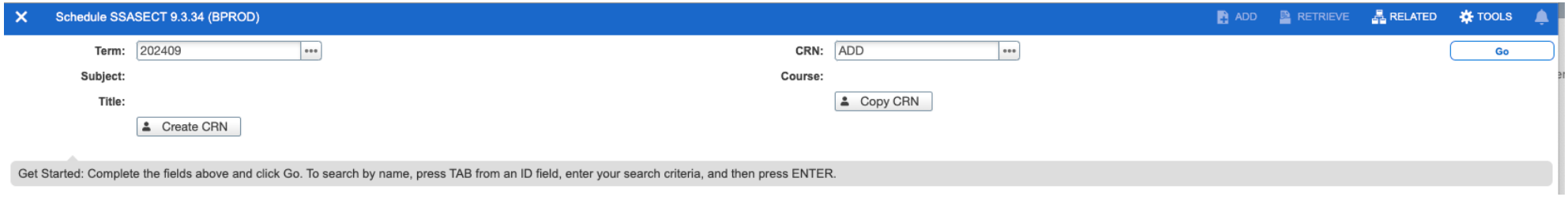
SSASECT

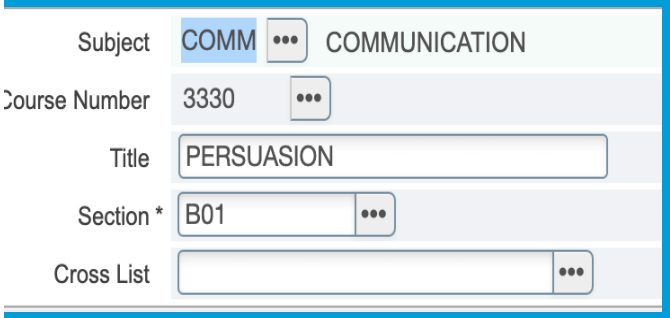
Course Building Form



What does it look like?

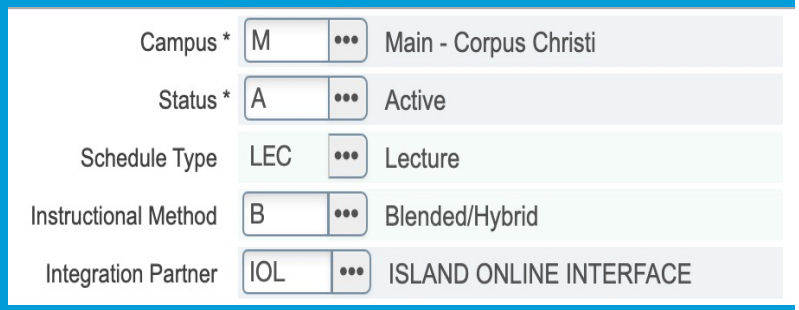
COURSE CREATION





SSASECT Fields

Course Section Information



- ***Subject*** *- Subject you are creating the CRN for*
- ***Course* Number-** *Course number you are creating the CRN for*
- ***Section Number-*** Must be unique. If the section exists, you will receive an error.
  - *See Next Slide*
- **Cross List**- *SSAXLST*

- **Campus**
  - M= Main
  - R= Rellis
- **Status**
  - A= Active
  - C= Closed
  - X= Canceled

- **Schedule Type**
  - LEC= Lecture
  - LAB= Laboratory
  - PRA= Practicum
  - IND= Independent Study
  - DSR= Dissertation
  - FLD= Field Experience
  - PRL= Private Lesson
  - SEM= Seminar
  - RCT=Recitation
  - STU= Studio
- **Instructional Method**
  - See Next Slide
- **Integration Partner**
  Always "IOL"
  Enables courses to Canvas

Section Identifiers

- Number/Letter-codes added to section numbers are assigned by departments to identify registration for special groups. Some classes with a section designation will require a special approval override - please contact the department of the course for assistance.

Section Code	Description
0-99	Lecture
100-199	Lab
W	Web-Based Course
B	Blended/Hybrid
H	Honors
AC/AT	Acadeum Course Exchange
E	E-Line Nursing
F	First Year Students
IA	Islander Academy
N	Non-Credit Bearing Offering
R	Rellis
S	STEM (Math Courses)
SN	STEM Students- TSI Liable (Math Courses)
Z	Online Programs

Instructional Method

THECB has recently changed the percentages on the Instructional Method- effective Fall 2024.

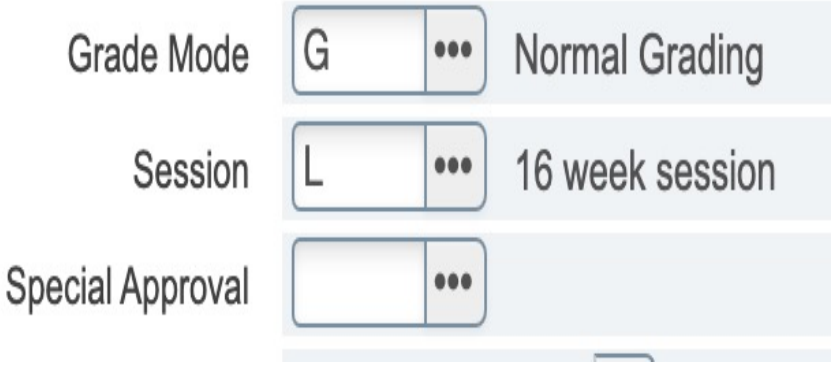
	Description	Associated DE Fee Amount
F	Face-to-face/Web-Enhanced (25% or less online)	$0
B	Blended (26%-50% online)	$75
H	Hybrid (51%-99% online)	$75
I	Online (100% online)	$100
E	E-line (CONHS only)	$200 ($100 DE Fee; $100 E-line Fee)

Instructional Method & Attendance Method

Code	Description	Code	Description
F	Face to face, on campus	B	Business, Hospital, Government or other Work Location
OT	Outside of Texas	H	High School for Dual Credit
FC	Foreign Country	OF	Other Off-campus
II	Inter-Institutional	S	Synchronous, online
IS	Independent Study	A	Asynchronous, online

SSASECT Fields

Grade mode/ Session/ Special Approvals



Grade Mode

- G= Normal Grading
- Any other grade mode must have been approved at catalog process

Special Approval

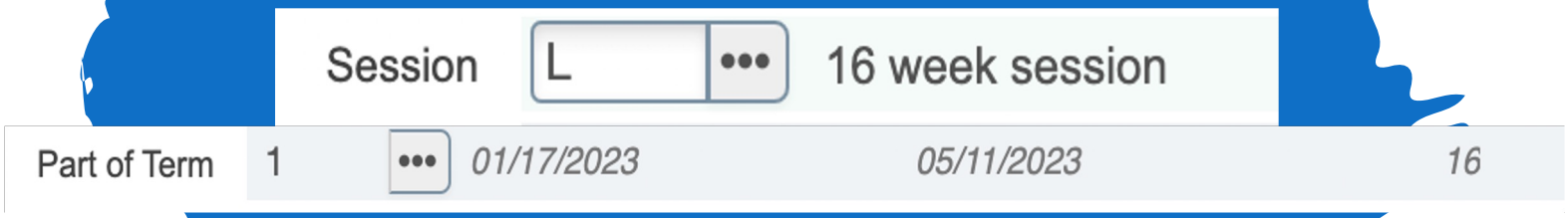
- AA= Approval Advisor
- CE= Course Exchange Program
- DE= Permission – Dean
- DP= Permission- Department
- IN= Permission- Instructor
- PC= Permissions- Cert. Office

Session

- Fall & Spring
  - L= 16-week
  - S= 7.5-week
  - T-7.5 week
- Summer I
  - B= 2.5 week (Maymester)
  - F= 10 Week
  - A= 5 week
- Summer II
  - G= 5 week
  - H= 2.5 week
  - I= 2.5 week

Parts of Term& Session

Ensure they **MATCH.**



Credit-Billing Hours

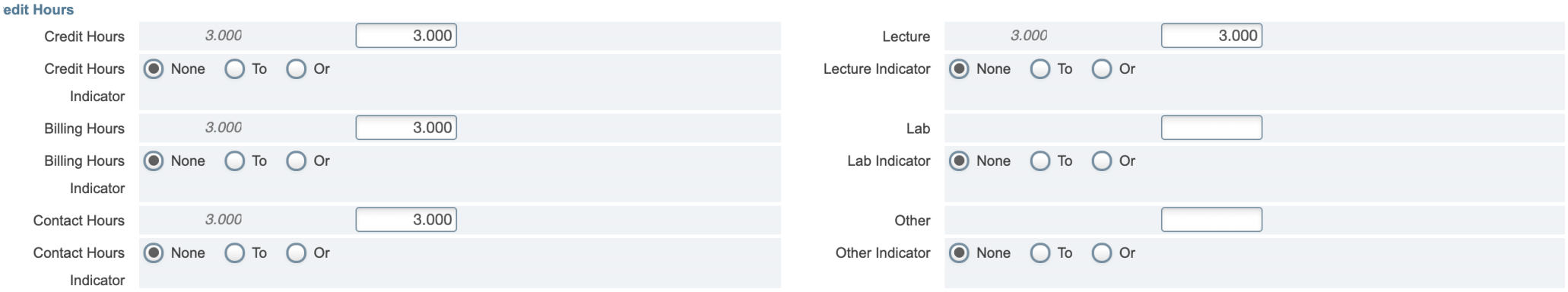
Credit Hours

- Enter number of credit hours for course in box
- Must MATCH Billing Hours

- Changes made AFTER registration begins, notify schedule@tamucc.edu before making any changes.
- Each student registered must be updated individually.

Billing Hours

- Enter number of billing hours for course in box
- Must MATCH Credit Hours



SSASECT Fields

Class Indicators

Link Identifier

- Code to link to corresponding course. This means a student will need to register for both courses. Used for same SUBJECT & COURSE but different section.

Attendance Method

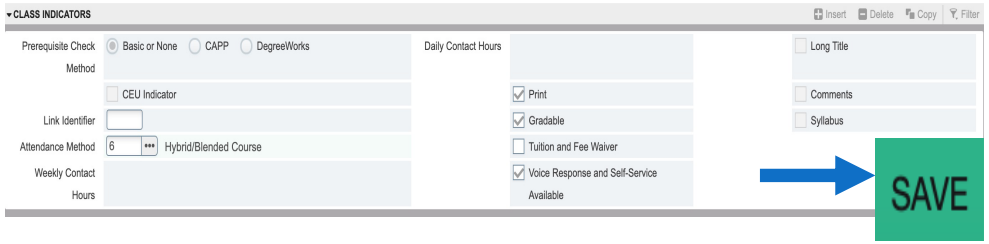
- *NEW AND IMPROVED COMING SOON!*

Print

- Check Box= prints the section in the semester schedule and reports

Gradable Indicator

- Produces grades sheets
  - Uncheck for zero credit labs where course grade is given in lecture courses
  - If not checked, the course will not show up on the degree planner.
  - MAJOR implications if checked and shouldn't be and vice versa
    - **Reporting**
    - **Degree Works**
    - **Missing Grades**
    - **End of Term**



Hit save to create the CRN

Section Enrollment Information

Enrollment Details

Maximum/Actual/Remaining

- Maximum Enrollment= the max number of students that can enroll
  - Max Enrollment did NOT roll over.
  - Utilize Ad Astra Align's Predictive Data
- Actual Enrollment= students who are registered for the course
- Remaining= Maximum – Actual
- Courses with 0 max enrollment will not get a classroom assignment or show on SAIL.

Waitlist Maximum/Actual/Remaining

Waitlist Maximum Enrollment= the max number of students that can be put on the waitlist

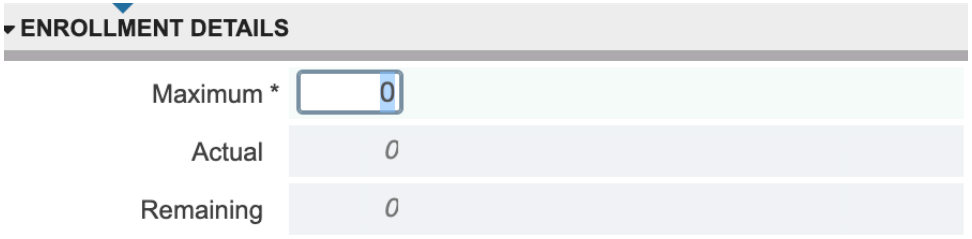
- Enter 10 or less
- Department's decision which courses to make waitlist

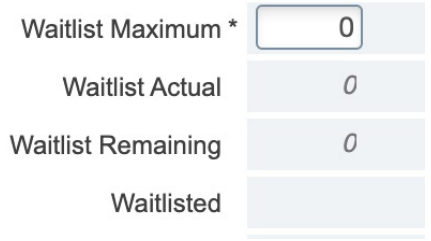
Waitlist Actual Enrollment

- students who are on the waitlist for the course

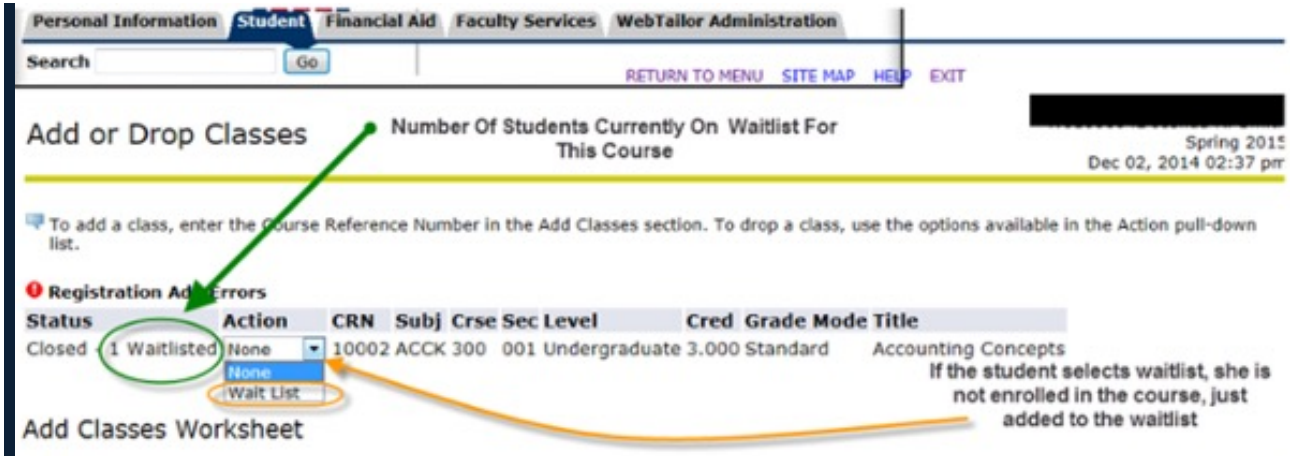
Remaining

- Maximum - Actual





Waitlisting



Waitlist Information

SCAN ME

https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php

- **Waitlists serve as queues for students awaiting seats in full classes.**
- **Departments may enable waitlists for full classes, offering students the chance to join.**

1. Joining the Waitlist
    1. When a class reaches full capacity, students can opt to join the waitlist.
    2. If permitted by the department, students can secure a spot on the waitlist.
2. Seat Notification
    1. The first student on the waitlist receives notification via their Islander email when a seat becomes available.
    2. They have 24 hours to register for the class after receiving the notification.
3. Department Overrides
    1. Departments hold the authority to override waitlists using CAP permits.
    2. Upon registration, departments are advised to increase class enrollment accordingly.

