



# Mastering the Art of Schedule Building

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

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Christie Roberts | Casey Sanchez | Reese Johnson





## Reese Johnson

Records Specialist II

[Reese.johnson@tamucc.edu](mailto:Reese.johnson@tamucc.edu)

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



## Casey Sanchez

Assistant Registrar

[Registrar@tamucc.edu](mailto:Registrar@tamucc.edu)

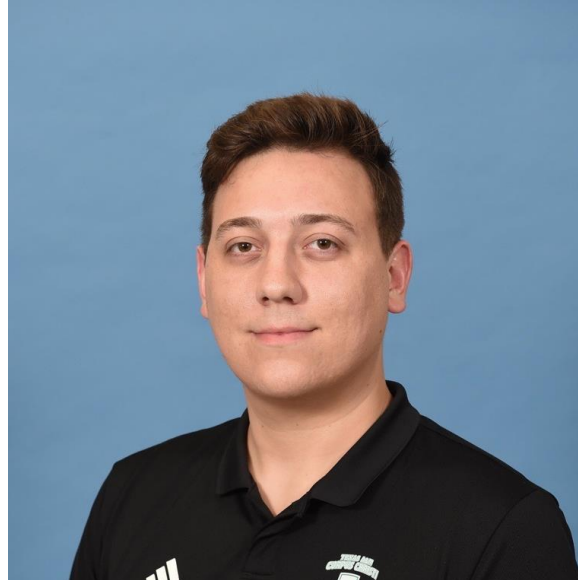
- Student Registration and Term Set Up
- Much More!

## Christie Roberts

Associate Registrar

[Schedule@tamucc.edu](mailto:Schedule@tamucc.edu)

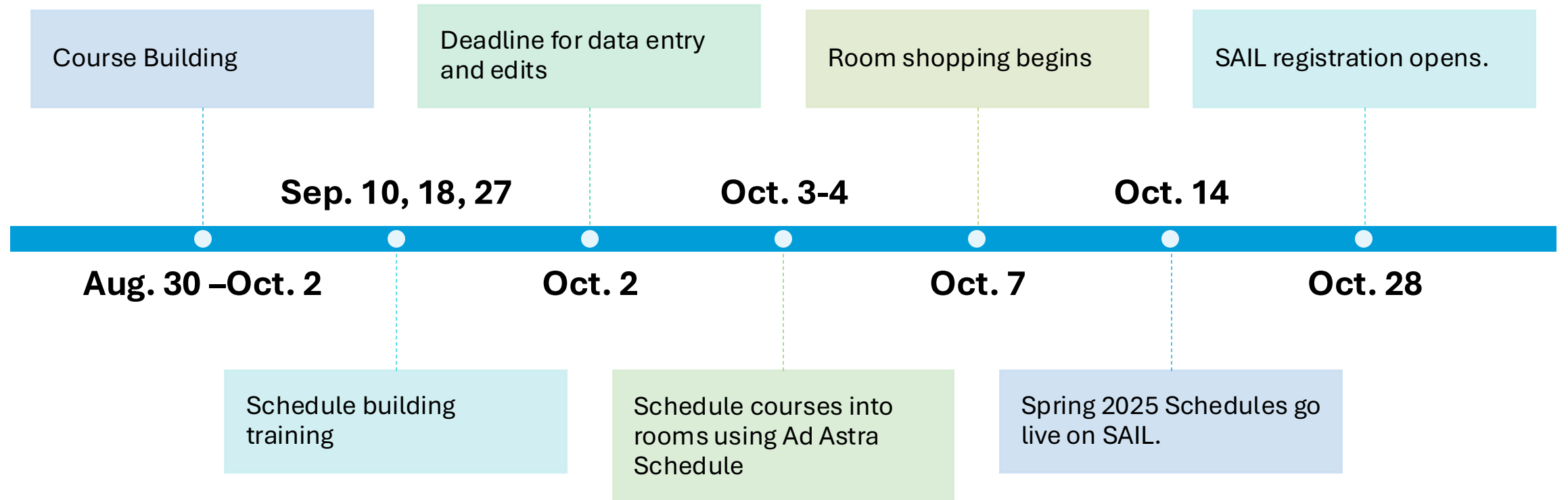
- Course Schedule Building & Classroom Scheduling
- Much More!



Week					
Week 1	<b>Schedule Rolled</b>				
Week 2	<b>Course Schedule Building Training</b>				
Week 3	<b>Course Schedule Building Training</b>				
Week 4					
Week 5	<b>Hands off- classroom scheduling in Ad Astra Schedule.</b>				
Week 6	<b>Room Shopping begins- Closes first day of classes.</b>				
Week 7					
Week 8	<b>Course viewable on S.A.I.L.</b>				
Week 9					
Week 10	<b>Registration Begins</b>				

# Schedule Building Timeline

# 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

Banner is a Student Information System (SIS) for higher education institutions, providing easy access, essential features, and workflows for students, faculty, and staff. The system has the following components: Banner (Administration) , S.A.I.L (Others)



## 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

- Fall and Spring Template & Summer Template
- Regular 3 hr. lecture classes MUST follow the standard time block schedule
  - Any course not meeting in standard time blocks will be reviewed by the University Registrar and scheduled in the 2<sup>nd</sup> round of scheduling