Meeting Time and *Instructor*

Tab

Tab to begin and the course dates will be entered.

- Double check for correct part of term and session.

Check

Check the days of the week the class will be offered.

If no days or times for course, make sure to enter 0 for hours per week.

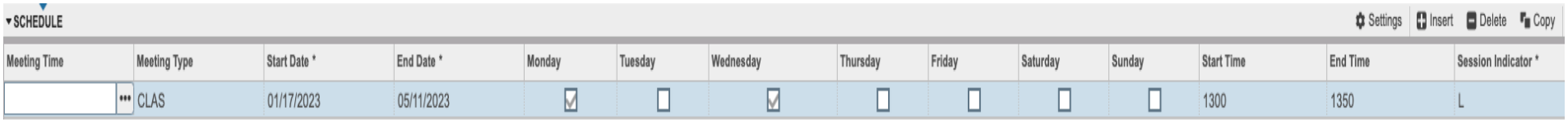
Enter

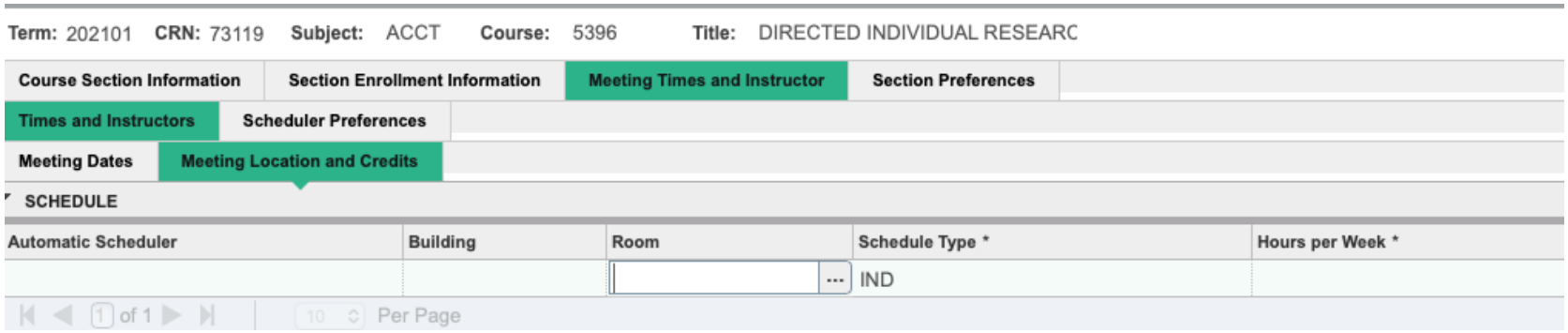
Enter Start and End Times

- Military Time

Session Indicator

- Same as section information page





Hours Per Week

- Whenever you create a class with no scheduled class meetings (i.e. an independent study section), you MUST set hours per week to zero.
- If you forget to do this, Banner will not let you assign an Instructor to the section.

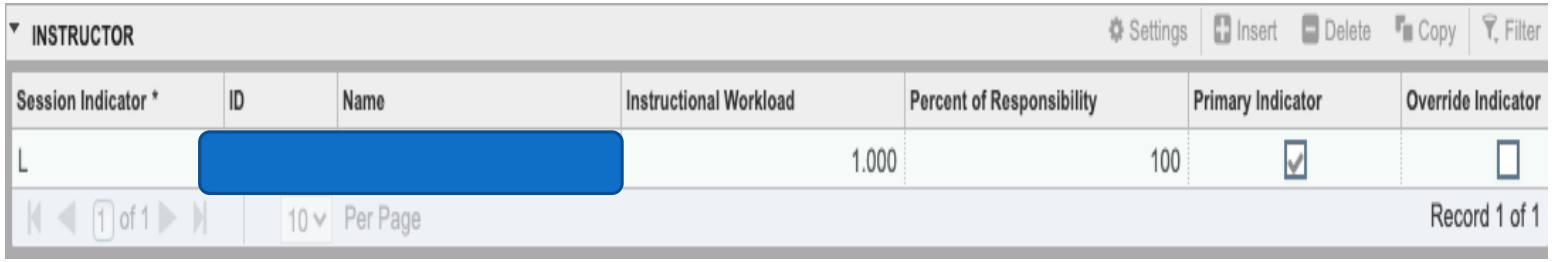
Adding an Instructor

Enter faculty id number into the "ID" box OR enter name.

- Tab and instructor will populate

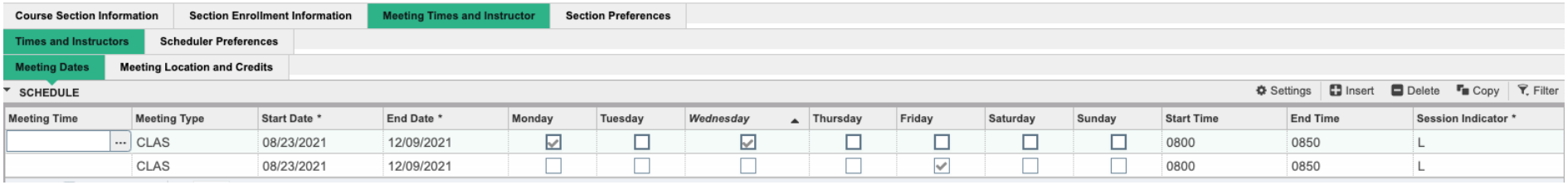
Enter % of responsibility and % of session

- Must match for every individual CRN and by instructor.
- Needs to equal 100% for every individual CRN.
- The % of responsibility needs to equal 100% for every individual CRN.
  - If a course is cross listed or stacked, each individual CRN will need to equal 100% responsibility and 100% session.
  - If there are more than one instructor on the cross listed or stacked course, then the sum of their % responsibility and % session will need to total up to 100% for the individual CRN.
  - If there's a team-taught course, then the % of responsibility and % of session will be split between the instructors to equal 100%. (100/0, 90/10, 80/20, 70/30, 60/40, 50/50)
  - Department Chairs will submit an override to adjust faculty workload for cross listed or stacked courses in the faculty workload self-service portal in SAIL during the faculty workload review process.



Hybrid/Blended Courses

Navigate to meeting times and instructor → 1 → Tab over to populate dates and select the days and time the faculty will need a room. → 2 → Select Insert and follow step 2 and select day and time the faculty will NOT need a room.



Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
...	CLAS	08/23/2021	12/09/2021	☑	☐	☑	☐	☐	☐	☐	0800	0850	L
	CLAS	08/23/2021	12/09/2021	☐	☐	☐	☐	☑	☐	☐	0800	0850	L

If a department has a hybrid/blended course and only meeting ONE meeting in person day a week, the faculty must choose which day class will be held.

Our office will schedule ONLY one day. Must let our office know which day.

Adding Registration Controls

Special Approvals

- Departmental or Instructor permission

Restrictions

- Must be JR or SR, for example

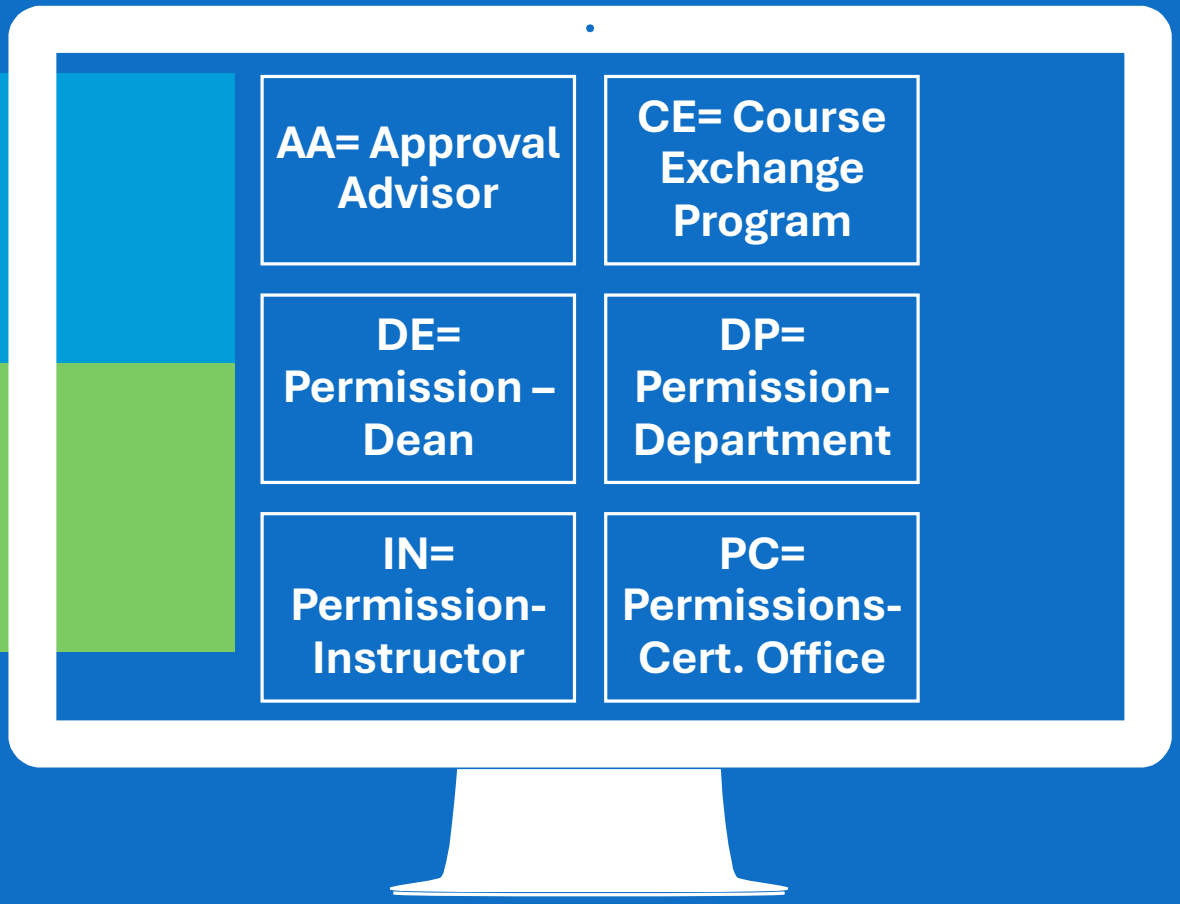
Pre-requisites

- Course “A” must be completed before registering for course “B”

Comments

- Un-programmable pre-requisites, or notes

Special Approvals



SSARRES

College and Major Restrictions

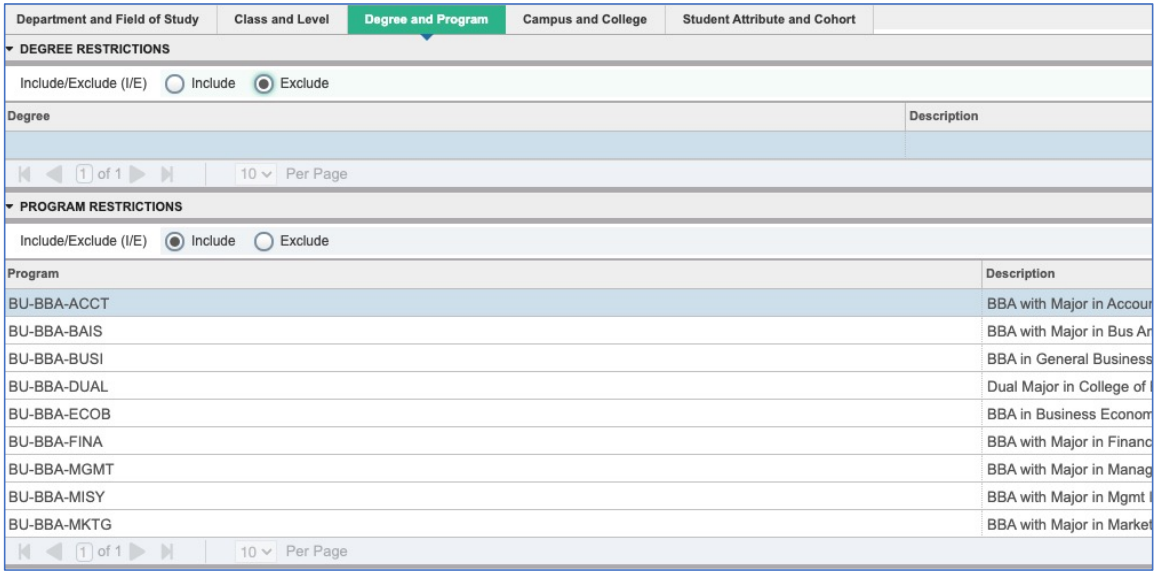
Remember to INCLUDE when adding restrictions. Banner defaults to exclude.

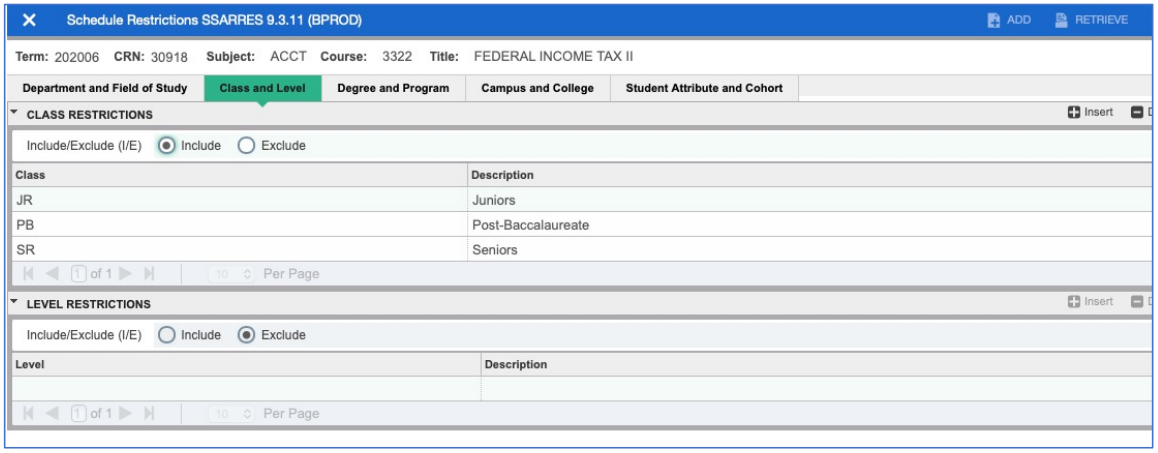
Freshman= 0-29 hrs.