## ARGOS REPORTS

To check that you did work as you intended



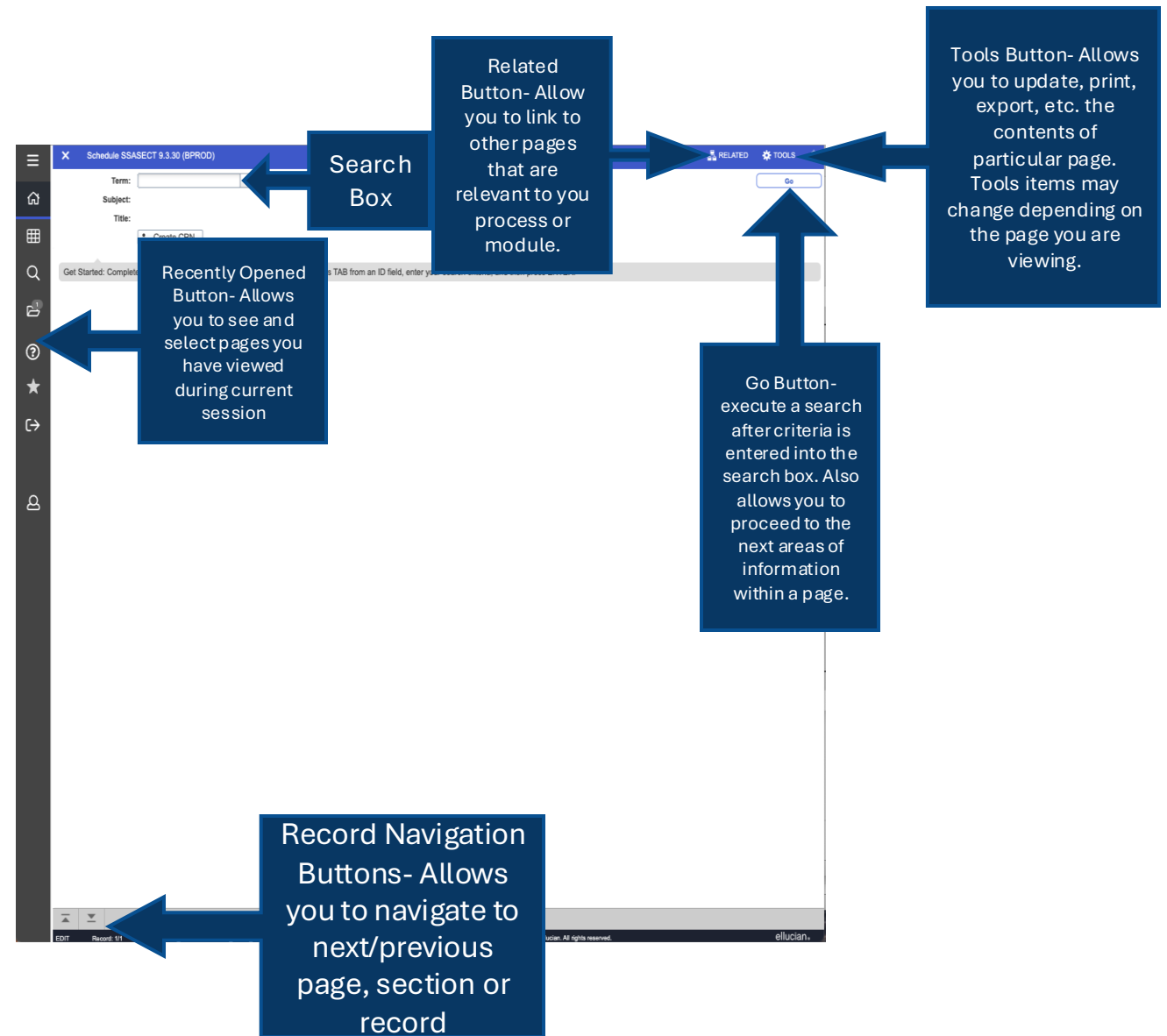
## UNIVERSITY CATALOG

To confirm that section pre-requisites and restrictions match the catalog

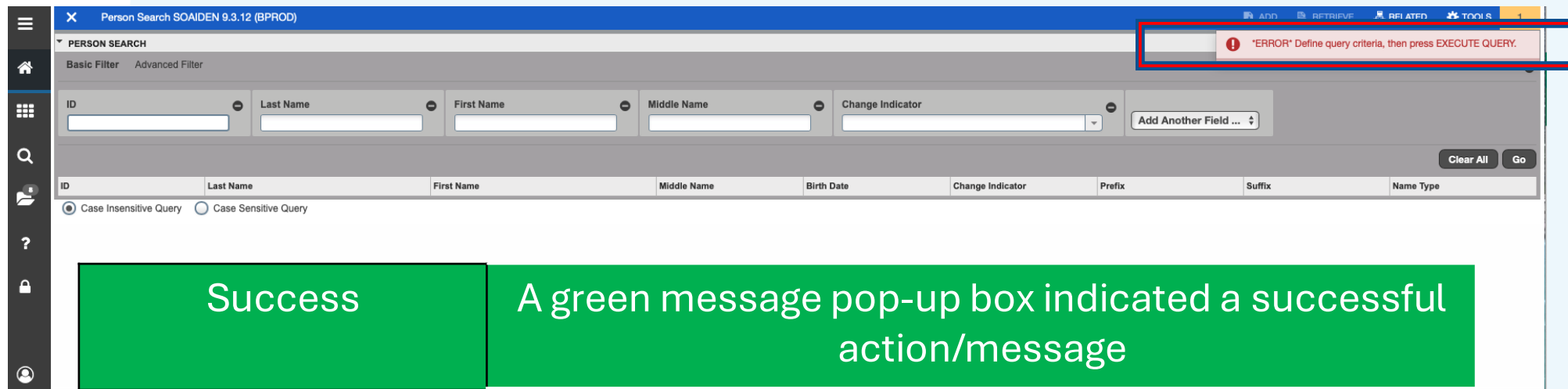


# Banner Navigation & Basic Forms

# Parts of Banner Pages



# Message Notification Window



Success	A green message pop-up box indicated a successful action/message
Information	A blue message pup-up box is displayed for information message.
Warning	A yellow message pop-up box indicates a warning message.
Error	A red pop- up box indicates an error message.



# Searching in Banner

## Helpful Tips

- The search and filter features of Banner has been modernized and expanded. Click on the ellipsis button to display the search option list.
- Select “person search” to enter query mode.

The screenshot shows the Banner search interface. At the top, there are fields for Term (202409), Date (05/14/2024), ID, Holds, and Print Bill. A blue arrow points to the ellipsis button next to the ID field. Below the main form, an 'Option List' dialog box is open, showing two options: 'Person Search (SOAIDEN)' and 'Alternate ID Search (GUIALT)'. A blue arrow points to the 'Person Search (SOAIDEN)' option. The dialog box has a 'Cancel' button at the bottom right.

The screenshot shows the Banner search interface. At the top, there are fields for Term (202409), Date (05/14/2024), ID, Holds, and Print Bill. A blue arrow points to the ellipsis button next to the ID field. Below the main form, there are buttons for 'Print Bill' and 'Time Status Information'. At the bottom, there is a 'Get Started' message: '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.'

# Query/Filtering

Select the field options and parameter sets. To execute the query, click the "GO" button.

The screenshot shows a web application window titled "Person Search SOAIDEN 9.3.12 (BPRD)". The interface includes a navigation bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" options. A green notification box at the top right says "Enter a query; press F8 to execute." Below this, there are tabs for "Basic Filter" and "Advanced Filter". The main search area contains several input fields: "ID", "Last Name", "First Name", "Middle Name", and "Change Indicator". A red arrow points to the "Last Name" field. To the right of these fields is a button labeled "Add Another Field ...". At the bottom right of the search area are "Clear All" and "Go" buttons. A second red arrow points to the "Go" button. Below the search area is a table with columns: "ID", "Last Name", "First Name", "Middle Name", "Birth Date", "Change Indicator", "Prefix", "Suffix", and "Name Type". At the bottom left, there are radio buttons for "Case Insensitive Query" (selected) and "Case Sensitive Query".

# Course Creation



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Review courses that have rolled over

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What does  
NOT  
rollover

Room Assignment

---

Max Enrollment

---

Link Identifier and Connector

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Review and  
Update any  
necessary  
information

Instructional Method

---

Attendance Method

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Review Cross List Codes

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# 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

SSADEF

### Important Checks

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B
- 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

## Course Building Checklist

# SSASECT

Course Building Form



Term: 202301 CRN: 81792 Subject: COMM Course: 3330 Title: PERSUASION

Start Over

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

COURSE SECTION INFORMATION

Subject	COMM *** COMMUNICATION	Campus *	M *** Main - Corpus Christi	Grade Mode	G *** Normal Grading
Course Number	3330 ***	Status *	A *** Active	Session	L *** 16 week session
Title	PERSUASION	Schedule Type	LEC *** Lecture	Special Approval	***
Section *	B01 ***	Instructional Method	C *** Blended/25-49% Online Course	Duration	***
Cross List	***	Integration Partner	IOL *** ISLAND ONLINE INTERFACE	<input type="checkbox"/> Override Duration	

CLASS TYPE

Traditional Class

Part of Term	1 ***	01/17/2023	05/11/2023	16
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Open Learning Class

Registration Dates	First	Last	Processing Rules
Start Dates			
Maximum Extensions	0		

CREDIT HOURS

Credit Hours	3.000	3.000	Lecture	3.000	3.000
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Billing Hours	3.000	3.000	Lab		
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Contact Hours	3.000	3.000	Other		
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

CLASS INDICATORS

Prerequisite Check Method	<input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks	Daily Contact Hours	<input type="checkbox"/> Long Title
CEU Indicator	<input type="checkbox"/> CEU Indicator	<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Comments
Link Identifier		<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> Syllabus
Attendance Method	6 *** Hybrid/Blended Course	<input type="checkbox"/> Tuition and Fee Waiver	
Weekly Contact Hours		<input checked="" type="checkbox"/> Voice Response and Self-Service Available	

# What does it look like?

# COURSE CREATION

- *TERM BOX= SEMESTER CODE*
  - *202501- SPRING-16 WKS.*
  - *202502- SPRING 1 MINI TERM*
  - *202503- SPRING 2 MINI TERM*

X Schedule SSASECT 9.3.23 (BPROD)

ADD RETRIEVE RELATED TOOLS

Term: 202201

CRN: ADD

Go

Subject:

Course:

Title:

Copy CRN

Subject	COMM	COMMUNICATION
Course Number	3330	
Title	PERSUASION	
Section *	B01	
Cross List		

# SSASECT Fields

*Course Section Information*

Campus *	M	Main - Corpus Christi
Status *	A	Active
Schedule Type	LEC	Lecture
Instructional Method	B	Blended/Hybrid
Integration Partner	IOL	ISLAND ONLINE INTERFACE

- **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

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- 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	Academy 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



## F – Face-to-Face/ Web-Enhanced (50% or less online)

“F” courses will be coded “F” for SSASECT--- Attendance Method.



## B – Blended/Hybrid (51%-99% online)

\$75.00 Associated DE Fee Amount  
“B” courses will be coded “S” or “A”\* for SSASECT--- Attendance Method.



## I – Online (100% online)

\$100.00 Associated DE Fee Amount  
“I” courses will be coded “S” or “A”\* for SSASECT--- Attendance Method.



## E – E-Line (CONHS only)

\$200 (\$100 DE Fee; \$100 E-Line Fee)  
“E” courses will be coded “S” or “A”\* for SSASECT--- Attendance Method.

- THECB has recently changed the percentages on the Instructional Method- effective Fall 2024.
- Fall 2024, PAIRS will need to do the crosswalk on the back end to meet the requirements to be compliant.
- Seeking additional information to accurately update this. As soon as we confirm the changes, we will send that over.

# SSASECT Fields

Grade mode/ Session/ Special Approvals

Grade Mode	<input type="text" value="G"/>	<input type="text" value="⋮"/>	Normal Grading
Session	<input type="text" value="L"/>	<input type="text" value="⋮"/>	16 week session
Special Approval	<input type="text"/>	<input type="text" value="⋮"/>	

## Grade Mode

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

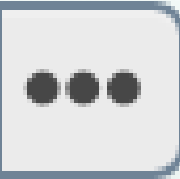
## Special Approval

- 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

Session

16 week session

## Parts of Term & Session

Part of Term

1



01/17/2023

05/11/2023

16

# Parts of Term & Session

Fall & Spring	Summer II
1= 16 week S= 7.5 week T-7.5 week	1= 5 week S2H= 2.5 week S2I= 2.5 week
Summer I	
May = 2.5 week (Maymester) SC= 10 Week SUM= 5 week	

Session   16 week session

Part of Term 1  01/17/2023 05/11/2023 16

*Ensure the “session” & “part of term”*  
**MATCH.**

# Alternative Grades

Alternate Grading Systems				
*These grades are not computed in students GPA calculation				
GRADE	Grade Description	Applies to Undergrad Courses	Applies to Graduate Courses	Grade Details
CR / NC	Credit / No Credit	YES	YES	Credit / No Credit- Satisfactory, but without qualitative grading (see Alternate Grading Systems)
P / NP	Pass / No Pass	YES	NO	Pass - Satisfactory but without qualitative grading of the credit hours earned. Applicable only to those courses stipulated by the Pass/No Pass Policy. <b>Not used in graduate courses.</b>
S / U	Satisfactory / Unsatisfactory	NO	YES	Satisfactory / Unsatisfactory - Applicable to specified <b>graduate courses.</b>
I	Incomplete	YES	YES	Incomplete - An incomplete notation may be given to a student who is <b>passing</b> but has not completed a term paper, examination, or other required work for reasons beyond the student's control other than lack of time. Student is not required to re-register for the course. Coursework must be completed prior to the end of the next long term semester.
IP	In Progress	Remedial courses only	All thesis & dissertation courses	In Progress - Assigned to a remedial course or a thesis/dissertation course indicating that at the conclusion of the semester the course was still in progress. This is a permanent notation that does not affect grade point average. To receive a qualitative grade, the <b>student must register for the same course in the subsequent semester</b> , paying the appropriate tuition and fees.

The total number of credit hours earned at this University outside the standard grading system (e.g., grades of CR/NC or P/NP) that a student may apply toward the baccalaureate degree is ten (10). No more than seven (7) semester hours of CR/NC may be in a student's major field of study. The hours graded P (pass) or CR (credit), given in those instances where standard letter grades are not used, will not be applied in computing Grade Point Averages nor influence student eligibility for academic honors.