Sophomore= 30-59 hrs.

Junior= 60-89 hrs.

Senior= 90+ hrs., but no degree





SSAPREQ

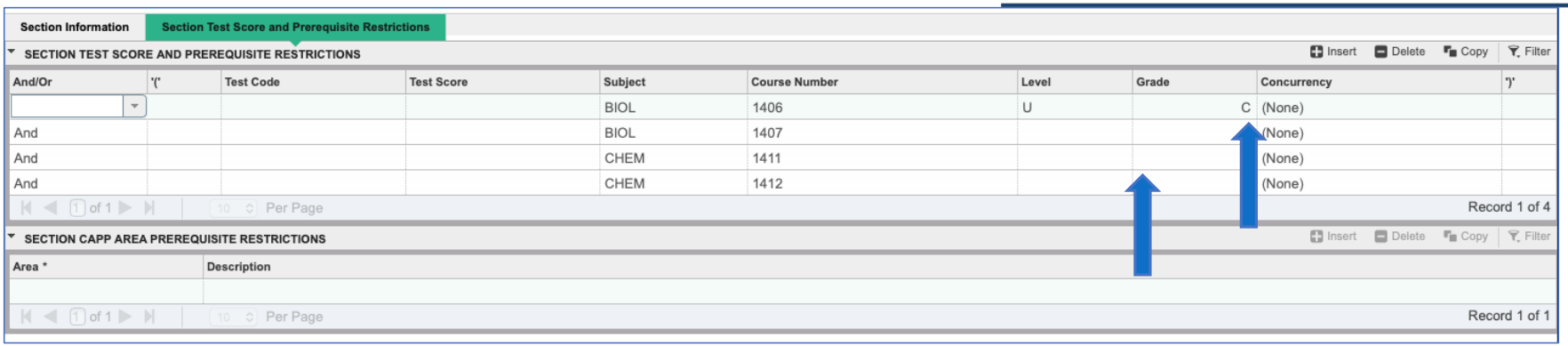
Prerequisites

Information driven from catalog

If a grade is entered, a permit must be placed to allow registration for students who are currently enrolled in pre-req course to register.

If no grade is entered, students who are enrolled in pre-req will be able to register for the course.

Pre-Req report available in Argos to review after term is complete. Looks at students who are enrolled in course but did not pass the pre-req.



Section Information | Section Test Score and Prerequisite Restrictions

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS — Insert | Delete | Copy | Filter

And/Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	')'
				BIOL	1406	U	C	(None)	
And				BIOL	1407			(None)	
And				CHEM	1411			(None)	
And				CHEM	1412			(None)	

1 of 1 | 10 Per Page | Record 1 of 4

SECTION CAPP AREA PREREQUISITE RESTRICTIONS — Insert | Delete | Copy | Filter

Area *	Description

1 of 1 | 10 Per Page | Record 1 of 1

SSATEXT

Special Comments

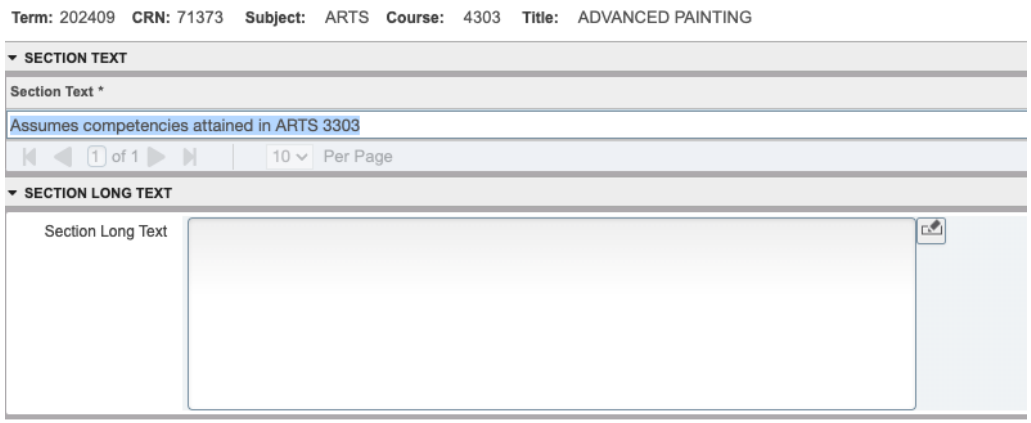
One comment per line.

Only for essential things because it prints in the schedule and, when overused, clutters up the page.

This appears on the Notes section when registering but not shown on transcript when printed. One comment per line.

Only for essential things because it prints in the schedule and, when overused, clutters up the page.

This appears on the Notes section when registering but not shown on transcript when printed.



5

University Catalog

- **Pre-requisites and Restrictions**
- **MUST be printed in the University Catalog**

MATH 4306 Modern Algebra

3 Semester Credit Hours (3 Lecture Hours)

Fundamentals of set operations, maps and relations, groups, rings and field theory. Topics include permutation groups, cosets, homomorphisms and isomorphisms, direct product of groups and rings, integral domains field of quotients, fundamental properties of integers, the ring of integers modulo n, and rings of polynomials. Applications.

Prerequisite: MATH 3311 and 3313.

Permits- SFASRPO

Enter Student ID, Semester code and click GO

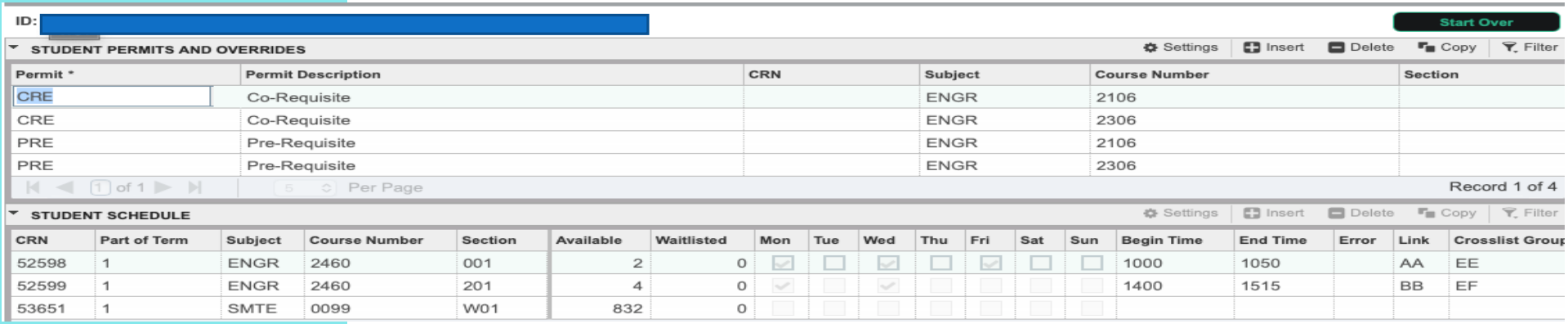
Choose a Permit (click on the 3 dots to search for a permit)

- Enter the CRN and subject and course will populate (permit for exact section)
- Enter the subject and course Number (permit for any section).

This is done at the student level. Must enter it for each course permitting into.

Codes

ADA= Approval by Advisor	CAP= Capacity	CLA= Classification	COL= College
CRE= Co-Requisite	CRSE= Course Overload Hours	DEG= Degree	DUP= Duplicate
FLD= Field of Study	LEV= Level	MAJ= Major	PRD= Permission-Department
PRE= Pre-Requisite	PRI= Permission-Instructor	PRO= Program	TIME= Time Conflict



ID: [redacted] Start Over

STUDENT PERMITS AND OVERRIDES — Settings | Insert | Delete | Copy | Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
CRE	Co-Requisite		ENGR	2106	
CRE	Co-Requisite		ENGR	2306	
PRE	Pre-Requisite		ENGR	2106	
PRE	Pre-Requisite		ENGR	2306	

1 of 1 | 5 Per Page | Record 1 of 4

STUDENT SCHEDULE — Settings | Insert | Delete | Copy | Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group
52598	1	ENGR	2460	001	2	0	☑	☐	☑	☐	☑	☐	☐	1000	1050		AA	EE
52599	1	ENGR	2460	201	4	0	☑	☐	☑	☐	☐	☐	☐	1400	1515		BB	EF
53651	1	SMTE	0099	W01	832	0	☐	☐	☐	☐	☐	☐	☐					

SFASTCA

Course Registration Audit

Course Status:

- AU= Audit
- DC= Drop Crouse- Post Census Date
- DD= Drop/Delete- Before Census
- DS- Drop Course- 6 drop rule
- DW= Web Drop
- NP= Drop for no—payment
- RE- Registered by TAMUCC Staff
- RW= Web Registered by Student
- W1= Withdrawal- Before Census Date
- W2= Withdrawal- After Census Date
- WL=Waitlist

Activity Date 08/15/2022 10:51:27 AM **Activity User** JBAKER5

Grey bar at bottom of page will indicate the date/time and user of the course status change.

Messages

- Record deleted on XX-XX-20XX : Dropped from course as never attended.
- Prerequisite and Test Score Error: student did not have the pre-req or test score for course trying to register.
- Open- Reserved for Waitlist: Student reserved a waitlist seat.
- Time Conflict with CRN XXXXX: course that is trying to be registered for has a time conflict with already registered course.
- Record Deleted: student dropped from a course before census date.

Registration Audit | Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

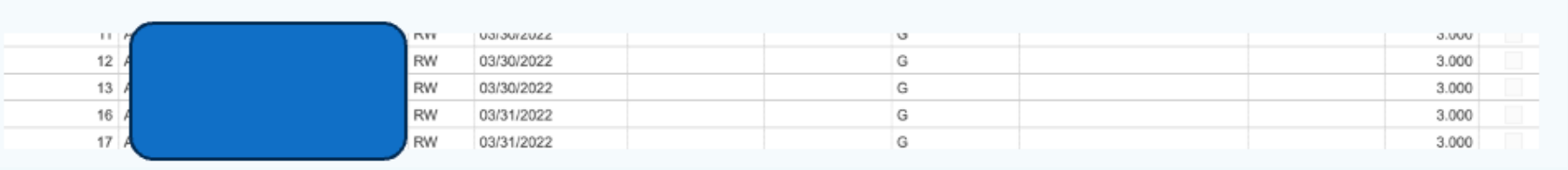
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status
1	202209	72025	COMM	1318	001	M	U	G	3.000	3.000	3.000	BASE	RE
2	202209	72025	COMM	1318	001	M	U	G	0.000	0.000	0.000	BASE	DD
3	202209	72888	HIST	1301	003	M	U	G	3.000	3.000	3.000	BASE	RE
4	202209	71325	KINE	2375	W01	M	U	G	3.000	3.000	3.000	BASE	RE
5	202209	70988	PHYS	1401	001	M	U	G	4.000	4.000	4.000	TEMP	RE

SFASLST

Class Attendance Roster

SFASLST

- Status Date- when the student registered for the course
  - NA= Never Attended
  - SA= Stopped Attending
- Mid Term Grade- grade given at midterm.
- Final Grade- final grade given at the end of the term.
- Hours- hours student is registered for



12	A	[redacted]	RW	03/30/2022		G		3.000
13	A		RW	03/30/2022		G		3.000
16	A		RW	03/31/2022		G		3.000
17	A		RW	03/31/2022		G		3.000

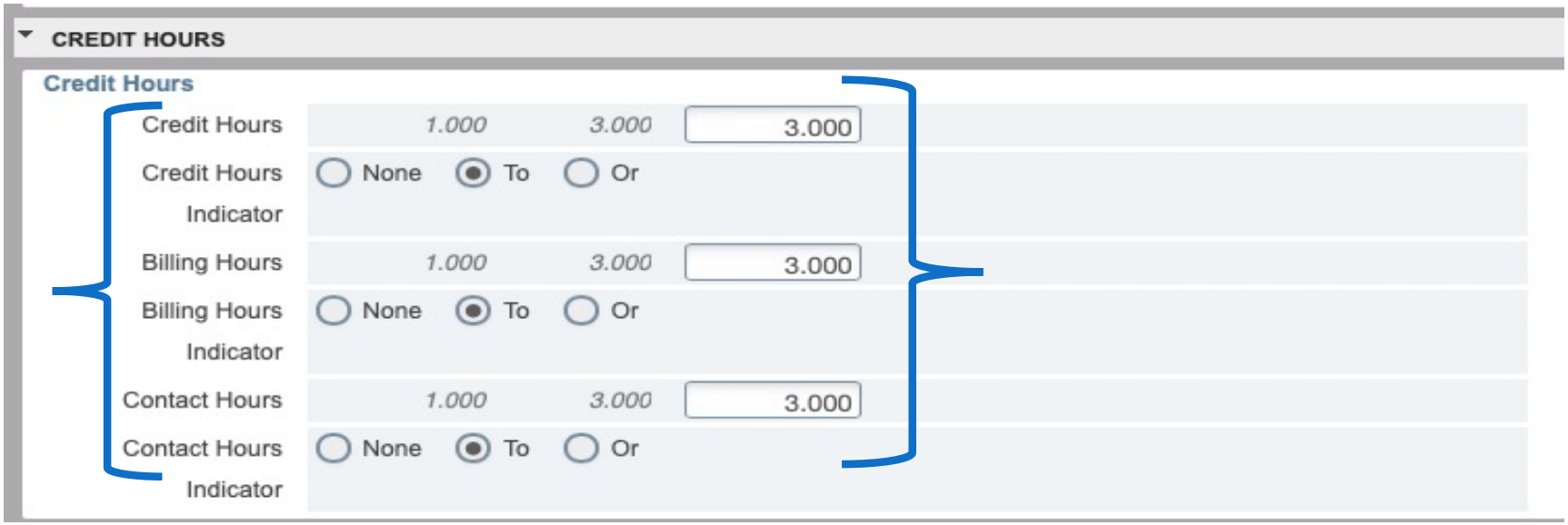
Variable Credit Courses

VARIABLE CREDIT

NO SCHEDULED MEETING TIMES

CREATING TRANSCRIPT TITLES

Variable Credit



Variable topic courses can vary from 1 to 9 hours.