# 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](mailto: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

### Credit Hours

Credit Hours	3.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Billing Hours	3.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Contact Hours	3.000	<input type="text" value="3.000"/>
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

Lecture	3.000	<input type="text" value="3.000"/>
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Lab		<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Other		<input type="text"/>
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

# 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

- 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

### Print

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

### Gradable

- 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**

The screenshot shows a web form titled "CLASS INDICATORS" with a toolbar containing "Insert", "Delete", "Copy", and "Filter". The form is divided into several sections:

- Prerequisite Check Method:** Radio buttons for "Basic or None" (selected), "CAPP", and "DegreeWorks".
- Daily Contact Hours:** A text input field.
- Checkboxes:** "Print" (checked), "Gradable" (checked), "Tuition and Fee Waiver" (unchecked), and "Voice Response and Self-Service Available" (checked).
- Other Fields:** "CEU Indicator" (checkbox), "Link Identifier" (text input), "Attendance Method" (dropdown menu showing "6 \*\*\* Hybrid/Blended Course"), "Weekly Contact Hours" (text input), "Long Title" (checkbox), "Comments" (checkbox), and "Syllabus" (checkbox).

A blue arrow points from the bottom right of the form to a green button labeled "SAVE".



# Attendance Method

- Additional information is needed for Reporting for any off-campus courses.
- PAIRS will send a spreadsheet within the first week of classes to get the Zip Codes or the State/Country name for each course section.
  - Zip Codes are needed for Attendance Method = **CC** or **OC**
  - State Name is needed for Attendance Method = **OT**
  - Country Name is needed for Attendance Method = **SA**

Zip  
Code

CC – In Corpus Christi,  
local

OC – Outside of  
Corpus Christi in Texas

State  
Name

OT – Outside of Texas

Country  
Name

SA – Study Abroad

# 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

ENROLLMENT DETAILS	
Maximum *	0
Actual	0
Remaining	0

Waitlist Maximum *	0
Waitlist Actual	0
Waitlist Remaining	0
Waitlisted	

# Waitlisting

Personal Information Student Financial Aid Faculty Services WebTailor Administration

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes Number Of Students Currently On Waitlist For This Course

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed	1 Waitlisted	10002	ACCK	300	001	Undergraduate	3.000	Standard		Accounting Concepts

Add Classes Worksheet

If the student selects waitlist, she is not enrolled in the course, just added to the waitlist

## Waitlist Information



<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.

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

# Meeting Time and Instructor

▼ SCHEDULE													Settings	Insert	Delete	Copy
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *			
	CLAS	01/17/2023	05/11/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350	L			

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Times and Instructors	Scheduler Preferences		
Meeting Dates	Meeting Location and Credits		
SCHEDULE			
Automatic Scheduler	Building	Room	Schedule Type * IND

1 of 1 Per 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.

# Credit Hour Matrix Dashboard

Semester Credit Hour	Contact Hours Per Week	Preparation Hours Per Week	Total Combined Hours Per Week	Contact Minutes Per Week	Preparation Minutes Per Week	Total Combined Minutes Per Week
1	1	2	3	50	100	150
2	2	4	6	100	200	300
3	3	6	9	150	300	450
4	4	8	12	200	400	600
5	5	10	15	250	500	750
6	6	12	18	300	600	900
7	7	14	21	350	700	1050
8	8	16	24	400	800	1200
9	9	18	27	450	900	1350
10	10	20	30	500	1000	1500
11	11	22	33	550	1100	1650
12	12	24	36	600	1200	1800
13	13	26	39	650	1300	1950
14	14	28	42	700	1400	2100
15	15	30	45	750	1500	2250

View on Tableau Public

Navigation icons: back, forward, search, and share.

- The matrix allows you to identify the requisite number of contact hours/minutes, preparation hours/minutes, and combined contact and preparation hours/minutes (dark blue) for a given amount of semester credit hours.

# 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.

INSTRUCTOR							Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator					
L			1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

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

# 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.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor							Section Preferences							
Times and Instructors		Scheduler Preferences																
Meeting Dates		Meeting Location and Credits																
SCHEDULE														Settings	Insert	Delete	Copy	Filter
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	L					
	CLAS	08/23/2021	12/09/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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*

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Special  
Approvals

Departmental or Instructor  
permission

---

Restrictions

Must be JR or SR, for example

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Pre-  
requisites

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

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Comments

Un-programmable pre-  
requisites, or notes

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# Special Approvals

**AA= Approval Advisor**

**CE= Course Exchange**

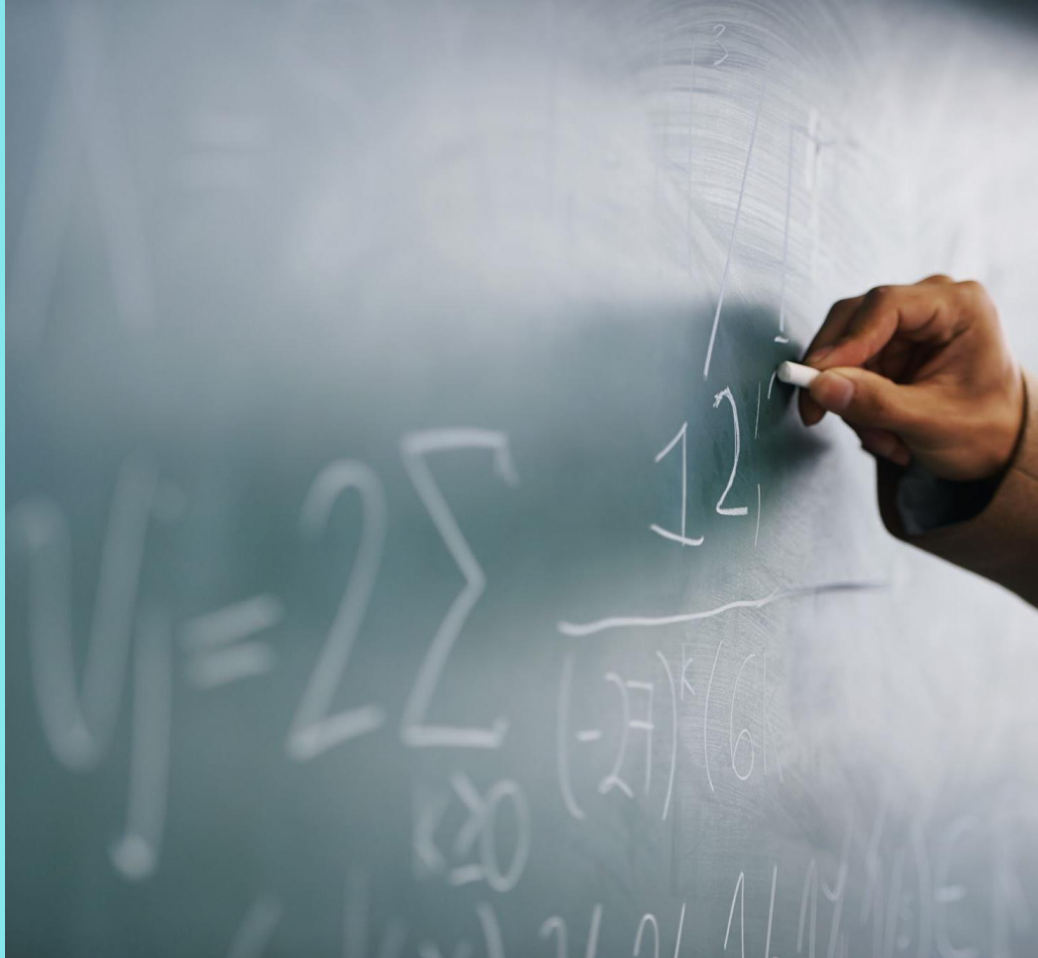
**Program**

**DE= Permission – Dean**

**DP= Permission- Department**

**IN= Permission- Instructor**

**PC= Permissions- Cert. Office**



# College and Major Restrictions

SSARRES

**Banner counts grade history hours PLUS hours in progress to determine classification.**

Freshman= 0-29  
hrs.

Junior= 60-89 hrs.

Sophomore= 30-59 hrs.

Senior= 90+ hrs., but no  
degree

The screenshot shows the Banner system interface for setting restrictions. The 'Class and Level' tab is selected. Under 'CLASS RESTRICTIONS', the 'Include/Exclude (I/E)' section has 'Include' selected. The table below lists three classes: JR (Juniors), PB (Post-Baccalaureate), and SR (Seniors). Under 'LEVEL RESTRICTIONS', the 'Include/Exclude (I/E)' section has 'Exclude' selected. The table below is empty.

Class	Description
JR	Juniors
PB	Post-Baccalaureate
SR	Seniors

Level	Description
-------	-------------

- In this example, the combinations of restrictions means that the course is NOT open to Freshman or Sophomores.
- The best way to do this is to INCLUDE the levels that are allowed to register and leave everything else blank.
  - When adding a new restriction, Banner will default to exclude.

# 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

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
<b>DEGREE RESTRICTIONS</b>				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Degree				Description
1 of 1 Per Page				
<b>PROGRAM RESTRICTIONS</b>				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Program				Description
BU-BBA-ACCT				BBA with Major in Account
BU-BBA-BAIS				BBA with Major in Bus Ar
BU-BBA-BUSI				BBA in General Business
BU-BBA-DUAL				Dual Major in College of I
BU-BBA-ECOB				BBA in Business Econom
BU-BBA-FINA				BBA with Major in Financ
BU-BBA-MGMT				BBA with Major in Manag
BU-BBA-MISY				BBA with Major in Mgmt I
BU-BBA-MKTG				BBA with Major in Market
1 of 1 Per Page				

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
<b>CLASS RESTRICTIONS</b>				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Class				Description
JR				Juniors
PB				Post-Baccalaureate
SR				Seniors
1 of 1 Per Page				
<b>LEVEL RESTRICTIONS</b>				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Level				Description
1 of 1 Per Page				

# 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										
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)		

Record 1 of 4

SECTION CAPP AREA PREREQUISITE RESTRICTIONS	
Area *	Description

Record 1 of 1

# SSATEXT

## Special Comments

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

---

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.

Term: 202409 CRN: 71373 Subject: ARTS Course: 4303 Title: ADVANCED PAINTING

▼ SECTION TEXT

Section Text \*

Assumes competencies attained in ARTS 3303

⏪ ◀ 1 of 1 ▶ ⏩

10 ▼ Per Page

▼ SECTION LONG TEXT

Section Long Text



# University Catalog

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

## **MATH 4301      Introduction to Analysis**

**Semester Credit Hours (3 Lecture Hours)**

### Description


An advanced treatment of the foundations of calculus stressing rigorous proofs of theorems. Topics include: elements of propositional and predicate logic, topology of the real numbers, sequences, limits, the derivative, and the Riemann integral.

### Registration Restrictions

**Prerequisite:** MATH 2415 or 2415 and MATH 3314 or 3314.

# SFASPRO

Student Registration Permit-Override Form



▼ STUDENT PERMITS AND OVERRIDES				
Permit *	Permit Description	CRN ▲	Subject	Course Number
PRE	Pre-Requisite	70943	KINE	3320
CAP	Capacity	71149	KINE	3337
CAP	Capacity	71154	KINE	4127
PRE	Pre-Requisite	71182	KINE	4340

Students must have the correct permits to successfully register for courses.

Example: If the course is full and the student receives an “instructors” or “department” permit, they still will still not be able to register because for a closed section they need a “capacity” permit.



# Permits- SFASPRO

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: XXXXXXXXXX Start Over

STUDENT PERMITS AND OVERRIDES																
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 Per Page Record 1 of 4

STUDENT SCHEDULE																		
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050		AA	EE
52599	1	ENGR	2460	201	4	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515		BB	EF
53651	1	SMTE	0099	W01	832	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

# SFASTCA

## Course Registration Audit

### Course Status:

- AU= Audit
- DC= Drop Course- 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	70888	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

11	A		RW	03/30/2022					3.000	<input type="checkbox"/>
12	A		RW	03/30/2022			G		3.000	<input type="checkbox"/>
13	A		RW	03/30/2022			G		3.000	<input type="checkbox"/>
16	A		RW	03/31/2022			G		3.000	<input type="checkbox"/>
17	A		RW	03/31/2022			G		3.000	<input type="checkbox"/>

# *Variable Credit Courses*



VARIABLE CREDIT



NO SCHEDULED  
MEETING TIMES



CREATING TRANSCRIPT  
TITLES

# Variable Credit

▼ CREDIT HOURS

**Credit Hours**

Credit Hours	1.000	3.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	3.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	3.000	<input type="text" value="3.000"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

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,

Section Syllabus SSASYLB 9.3 (BPROD)

Term: 202009 CRN: 54386 Subject: ACCT Course: 5396 Course Title: DIRECTED INDIVIDUAL RESEARCH

Long Title and Learning Objectives Required Materials and Technical Requirements

SECTION LONG TITLE

Copy

Section Long Title Directed Individual Research: Cost Estimation & Management

URL

Texas A&M University - Corpus Christi MS Christie Michele Garza Roberts Sign Out ?