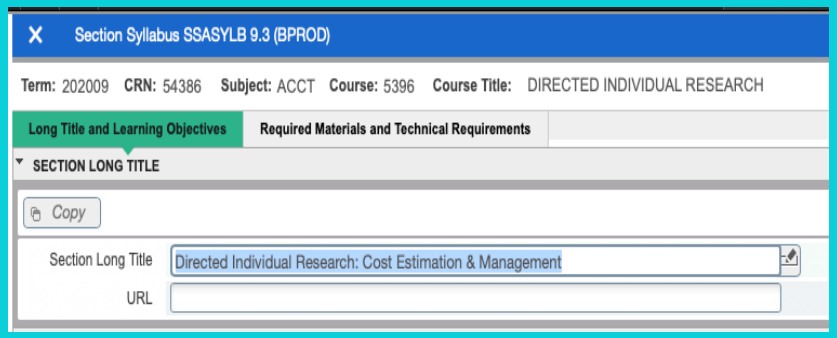
The credit and billing hours should match

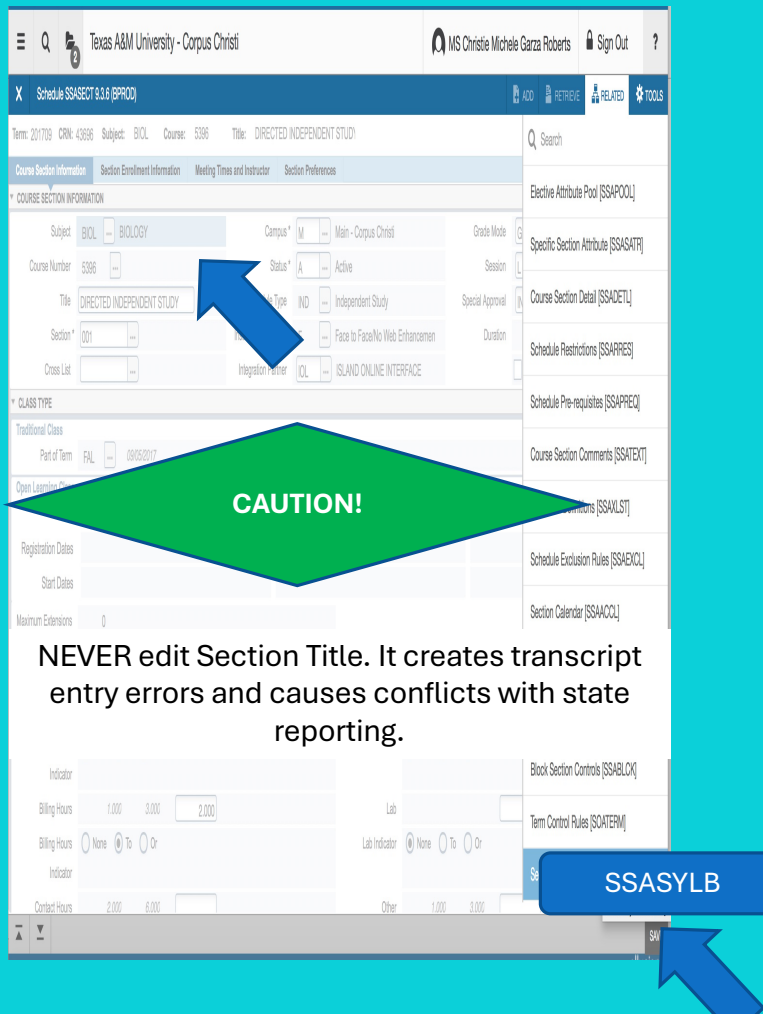
- Major implications if not matching.
- Will mess up student transcripts, student fees and bills and faculty workload calculations!

Course Long Title

SSASYLB

- Enter the default catalog title just as it appears in the ”COURSE TITLE”
- Add a colon and, in mixed case, add the sub-title.
- This is EXACTLY what will appear in the class schedule and on the student’s transcript, so be sure it is spelled correctly.
- Don’t forget to save- bottom right-hand corner,

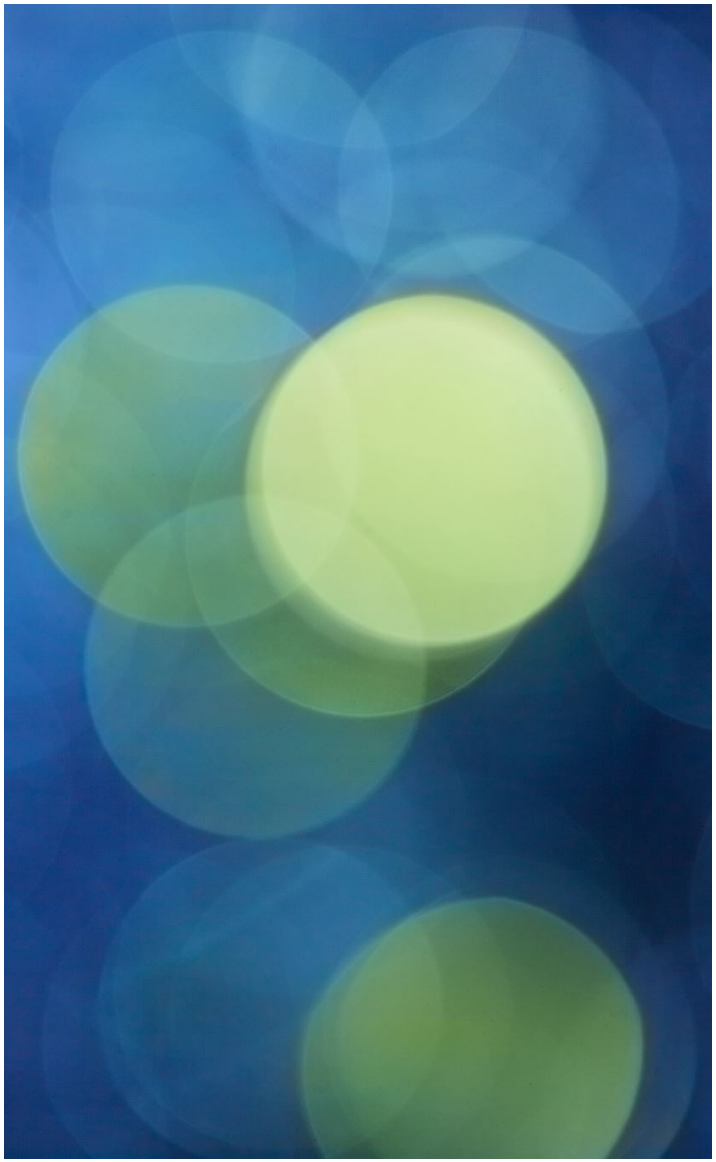




NEVER edit Section Title. It creates transcript entry errors and causes conflicts with state reporting.

Way To Go!

- You now know how to create a free-standing course section in Banner with permissions, restrictions, pre-requisites, comments, variable topics and variable credit.



Making the Connection

LINKED: LECTURE-LABORATORY OR LECTURE-RECITATION WITH SAME COURSE NUMBER

CROSS-LISTED: FACULTY TEACHING SAME DAY, TIME AND PLACE.

STACKED: SECTIONS AT DIFFERENT LEVELS TAUGHT TOGETHER AS A GROUP

LEC/LAB Links: what does that mean?

Ensures student enrolls in the LEC section of a course and register for one of several connected LAB/RCT sections.

All sections in the connected group MUST have the same subject and course number- but different section numbers: ex: BIOL 1308.001 & BIOL 1308.101

Conceptual Summary

Need: students need to register for both lecture and lab/rct.

BIOL 1308.001 LEC [AA]	BIOL 1308.101 LAB [BB]
	BIOL 1308.102 LAB [BB]
	BIOL 1308.103 LAB [BB]
BIOL 1308.002 LEC [CC]	BIOL 1308.104 LAB [DD]
	Biol 1308.105 LAB [DD]
	Biol 1308.106 LAB [DD]
BIOL 1407.001 LEC [AA]	BIOL 1407.101 LAB [BB]
	BIOL 1407.102 LAB [BB]
	BIOL 1407.103 LAB [BB]
BIOL 1407.002 LEC [CC]	BIOL 1407.104 LAB [DD]
	BIOL 1407.105 LAB [DD]
	BIOL 1407.106 LAB [DD]

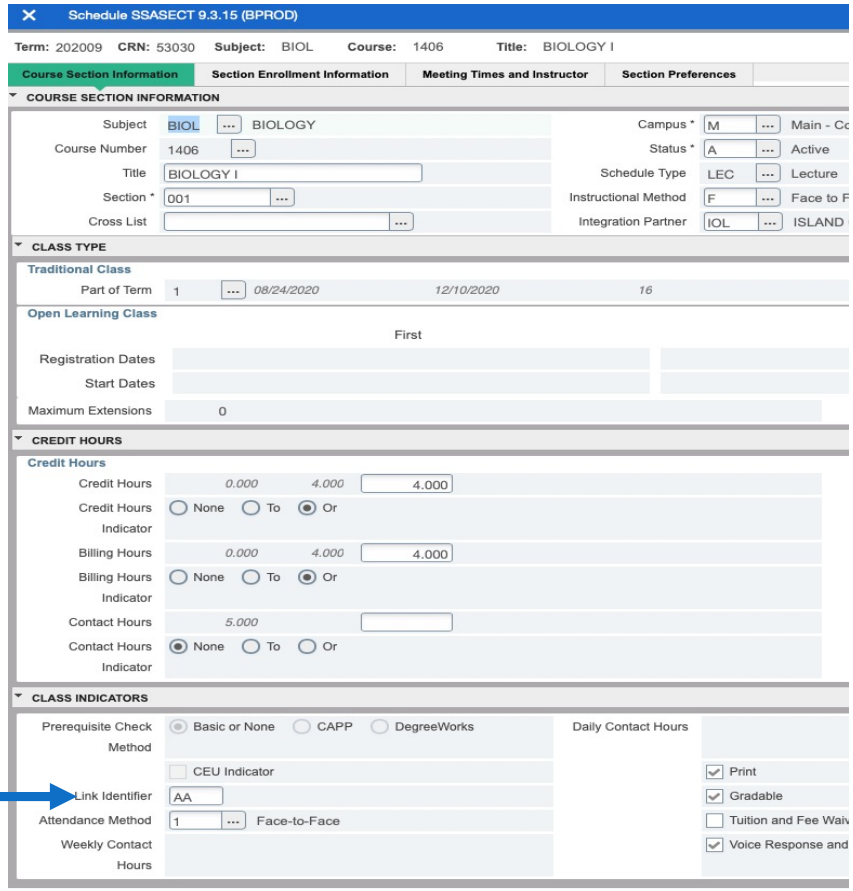
Step By Step to Linking

Step 1

SSASECT

- lecture section, enter the Link Identifier, “AA”.

SAVE.



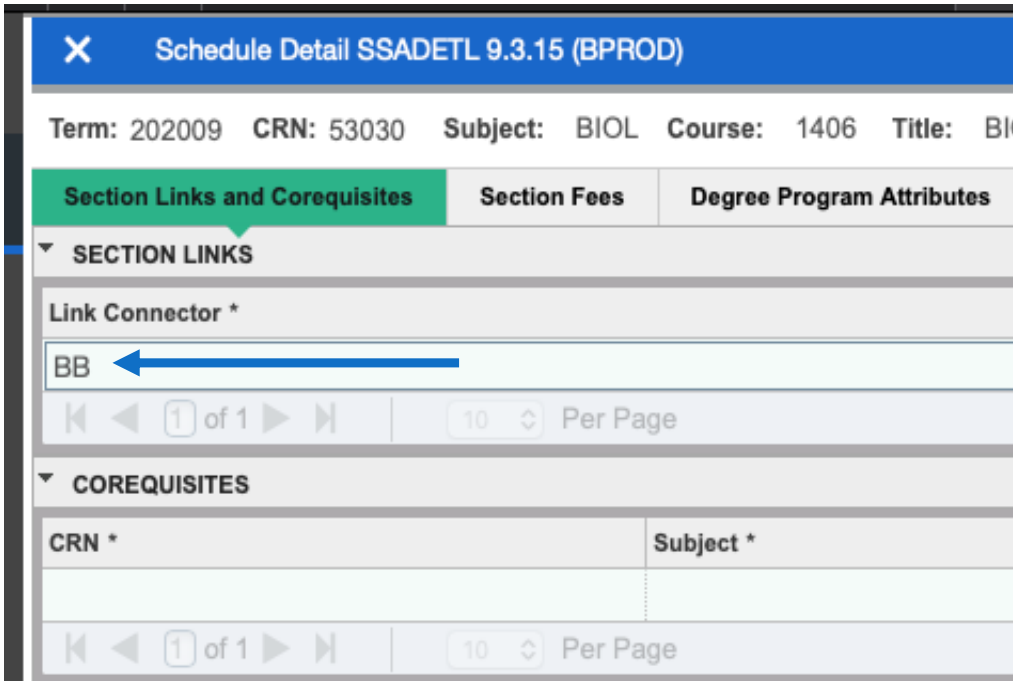
Step By Step to Linking

Step 2

SSADETL

- LECTURE SECTION, ENTER THE “LINK CONNECTOR” CODE OF THE LAB SECTIONS YOU WILL BE CONNECTING TO,

SAVE.



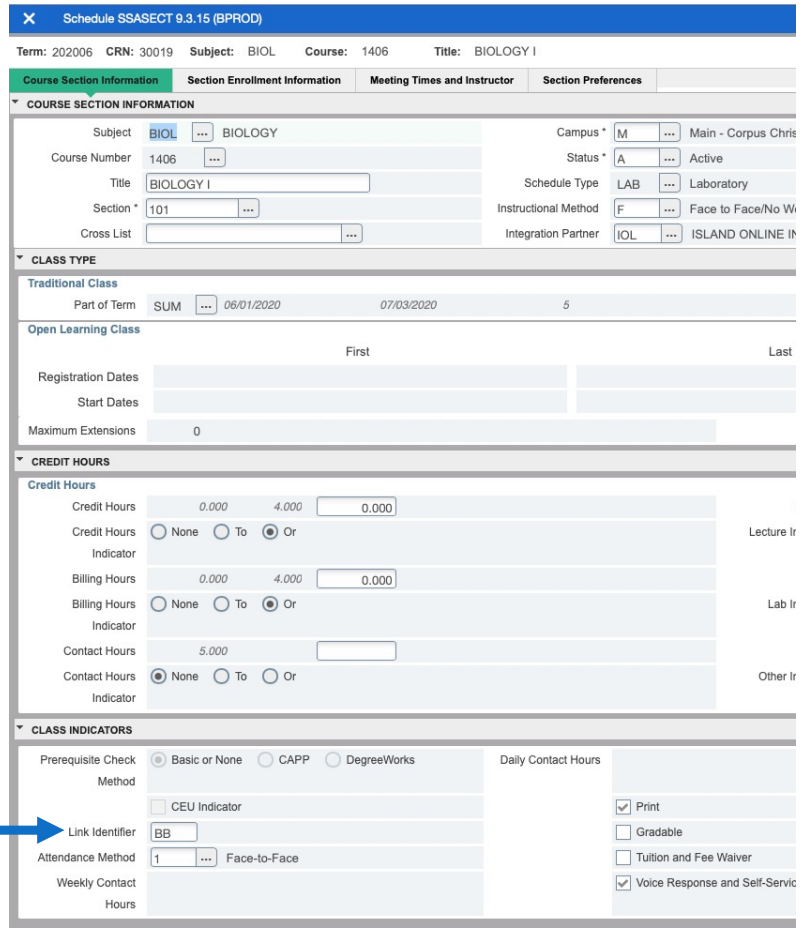
Step By Step to Linking

Step 3

SSASECT

- The Lab section and enter the “BB” link identifier.