Schedule SSASECT 9.3.6 (BPROD)

Term: 201709 CRN: 43696 Subject: BIOL Course: 5396 Title: DIRECTED INDEPENDENT STUDY

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

\* COURSE SECTION INFORMATION

Subject BIOL BIOLOGY Campus M Main - Corpus Christi Grade Mode G

Course Number 5396 Status A Active Session L

Title DIRECTED INDEPENDENT STUDY Title Type IND Independent Study Special Approval N

Section\* 001 Face to Face/No Web Enhancemen Duration

Cross List Integration Partner ISLAND ONLINE INTERFACE

\* CLASS TYPE

Traditional Class

Part of Term FALL 09/05/2017

Open Learning Class

Registration Dates

Start Dates

Maximum Extensions 0

Indicator

Billing Hours 1,000 3,000 2,000 Lab

Billing Hours None To Or Lab Indicator None To Or

Indicator

Contact Hours 2,000 6,000 Other 1,000 3,000

Block Section Controls [SSABLOCK]

Term Control Rules [SOATERM]

SSASYLB

CAUTION!

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



# 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 1407.001 LEC [AA]	BIOL 1407.101 LAB [BB]
	BIOL 1407.102 LAB [BB]
	BIOL 1407.103 LAB [BB]

---

---

BIOL 1308.002 LEC [CC]	BIOL 1308.104 LAB [DD]
	Biol 1308.105 LAB [DD]
	Biol 1308.106 LAB [DD]

---

---

BIOL 1407.002 LEC [CC]	BIOL 1407.104 LAB [DD]
	BIOL 1407.105 LAB [DD]
	BIOL 1407.106 LAB [DD]

---

*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

# Step By Step to Linking

## Step 1

SSASECT

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

SAVE.

The screenshot displays the 'Schedule SSASECT 9.3.15 (BPROD)' interface. At the top, it shows the course details: Term: 202009, CRN: 53030, Subject: BIOL, Course: 1406, Title: BIOLOGY I. Below this are four tabs: 'Course Section Information' (selected), 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'COURSE SECTION INFORMATION' section includes fields for Subject (BIOL), Course Number (1406), Title (BIOLOGY I), Section (001), and Cross List. To the right, there are dropdown menus for Campus (Main - C), Status (Active), Schedule Type (Lecture), Instructional Method (Face to F), and Integration Partner (ISLAND). The 'CLASS TYPE' section shows 'Traditional Class' with Part of Term 1, dates from 08/24/2020 to 12/10/2020, and 16 units. The 'Open Learning Class' section is currently empty. The 'CREDIT HOURS' section has input fields for Credit Hours (4.000), Billing Hours (4.000), and Contact Hours (5.000), with radio buttons for 'None', 'To', and 'Or' indicators. The 'CLASS INDICATORS' section includes 'Prerequisite Check Method' (Basic or None), 'Daily Contact Hours', 'Link Identifier' (AA), 'Attendance Method' (Face-to-Face), and 'Weekly Contact Hours'. On the right side of the 'CLASS INDICATORS' section, there are checkboxes for 'Print', 'Gradable', 'Tuition and Fee Waiv', and 'Voice Response and'.

# 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.

Schedule Detail SSADETL 9.3.15 (BPROD)

Term: 202009 CRN: 53030 Subject: BIOL Course: 1406 Title: BI

Section Links and Corequisites | Section Fees | Degree Program Attributes

SECTION LINKS

Link Connector \*

BB ←

1 of 1 | 10 Per Page

COREQUISITES

CRN *	Subject *

1 of 1 | 10 Per Page

# Step By Step to Linking

## Step 3

**SSASECT**

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

**SAVE.**

Schedule SSASECT 9.3.15 (BPROD)

Term: 202006 CRN: 30019 Subject: BIOL Course: 1406 Title: BIOLOGY I

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

**COURSE SECTION INFORMATION**

Subject: BIOL BIOLOGY Campus: M Main - Corpus Christi  
Course Number: 1406 Status: A Active  
Title: BIOLOGY I Schedule Type: LAB Laboratory  
Section: 101 Instructional Method: F Face to Face/No W  
Cross List: Integration Partner: IOL ISLAND ONLINE IP

**CLASS TYPE**

Traditional Class  
Part of Term: SUM 06/01/2020 07/03/2020 5


Open Learning Class  
First Last  
Registration Dates  
Start Dates  
Maximum Extensions: 0

**CREDIT HOURS**

Credit Hours: 0.000 4.000 0.000  
Credit Hours Indicator:  None  To  Or Lecture I  
Billing Hours: 0.000 4.000 0.000  
Billing Hours Indicator:  None  To  Or Lab I  
Contact Hours: 5.000  
Contact Hours Indicator:  None  To  Or Other I

**CLASS INDICATORS**

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks  
CEU Indicator:   
Link Identifier: BB  
Attendance Method: 1 Face-to-Face  
Weekly Contact Hours:  
Daily Contact Hours:  
 Print  
 Gradable  
 Tuition and Fee Waiver  
 Voice Response and Self-Serv



# Step By Step to Linking

## Step 4

### SSAETL

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

SAVE.

Schedule Detail SSAETL 9.3.15 (BPROD)