SAVE.



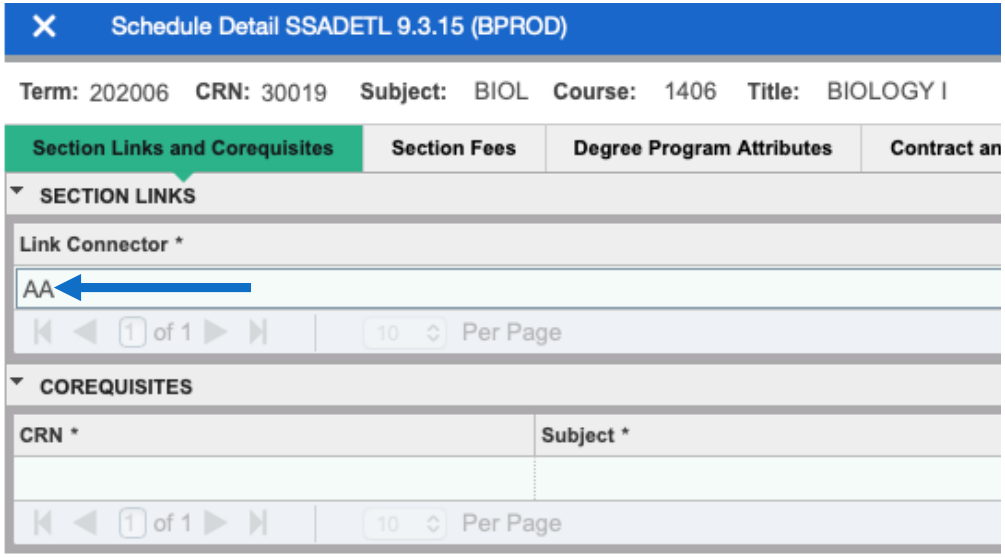
Step By Step to Linking

Step 4

SSADETL

- TO CONNECT THE LAB BACK TO THE LECTURE, ENTER THE “AA” LINK IDENTIFIER.

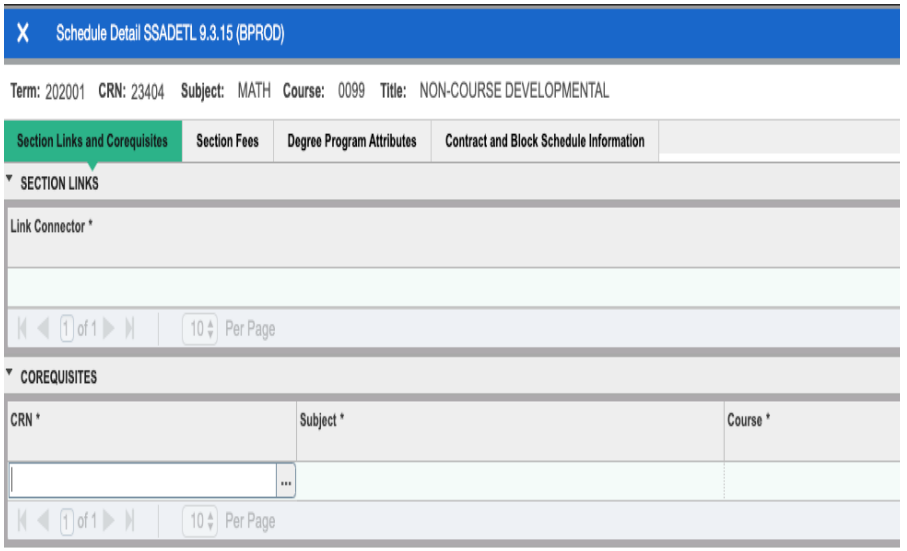
SAVE.



REPEAT THIS SAME PROCEDURE WITH ALL LAB SECTIONS IN THIS GROUP.

Co-Requisites
SSADETL

- A corequisite is a course that a student must take at the same time as another course or requirement.
  - Similar to Linking but not same Subject and Course .
- Must be in the catalog and co-reqed at the catalog level and then at the section level.
  - Send email to schedule@tamucc.edu to request courses be co-reqed at the catalog level.



Enter term and CRN of the first course.

In the Co-Req box enter the CRN of the one you want to connect.

Repeat steps for 2nd course.

Cross-Listed & Stacked Sections

Cross- Listed

- Students can register for the same course at the same time, in the same place, with the same instructor, using different prefixes
  - SOCI 2326 Social Sociology
  - PSYC 2326 Social Psychology

Stacked

- Course sections at different levels taught as combined classes by the same faculty member at identical days and times.
- Most commonly, a 4000- level section combined with a 5000-level section meeting together.
- Must put controls to restrict, to ensure students register for the correct level.

Why?

Required for Coordinating Board reporting.

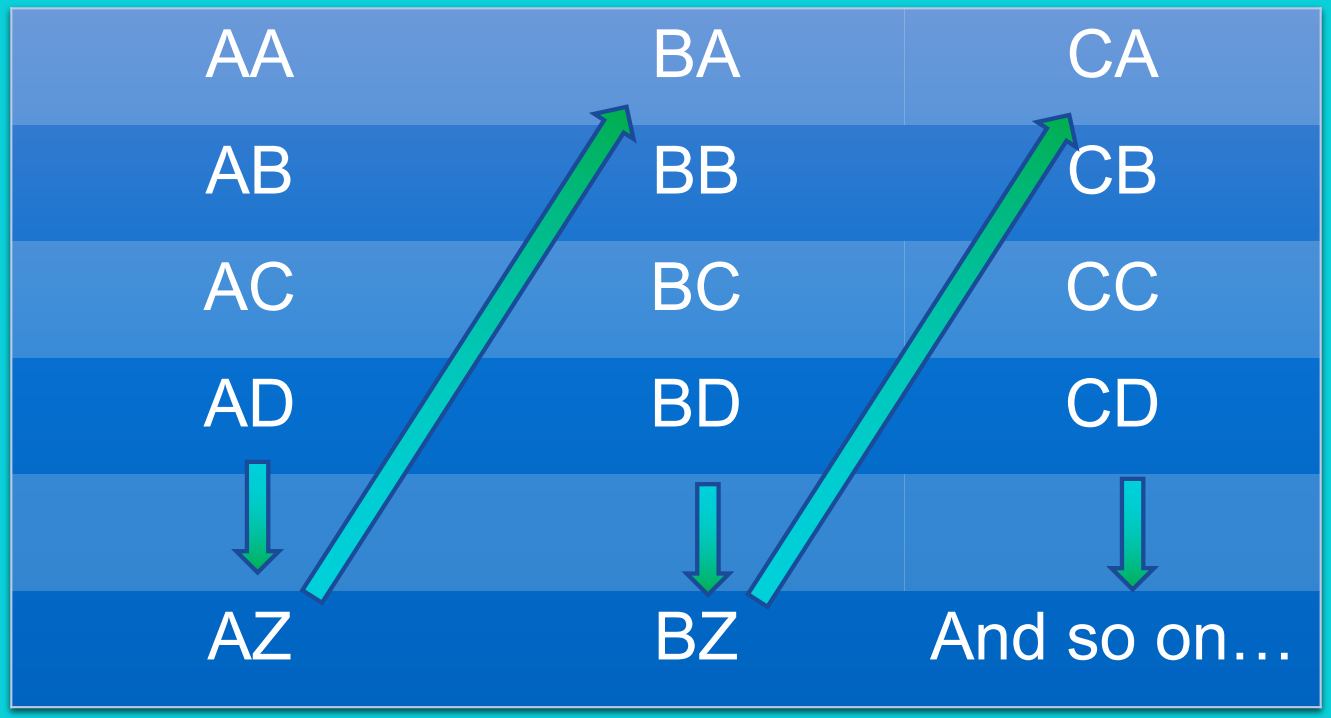
Faculty instructional workload reporting to work correctly.

Classroom Assignments

Canvas course section merges

Cross-Listed & Stacked Sections

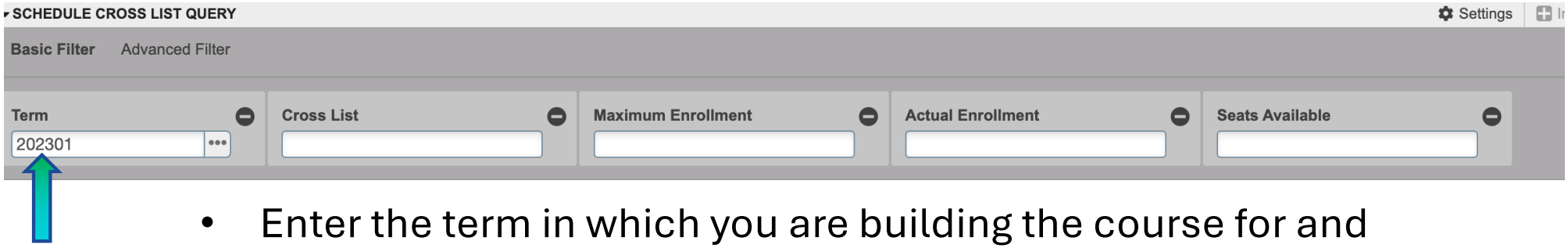
Conceptual Summary



- The query will show you all the codes that have been used as well as the courses they connect.
- Scroll up and down to find the next code. You can also go to the end of the list.

SSAXLST

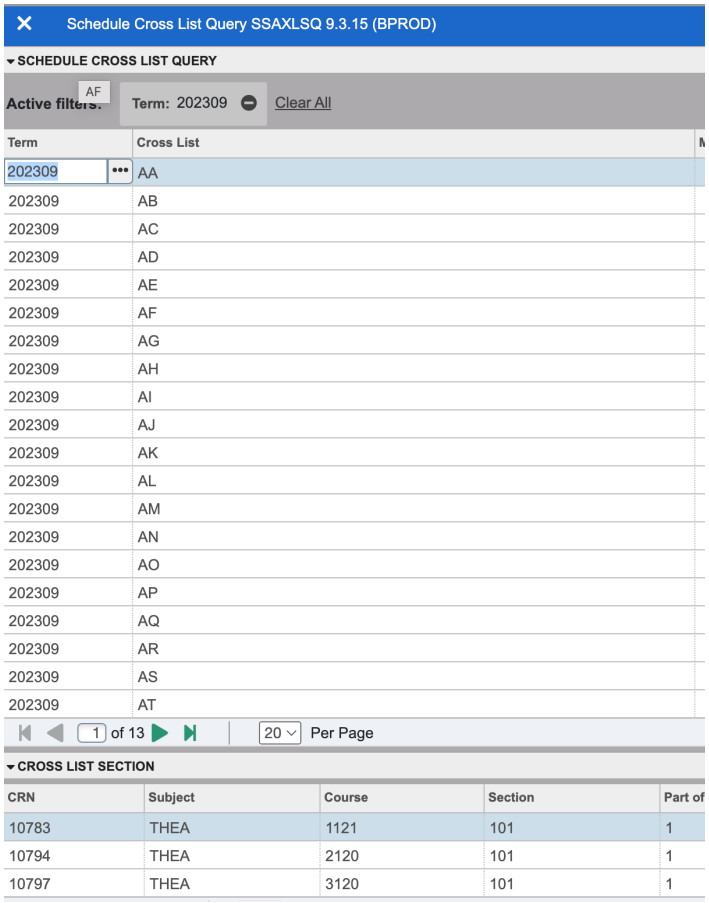
- Select the three dots by the Cross List Group Identifier dialog box.
- If you know the cross-list code, enter term and cross list code.



- Enter the term in which you are building the course for and select ”GO”

Cross-Listed & Stacked Sections
SSAXLST

- The query will show you all the codes that have been used as well as the courses they connect.
- Scroll up and down to find the next code. You can also go to the end of the list.



Cross-Listed & Stacked Sections

SSAXLST

CROSS LIST ENROLLMENT — Insert | Delete | Copy | Filter

Maximum Enrollment:	40	Actual Enrollment:	0	Seats Available:	40

CROSS LIST SECTION — Settings | Insert | Delete | Copy | Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enro
20128		BIMS	3300	001	1	M	3.000				20	0	
20129		BIOL	3300	001	1	M	3.000				20	0	

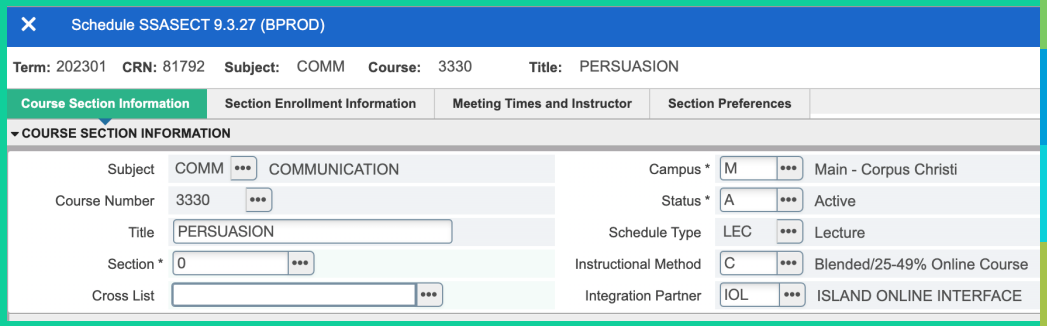
Record 1 of 2

1. Enter term, the cross list and select GO.

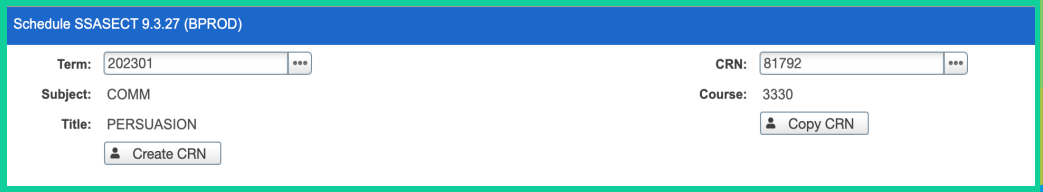
2. Enter max enrollment and next block.

3. Enter CRNS that are to be cross listed and SAVE.

Copy CRN
SSASECT

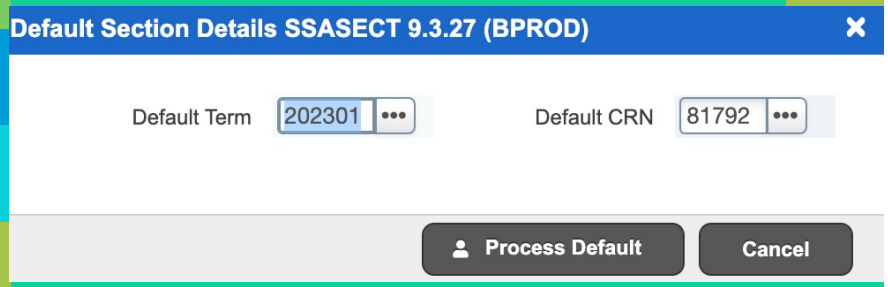


1. Change section number to 0 and save.



2. Select ‘COPY CRN’.

Don’t forget to change the original CRN’s section number.



3. Enter CRN you are copying and select ‘Process Default’.
4. A new CRN will be created.

Cancel vs. Delete

- The difference between deleting a class and cancelling a class, is that once it's deleted, you cannot retrieve it again.
- All data must be removed before you can cancel & delete the CRN.

Course Changes

1. Departments will notify students of the changes to the section via email. (Pull course roster from Argos).

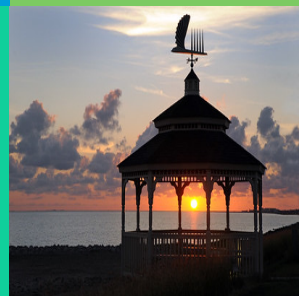
- If instructional method is being changed, they will notify students of increased/decreased fee.

2. We ask departments to also loop in advisors if a course is being canceled so they're able to assist students as well.

- Course change request are sent to the Registrar's Office to schedule@tamucc.edu

Once the Registrar's office has completed the moves, we will notify the department.

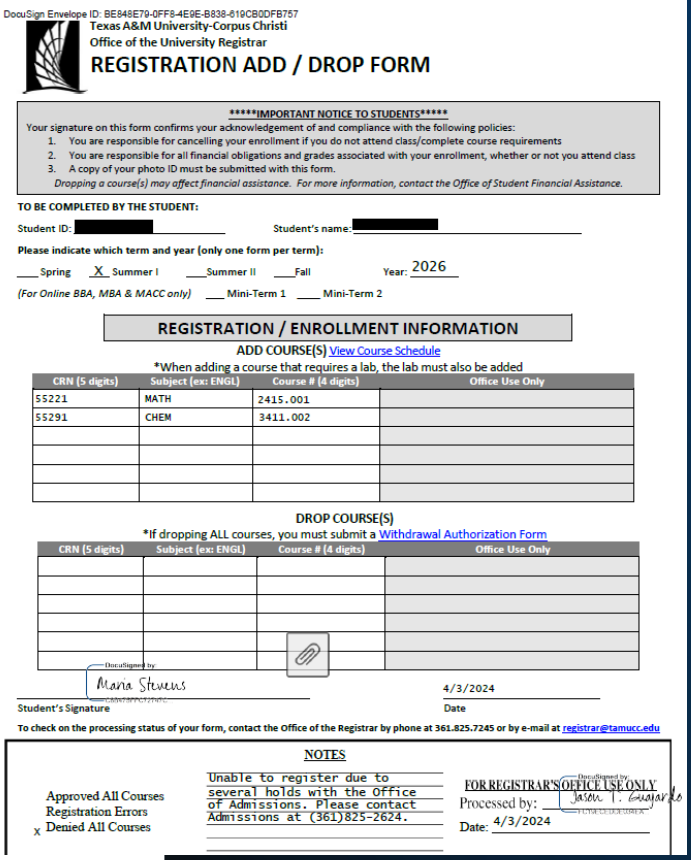
Should not happen after the last posted day to add a class.



REGISTRATION ADD / DROP FORM

Registration Forms

- Do not register students without a paper trail
  - Registration documentation is required and uploaded to students Laserfiche record
  - Place all notes in banner SPACMNT, Registrar's Office does not use Starfish
- Student's making registration updates for multiple terms must fill out a separate form for each term (Summer I, Summer II, Fall)
- Students who are requesting to "drop" all the courses they're registered for that term must complete a *Withdrawal Authorization form*
- With DocuSign students will receive an automatic notification that their request is "complete." They must open the PDF to see if request was approved or if there were any errors.



DocuSign Envelope ID: BE848E79-0FF8-4E9E-B838-619CB0DFB757

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

REGISTRATION ADD / DROP FORM

*****IMPORTANT NOTICE TO STUDENTS*****

Your signature on this form confirms your acknowledgement of and compliance with the following policies:

1. You are responsible for cancelling your enrollment if you do not attend class/complete course requirements
2. You are responsible for all financial obligations and grades associated with your enrollment, whether or not you attend class
3. A copy of your photo ID must be submitted with this form.

Dropping a course(s) may affect financial assistance. For more information, contact the Office of Student Financial Assistance.

TO BE COMPLETED BY THE STUDENT:

Student ID: [redacted] Student's name: [redacted]

Please indicate which term and year (only one form per term):

___ Spring X Summer I ___Summer II ___Fall Year: 2026

(For Online BBA, MBA & MACC only) ___ Mini-Term 1 ___ Mini-Term 2

REGISTRATION / ENROLLMENT INFORMATION

ADD COURSE(S) View Course Schedule

*When adding a course that requires a lab, the lab must also be added

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only
55221	MATH	2415.001	
55291	CHEM	3411.002	

DROP COURSE(S)

*If dropping ALL courses, you must submit a Withdrawal Authorization Form

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only

DocuSigned by: Mara Stevens

Student's Signature 4/3/2024 Date

To check on the processing status of your form, contact the Office of the Registrar by phone at 361.825.7245 or by e-mail at registrar@tamucc.edu

NOTES

Unable to register due to several holds with the Office of Admissions. Please contact Admissions at (361)825-2624.

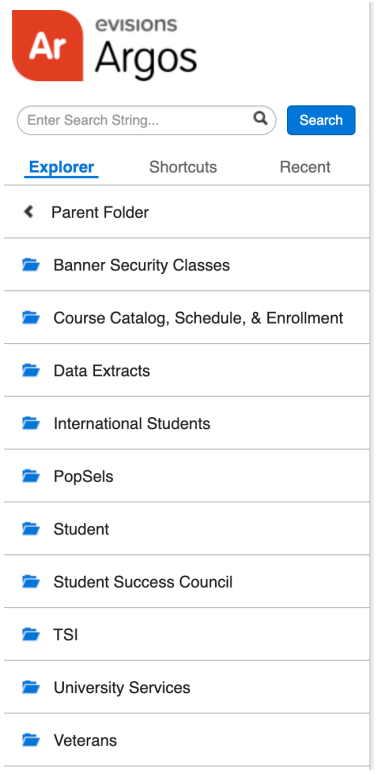
Approved All Courses
Registration Errors
x Denied All Courses

FOR REGISTRAR'S OFFICE USE ONLY

Processed by: DocuSigned by: Jason T. Guajardo

Date: 4/3/2024

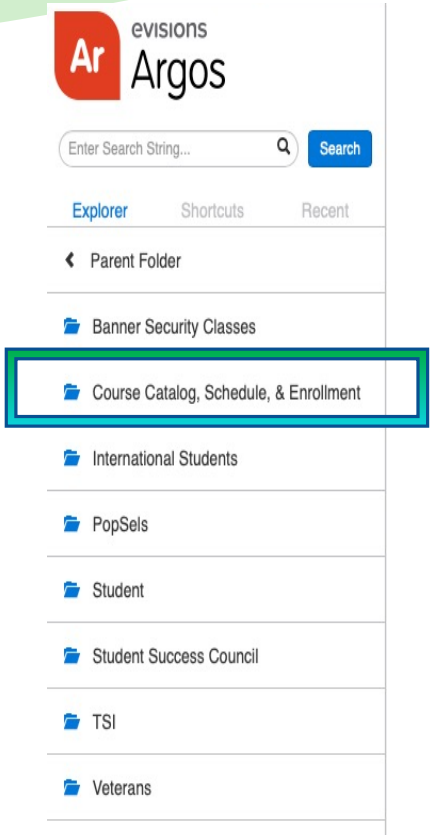
Argos
| Reporting Tool |

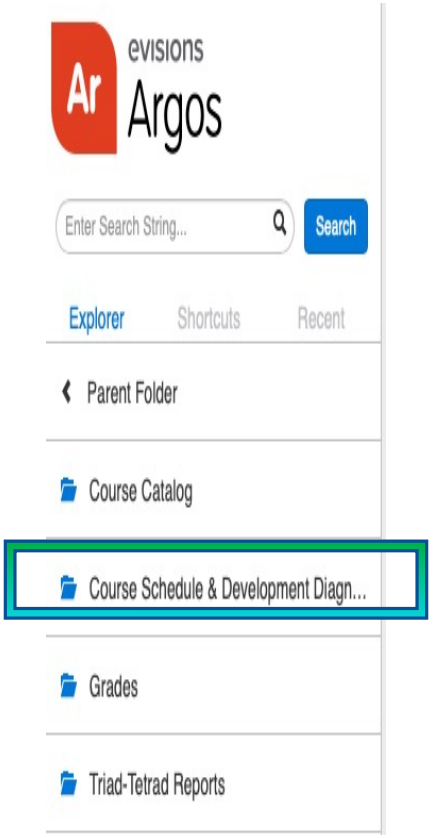


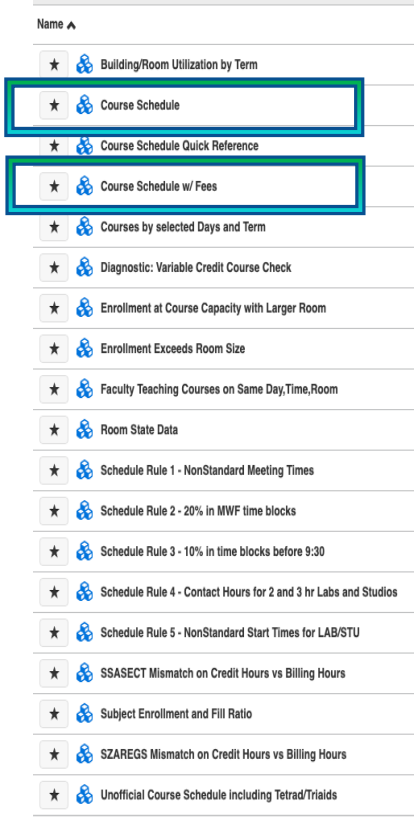
Argos

- Know what type of report you are looking for.
  - Use the search bar-to-search keywords
- Helpful course schedule reports
  - Course Catalog, Schedule, & Enrollment
- Helpful missing grades
  - Student
- Helpful Roster
  - Course Catalog, Schedule, & Enrollment
- Degree Works
  - DW Planner data by College
  - Students Enrolled with Degree Completion Percent
  - All Student Exceptions by Student ID, Level
  - DW-SEP-Plan w/Filter
  - SEP Plans Assigned
  - SEP Plans with Tracking terms

Navigating to the right report

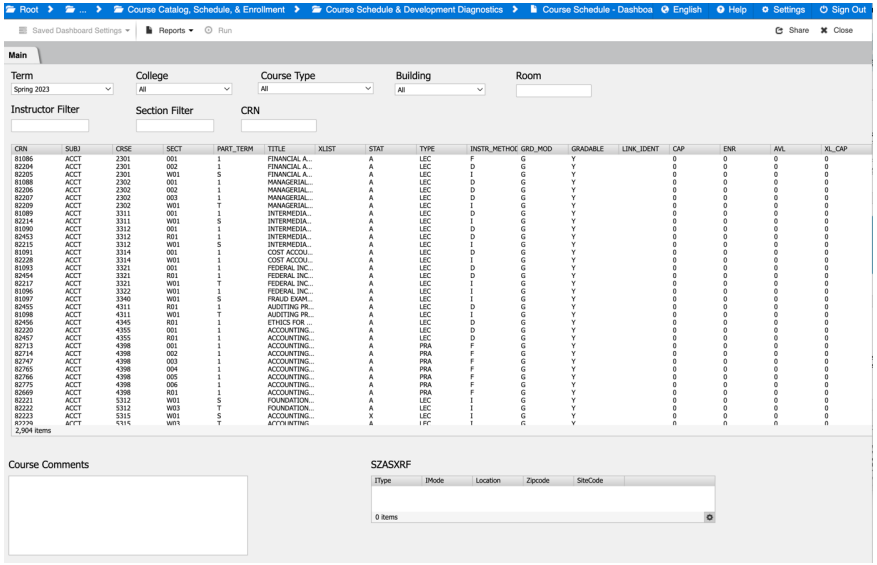


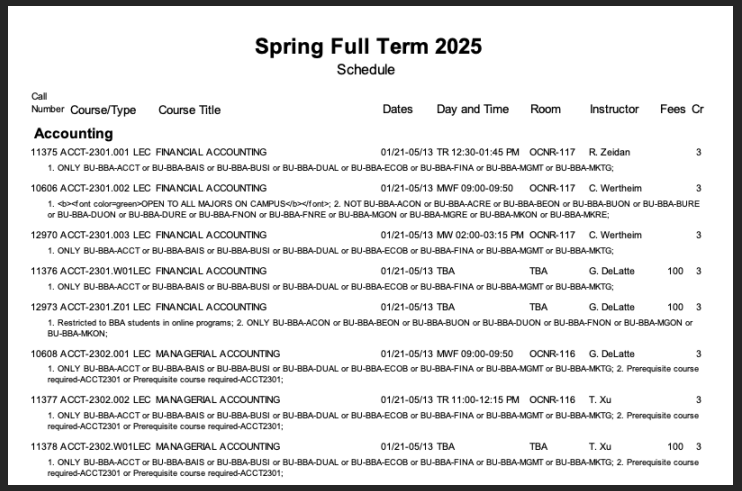




Report: Class Schedule

- Review course creation guidelines.
- Check work in Banner and review course information for all pages.