Term: 202006 CRN: 30019 Subject: BIOL Course: 1406 Title: BIOLOGY I

Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract an

SECTION LINKS

Link Connector \*

AA

1 of 1 | 10 Per Page

COREQUISITES

CRN *	Subject *

1 of 1 | 10 Per Page

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

# Cross-Listed & Stacked Sections

## Cross- Listed Sections

- 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 Sections

- 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.*

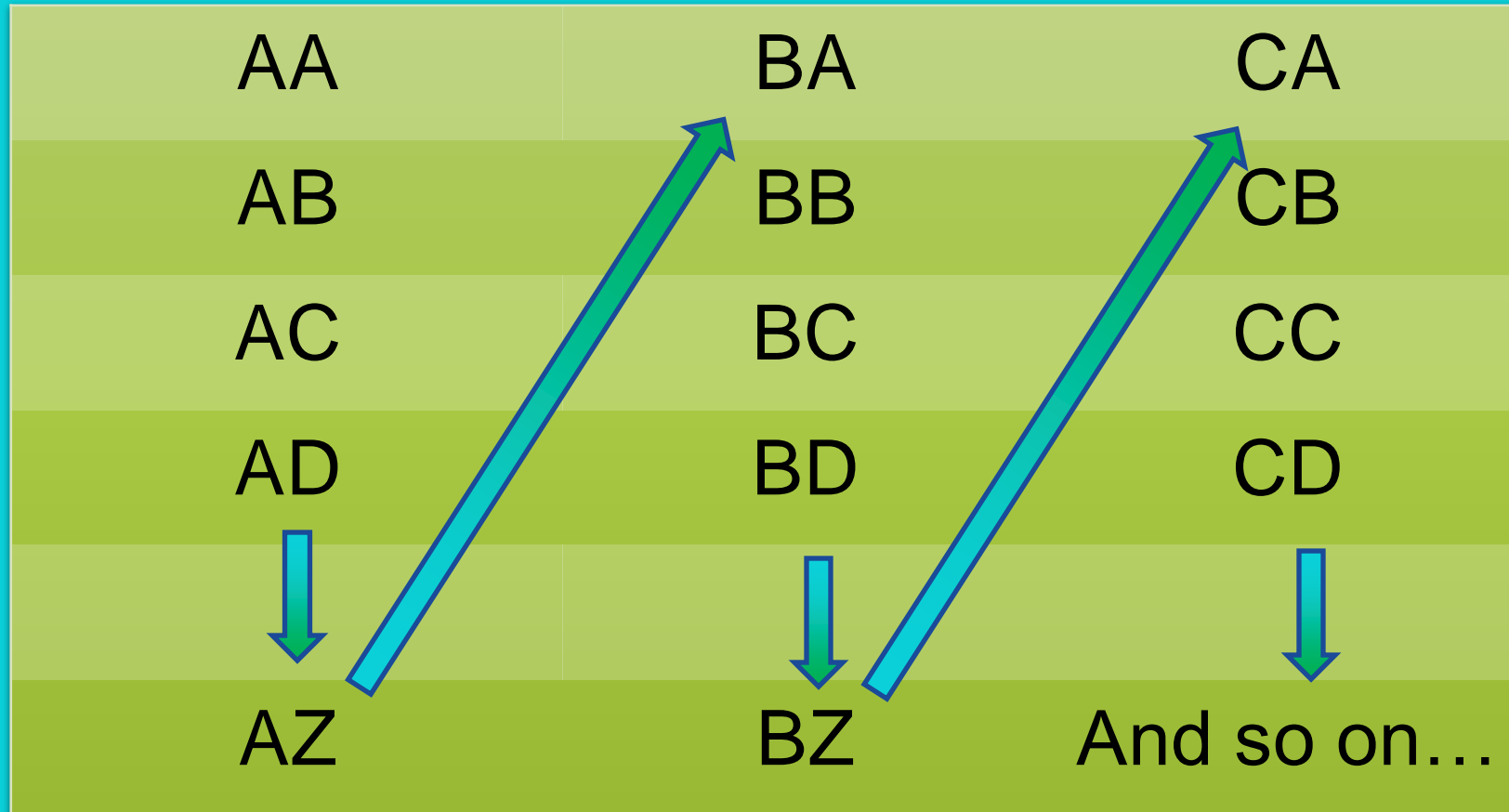
---

*Classroom Assignments*

---

# 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.



# Cross-Listed & Stacked Sections

## SSAXLST

✕ Schedule Cross List Definition SSAXLST 9.3.23 (BPROD)

Term:  ...

 Cross List Group:  ...


Identifier

- 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.

SCHEDULE CROSS LIST QUERY Settings +

Basic Filter   Advanced Filter

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
<input type="text" value="202301"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- 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.

Schedule Cross List Query SSAXLSQ 9.3.15 (BPROD)

▼ SCHEDULE CROSS LIST QUERY

Active filters: AF Term: 202309 Clear All

Term	Cross List
202309	AA
202309	AB
202309	AC
202309	AD
202309	AE
202309	AF
202309	AG
202309	AH
202309	AI
202309	AJ
202309	AK
202309	AL
202309	AM
202309	AN
202309	AO
202309	AP
202309	AQ
202309	AR
202309	AS
202309	AT

1 of 13 | 20 Per Page

▼ CROSS LIST SECTION

CRN	Subject	Course	Section	Part of
10783	THEA	1121	101	1
10794	THEA	2120	101	1
10797	THEA	3120	101	1

# Cross-Listed & Stacked Sections

## SSAXLST

**CROSS LIST ENROLLMENT** + Insert - Delete ▢ Copy 🔍 Filter

Maximum Enrollment:  Actual Enrollment:  Seats Available:

**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.

# Co-Requisites

## SSA DETL

- 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](mailto:schedule@tamucc.edu) to request courses be co-reqed at the catalog level.

X Schedule Detail SSA DETL 9.3.15 (BPROD)

Term: 202001 CRN: 23404 Subject: MATH Course: 0099 Title: NON-COURSE DEVELOPMENTAL

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

SECTION LINKS

Link Connector \*

1 of 1 10 Per Page

COREQUISITES

CRN *	Subject *	Course *
<input type="text"/>		

1 of 1 10 Per Page

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  
2<sup>nd</sup> course.

# Copy CRN SSASECT

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

Schedule SSASECT 9.3.27 (BPROD)

Term: 202301 CRN: 81792 Subject: COMM Course: 3330 Title: PERSUASION



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

▼ COURSE SECTION INFORMATION

Subject	COMM ... COMMUNICATION	Campus *	M ... Main - Corpus Christi
Course Number	3330 ...	Status *	A ... Active
Title	PERSUASION	Schedule Type	LEC ... Lecture
Section *	0 ...	Instructional Method	C ... Blended/25-49% Online Course
Cross List	...	Integration Partner	IOL ... ISLAND ONLINE INTERFACE

Default Section Details SSASECT 9.3.27 (BPROD)

Default Term  ... Default CRN  ...

1. Change section number to  
0 and save.


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

Schedule SSASECT 9.3.27 (BPROD)