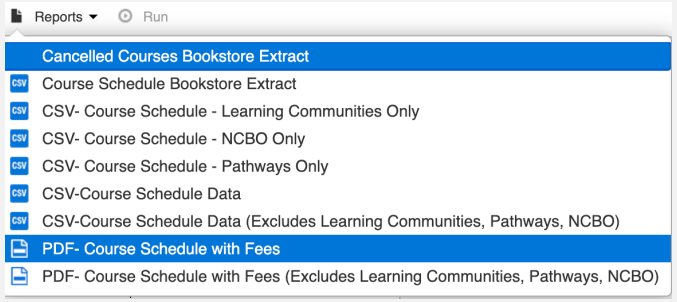


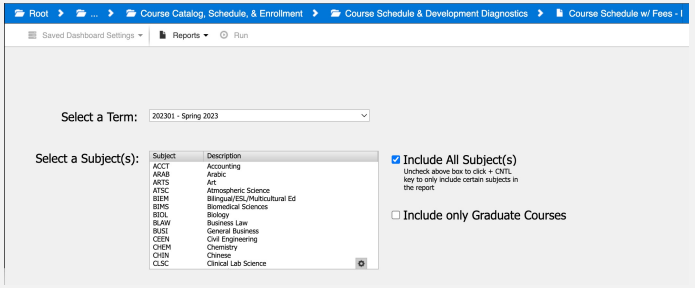
Spring Full Term 2025

Schedule

Call Number	Course/Type	Course Title	Dates	Day and Time	Room	Instructor	Fees	Cr
Accounting								
11375	ACCT-2301.001 LEC	FINANCIAL ACCOUNTING	01/21-05/13	TR 12:30-01:45 PM	OCNR-117	R. Zeidan		3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;							
10606	ACCT-2301.002 LEC	FINANCIAL ACCOUNTING	01/21-05/13	MWF 09:00-09:50	OCNR-117	C. Wertheim		3
	1. OPEN TO ALL MAJORS ON CAMPUS; 2. NOT BU-BBA-ACON or BU-BBA-ACRE or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-BURE or BU-BBA-DUON or BU-BBA-DURE or BU-BBA-FNON or BU-BBA-FNRE or BU-BBA-MGON or BU-BBA-MGRE or BU-BBA-MKON or BU-BBA-MKRE;							
12970	ACCT-2301.003 LEC	FINANCIAL ACCOUNTING	01/21-05/13	MW 02:00-03:15 PM	OCNR-117	C. Wertheim		3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;							
11376	ACCT-2301.W01LEC	FINANCIAL ACCOUNTING	01/21-05/13	TBA	TBA	G. DeLatte	100	3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG;							
12973	ACCT-2301.Z01 LEC	FINANCIAL ACCOUNTING	01/21-05/13	TBA	TBA	G. DeLatte	100	3
	1. Restricted to BBA students in online programs; 2. ONLY BU-BBA-ACON or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-DUON or BU-BBA-FNON or BU-BBA-MGON or BU-BBA-MKON;							
10608	ACCT-2302.001 LEC	MANAGERIAL ACCOUNTING	01/21-05/13	MWF 09:00-09:50	OCNR-116	G. DeLatte		3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301;							
11377	ACCT-2302.002 LEC	MANAGERIAL ACCOUNTING	01/21-05/13	TR 11:00-12:15 PM	OCNR-116	T. Xu		3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301;							
11378	ACCT-2302.W01LEC	MANAGERIAL ACCOUNTING	01/21-05/13	TBA	TBA	T. Xu	100	3
	1. ONLY BU-BBA-ACCT or BU-BBA-BAIS or BU-BBA-BUSI or BU-BBA-DUAL or BU-BBA-ECOB or BU-BBA-FINA or BU-BBA-MGMT or BU-BBA-MKTG; 2. Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301;							

Report: Class Schedule with Fees



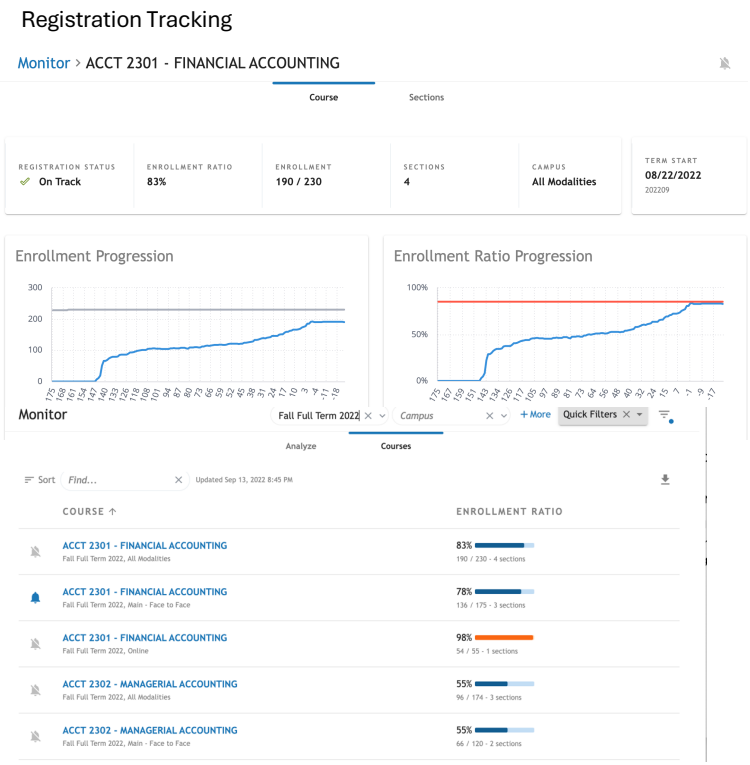


- What published schedule will look like.
- Verify to see what students will see and the “notes” and “comments”.

Ad Astra
Align| Monitor | Schedule

Ad Astra Monitor

Registration Tracking



- ***Monitor*** tracks registration and monitors trends over time leading up to the start of the term.
- Follow courses you are interested in for courses and get alerts when they start to fill up.
- Keep an eye on registrations for key courses before the start of a term.

  High and low enrollment ratios may require action to be taken.

  See something interesting? Dive into a single course and learn more.

Ad Astra Schedule

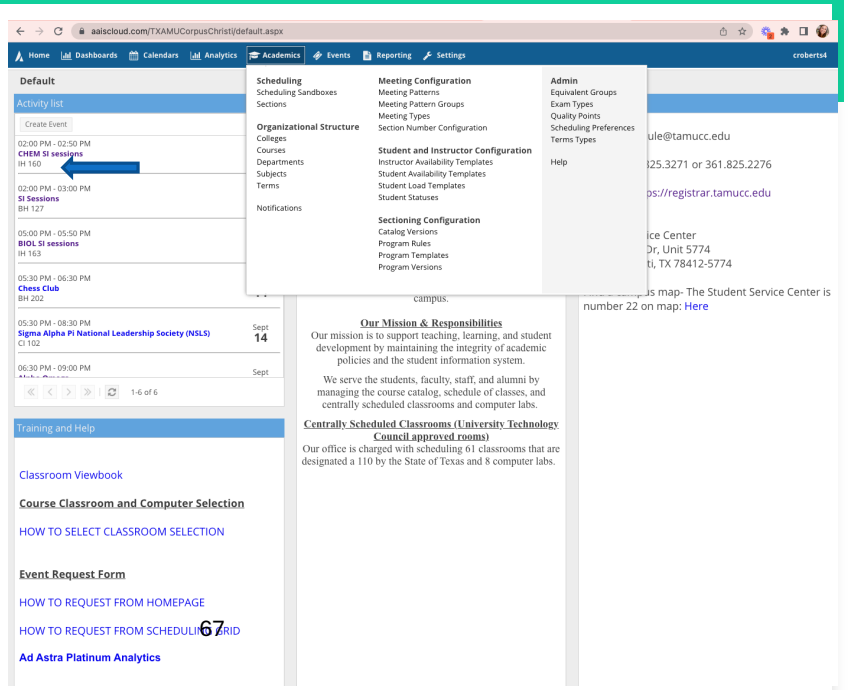
Room Assignments

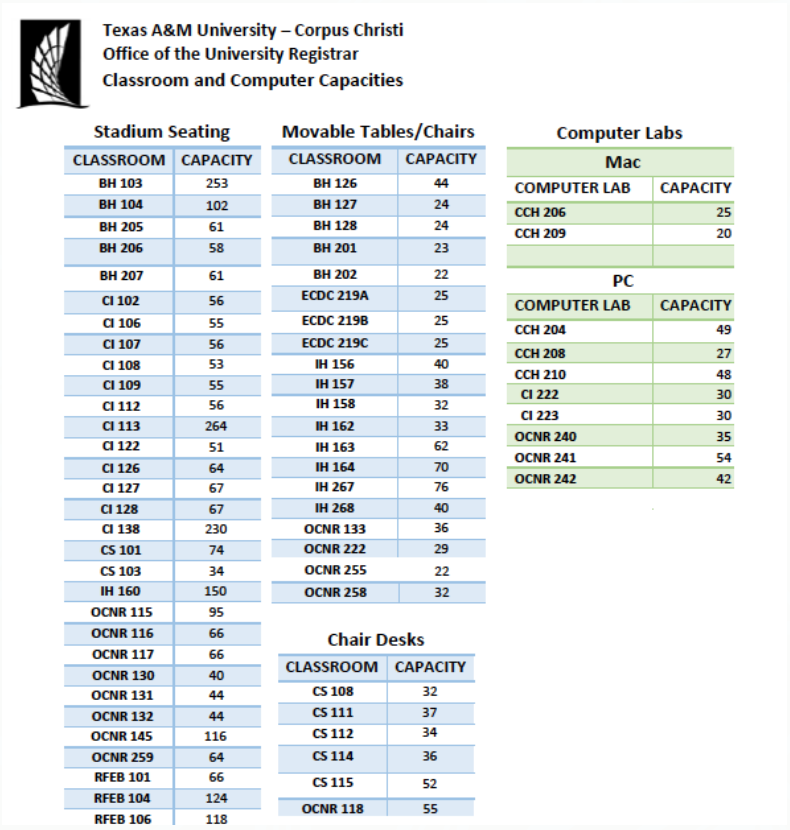
Review in Argos

- Course assignments by reviewing the 'Course Schedule' report..

Review in Ad Astra Schedule

- Log in using AD credentials to https://astra.tamucc.edu
- Select the 'Academics' tab
  - Select 'Sections"





Texas A&M University – Corpus Christi
Office of the University Registrar
Classroom and Computer Capacities

Stadium Seating

CLASSROOM	CAPACITY
BH 103	253
BH 104	102
BH 205	61
BH 206	58
BH 207	61
CI 102	56
CI 106	55
CI 107	56
CI 108	53
CI 109	55
CI 112	56
CI 113	264
CI 122	51
CI 126	64
CI 127	67
CI 128	67
CI 138	230
CS 101	74
CS 103	34
IH 160	150
OCNR 115	95
OCNR 116	66
OCNR 117	66
OCNR 130	40
OCNR 131	44
OCNR 132	44
OCNR 145	116
OCNR 259	64
RFEB 101	66
RFEB 104	124
RFEB 106	118

Movable Tables/Chairs

CLASSROOM	CAPACITY
BH 126	44
BH 127	24
BH 128	24
BH 201	23
BH 202	22
ECDC 219A	25
ECDC 219B	25
ECDC 219C	25
IH 156	40
IH 157	38
IH 158	32
IH 162	33
IH 163	62
IH 164	70
IH 267	76
IH 268	40
OCNR 133	36
OCNR 222	29
OCNR 255	22
OCNR 258	32

Chair Desks

CLASSROOM	CAPACITY
CS 108	32
CS 111	37
CS 112	34
CS 114	36
CS 115	52
OCNR 118	55

Computer Labs

Mac

COMPUTER LAB	CAPACITY
CCH 206	25
CCH 209	20

PC

COMPUTER LAB	CAPACITY
CCH 204	49
CCH 208	27
CCH 210	48
CI 222	30
CI 223	30
OCNR 240	35
OCNR 241	54
OCNR 242	42

Classroom & Computer Lab Capacities

Anything on this list, can be put as a preference for a course or scheduled as an ad hoc meeting.

Classroom Viewbook

A Complete Catalog of the Classrooms and Computer Labs as listed in AdAstra.

TEXAS A&M UNIVERSITY

• • •

Classroom Viewbook

SCAN ME

SCAN ME

SCAN ME

SCAN ME

https://online.fliphtml5.com/prslv/mlki/#p=1

The Optimizer

Rooms Assignments

All rooms that are funded by the University Technology Council will be run through the optimizer which includes Classrooms and most Computer Labs.

Import courses from Banner, scheduled in Ad Astra, then exported back to Banner.

Preferences are used to find the best utilizations for classrooms.

Progressive Optimizations

- Strict parameters
- Eight Runs- start at 100% seat fill- Decreasing 5% each run.
- Will not schedule courses that do not fill the room below 65%.

Ad Astra Scheduling Preferences

Date Submitted: 9/3/2020

Department Name: PENS

Contact Name: Galina Reid Contact Email: galina.reid@tamucc.edu

Subject(s) and/or Course#:[i.e.COMM 1311, All MEDA]: PHYS 1303; PHYS 1304; PHYS 1401; PHYS 1402; PHYS 2425; PHYS 2426

Meeting Type [i.e.LEC, LAB, RCT, PRA]: LEC

Room Type [i.e.classroom or PENS Lab]*: classroom

Features[i.e. room with moveable chairs]:

Building(s): RFEB, CI, BH, IH, OCNR,

Instructor Preference *(if a particular instructor needs a particular for medical or pedogiclal reason)*: none

Exclude from rooms [do not place in CS or ECDC OR do not put in CS 103]: do not place in CI 126, ECDC

Notes: Please, schedule multiple lectures on the same day, in the same room or at least in the same building

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

Ad Astra Scheduling Preferences

Date Submitted:

Department Name:

Contact Name: Contact Email:

Subject(s) and/or Course#:[i.e.COMM 1311, All MEDA]:

Meeting Type [i.e.LEC, LAB, RCT, PRA]:

Room Type [i.e.classroom or PENS Lab]*:

Features[i.e. room with moveable chairs]:

Building(s):

Preferences

- Preferences with varying weights: MUST BE PEDAGOGICAL
  - Building Preferences
  - Proximity to labs
- Professors needs (instructional and physical)

The Why

SUE Score

- Texas Higher Education Coordinating Board scores institutions based on demand, utilization and space efficiency using the “Space Utilization Efficiency (SUE) score
- Percent Fill- part of this score includes filling rooms to at least 65%.
- If a course does not meet the 65% rule, the Registrar’s Office will not schedule it.
    - Exceptions can be made with requests to schedule team.

Room Assignments

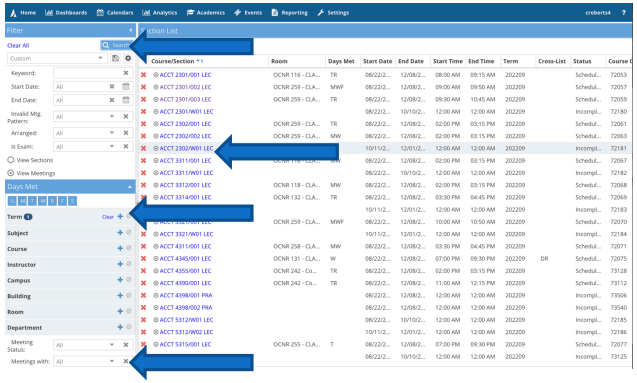
- Room assignments will be exported in Banner
- Departments have until the first day of classes to request rooms- “room shopping”.
    - If departments change the room assignment, it will go into a “requested” status.
    - Registrar’s Office will review requests and approve if meeting 65% rule (SUE Score)
        - If request is denied the room will be dropped from the course

Room Assignments

Room Assignment Status

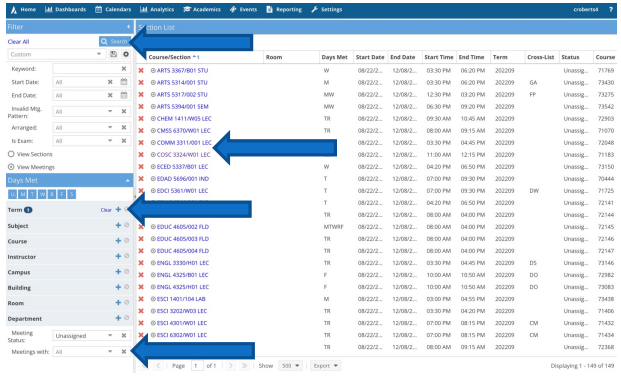
Meeting Status= All

View all courses and room assignments



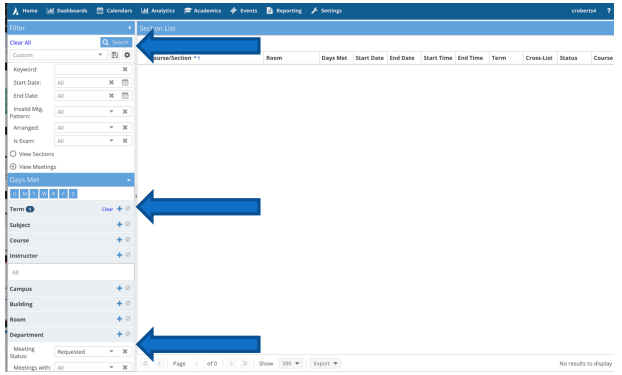
Meeting Status= Unassigned

View courses that do not have a room assigned. Review and look to request a classroom assignment.



Meeting Status= Requested

Department has requested a room and the schedule team will review. Once approved, the room assignment will export to Banner.

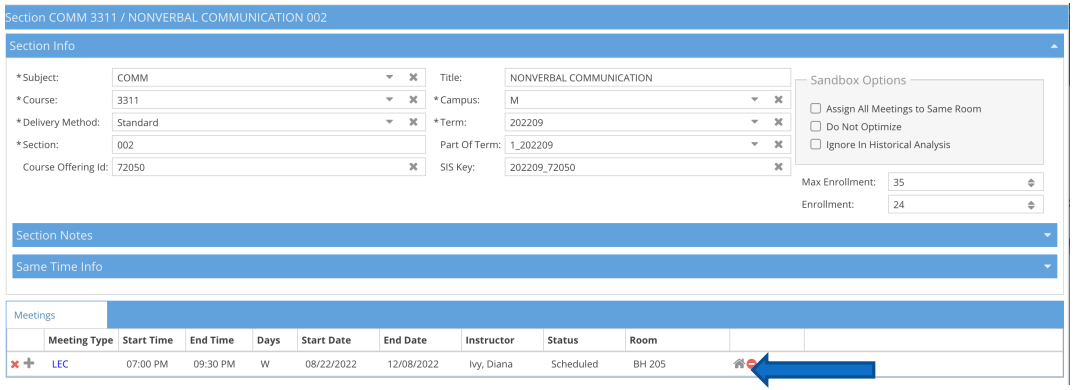


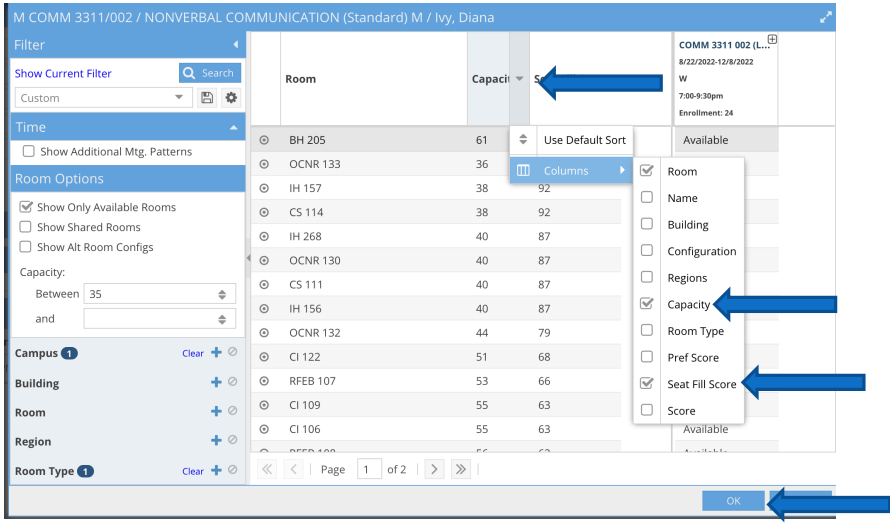
- Select ‘Term’ in the left side and select ‘Search’.
- Select the course to select a room.

Room Assignments

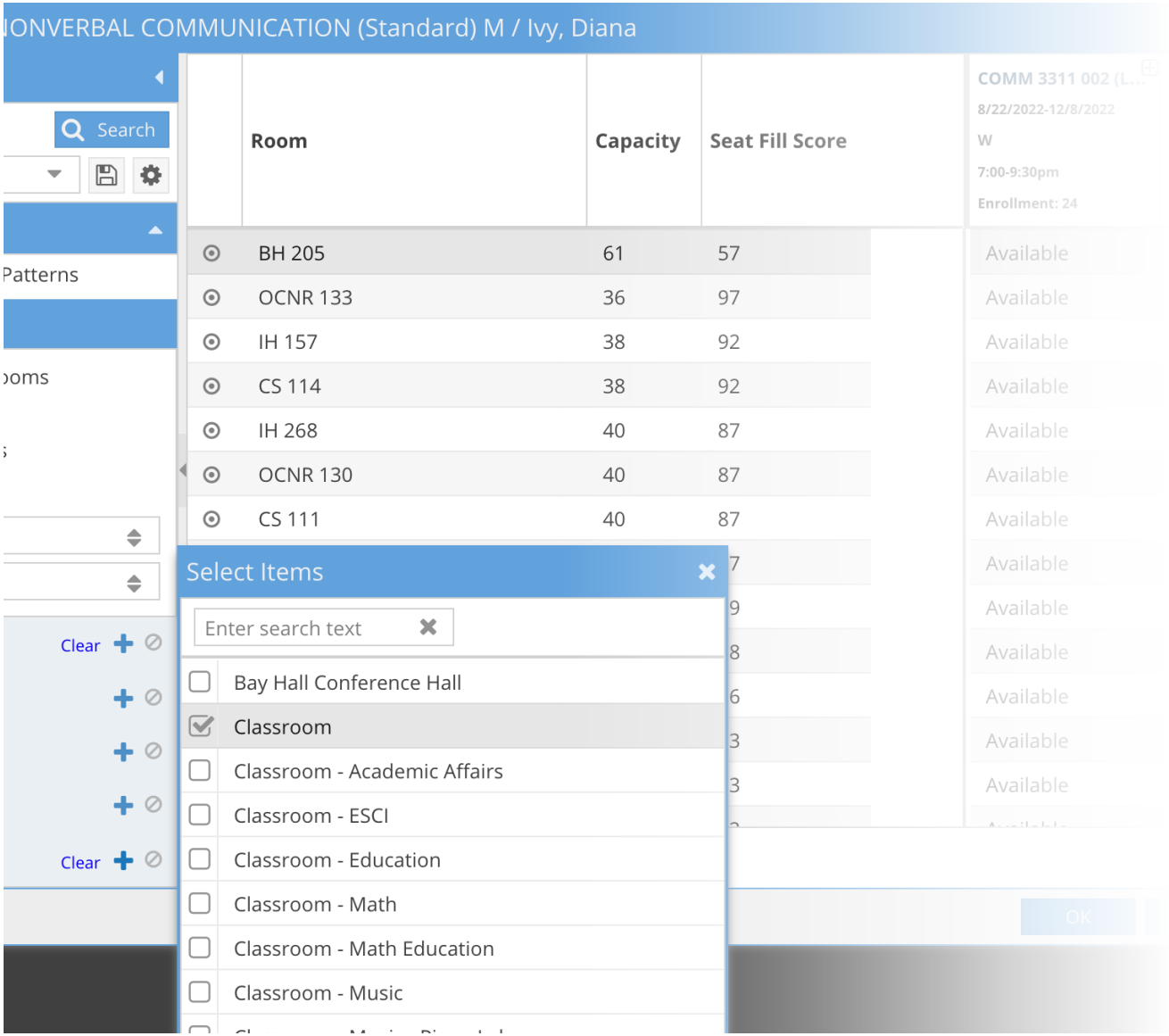
Selecting a Room

- Select the house to view rooms available.



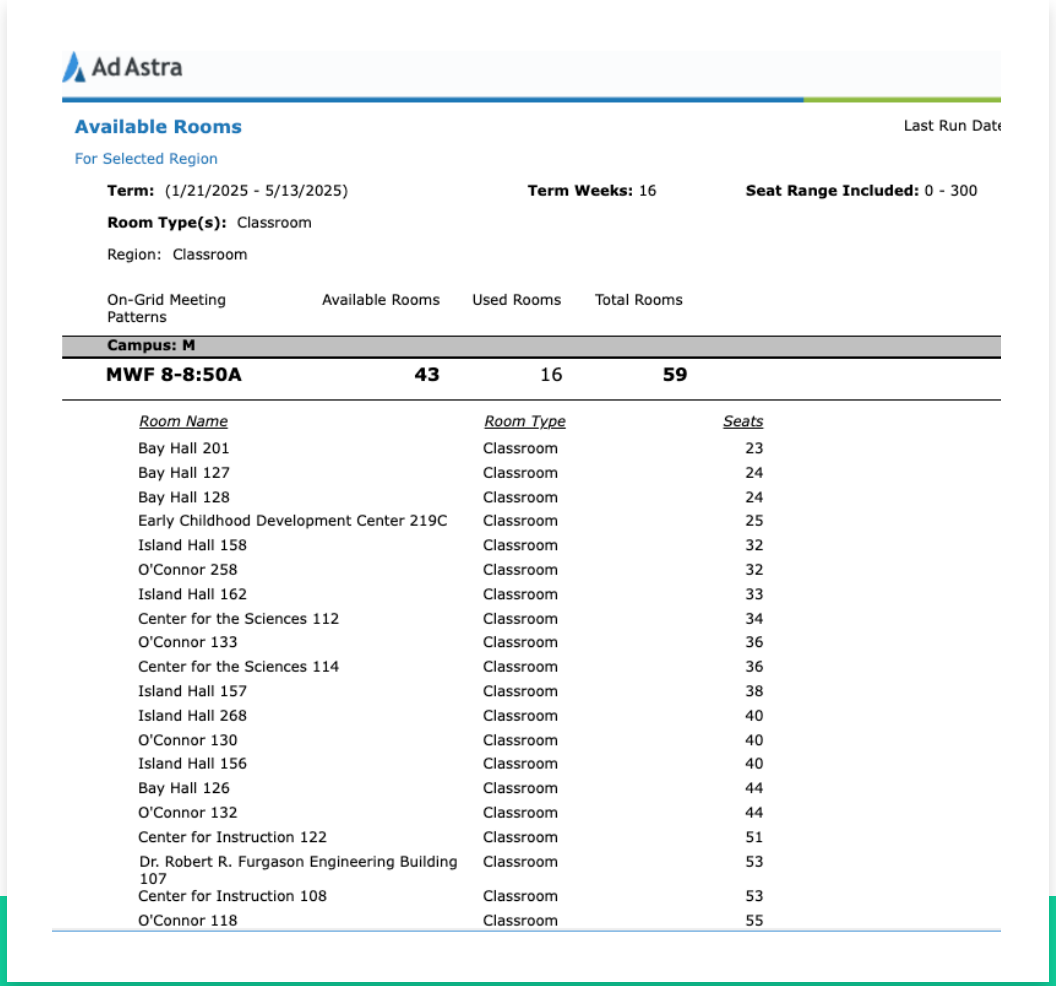


- Set filter to show capacity and seat fill score
  - Use drop down at top column and select ‘capacity’ and seat fill score’.



Filter Options

Filter options generated from preference set up.



Ad Astra

Available Rooms Last Run Date

For Selected Region

Term: (1/21/2025 - 5/13/2025) **Term Weeks:** 16 **Seat Range Included:** 0 - 300

Room Type(s): Classroom

Region: Classroom

On-Grid Meeting Patterns	Available Rooms	Used Rooms	Total Rooms
Campus: M			
MWF 8-8:50A	**43**	16	**59**

Room Name	*Room Type*	*Seats*
Bay Hall 201	Classroom	23
Bay Hall 127	Classroom	24
Bay Hall 128	Classroom	24
Early Childhood Development Center 219C	Classroom	25
Island Hall 158	Classroom	32
O'Connor 258	Classroom	32
Island Hall 162	Classroom	33
Center for the Sciences 112	Classroom	34
O'Connor 133	Classroom	36
Center for the Sciences 114	Classroom	36
Island Hall 157	Classroom	38
Island Hall 268	Classroom	40
O'Connor 130	Classroom	40
Island Hall 156	Classroom	40
Bay Hall 126	Classroom	44
O'Connor 132	Classroom	44
Center for Instruction 122	Classroom	51
Dr. Robert R. Furgason Engineering Building 107	Classroom	53
Center for Instruction 108	Classroom	53
O'Connor 118	Classroom	55

Available Room Report

Report that shows available rooms during standard Time blocks

- Request via email

Helpful Sites

Academic Calendar

https://www.tamucc.edu/academics/registrar/academic-calendar/index.php

Registrar Website

https://www.tamucc.edu/academics/registrar/

Registrar Training

https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php

Helpful Handouts

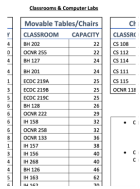
Checklist for Class Section Scheduling

Scheduling a Room for an Academic Course in Ad Astra.

Ad Astra Align Instructions

Instructional Space Scheduling Guidelines

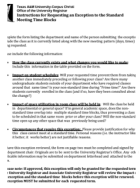
Standard Time Block Schedule



Classrooms and Computer Capacities

Instructional Method and Attendance Method code sheet

Preference Sheet



Non-Standard Time Block Exception Form