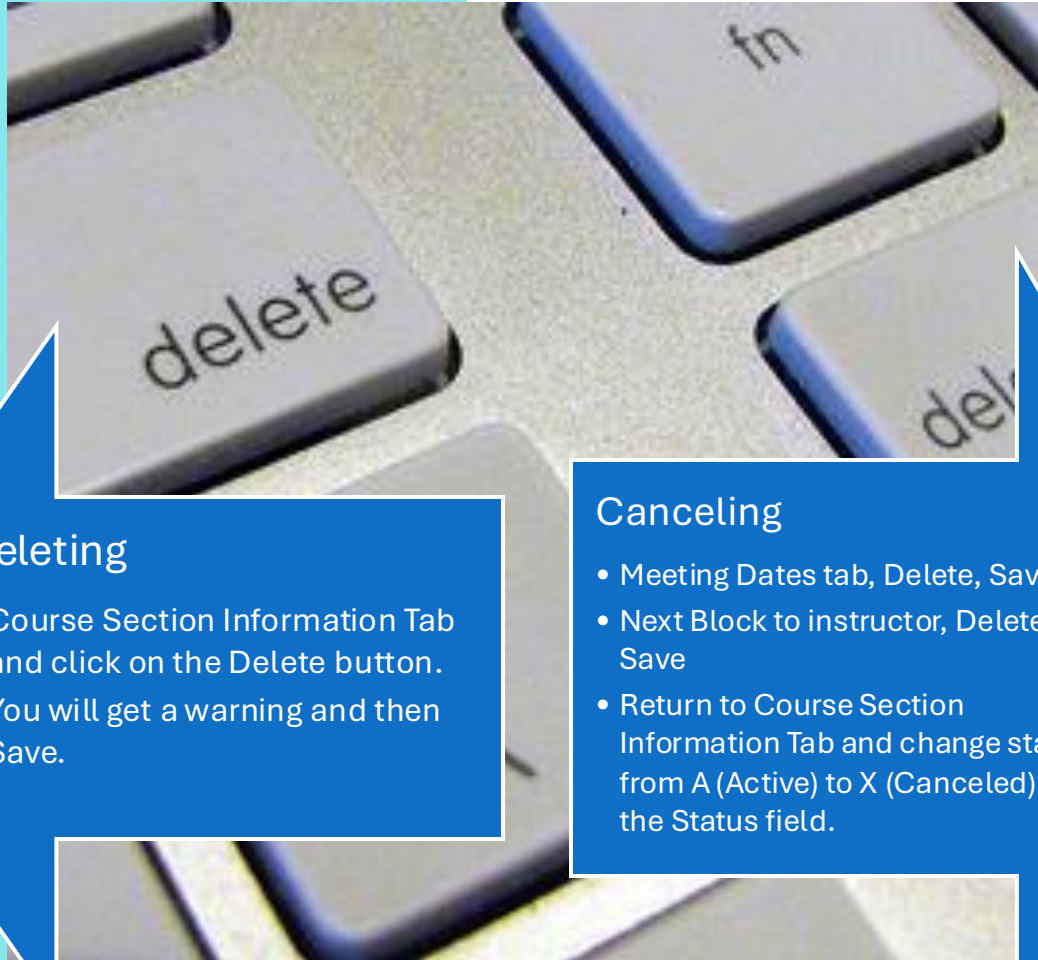
Term:  ... CRN:  ...

Subject: COMM Course: 3330

Title: PERSUASION

2. Select 'COPY CRN'.



### Deleting

- Course Section Information Tab and click on the Delete button.
- You will get a warning and then Save.

### Canceling

- Meeting Dates tab, Delete, Save
- Next Block to instructor, Delete, Save
- Return to Course Section Information Tab and change status from A (Active) to X (Canceled) in the Status field.

## *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.

# SZAREGS/SOAHOLD

## Registration Holds

1



20] (BPROD)

ID: A04 ! \*ERROR\* Person has holds, cannot register. Press LIST to view.

Holds: Y  ...

Print Bill:

Students are not permitted to register if they have registration holds. In SZAREGS you can click the 3 dots to see which specific holds are preventing registration

2

▼ HOLD DETAILS					
Hold Type *	Hold Type Description	Reason	Origination Code	From *	To *
BS	BO Account on State Hold	Outstanding Balance	BUO	03/05/2024	12/31/2099
85	Unpaid Application Fee	202309 Unpaid Application Fee	ADS	01/24/2024	12/31/2099
A0	Contact IAC advisor x 3453	Mandatory Academic Advising	AAS	09/14/2023	12/31/2099
MV	Bacterial Meningitis Vaccine	SB1107 Bacterial Meningitis	ADS	08/27/2023	12/31/2099

You should not override any registrations holds. Students should be instructed to reach out to the originator of the hold to get the hold cleared for registration.

# Registration Errors

DO NOT OVERRIDE REGISTRATION HOLDS IN SZAREGS



73315	ACCT-3311.Z01	LEC	INTERMEDIATE ACCOUNTING I	1. Restricted to BBA students in online programs; 2. ONLY Juniors or Post-Baccalaureate or Seniors; 3. ONLY BU-BBA-ACON or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-FNON or BU-BBA-MGON or BU-BBA-MKON; 4. ( Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301) and ( Prerequisite course required-ACCT2302 or Prerequisite course required-ACCT2302);
-------	---------------	-----	---------------------------	---

FALL 2024		
BIO		70324/70325
BIOMED	SMTE-0092	70326
CHEM	SMTE-0093	72297
GEOL	SMTE-0094	70876
PHYS	SMTE-0095	70877
ESCI	SMTE-0096	70879
ART	SMTE-0097	71685
THEA	SMTE-0098	
MEEN / ENGR	SMTE-0099	71714

- **PRE-REQ AND TEST SCORE ERROR:** student did not met the necessary pre-requisites (test score, course, or number of hours) for the course.
  - Prerequisite & test score restrictions can be viewed on SCAPREQ
- **LINK ERROR:** indicates that the course you are trying to register for has a lab/lecture. Please check the schedule for the lab/lecture that corresponds with your course. Must enter all course numbers together.
- **INSTRUCTOR PERMISSION:** indicates that the course in which you are trying to register for requires the permission of the instructor for enrollment. Please contact the instructor to receive permission for course. The instructor/department must have entered a permit into the system before you will be allowed to register.
- **MAJOR RESTRICTION:** indicates that the course in which you are trying to enroll is restricted to certain majors and your major, as recorded in the Banner system, does not.





Date: 04/02/2



\*ERROR\* Academic standing prohibits registration.

Bill:

Print Schedule:

# Academic Standing

Students returning from suspension must schedule a meeting with either an advisor before registering for classes. Following this meeting, the advisor will contact Amanda to review. She will email the Registrar's Office ([registrar@tamucc.edu](mailto:registrar@tamucc.edu)) with the student's information to request a waiver of academic standing.

# Course Overload

## Credit hours are preset in SZAREGS

- Fall / Spring = 12 hours
- Summer = 7 hours
- Some student's hours have been reduced due to their academic standing
- DO NOT UPDATE THESE HOURS IN SZAREGS

### MAX credit hours

- Fall / Spring = 12 & Summer = 7

	Minimum *	Maximum *	Acceptance
	0.000	18.000	<input type="radio"/> Confirmed <input checked="" type="radio"/> None <input type="radio"/> Acc

## Course Overload Form



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

**Instructions:** This form is to be used by the student for approval to register in more than 18 semester credit hours for Fall and Spring and more than 6 semester credit hours in Summer. Overload requests are not automatic and sufficient justification is required from all students that have an overloaded schedule. Please present a copy of your photo ID with this form upon submission.

Please indicate the term and year for which you are registering:

Spring  Summer I  Summer II  Fall Year: 2024

Student ID: [redacted] Name: [redacted] Phone #: (956)560-6124

Major: Environmental Science GPA: 3.3 Verified by Advisor:

### Courses Registered for the Corresponding Semester:

CRN (5-digit #)	Course Name (Ex. COMM 1311.001)	Instructor
60455	ESCI LAB Meteorology 3403.101	P. Fitzpatrick
60454	ESCI LEC Meteorology 3403.W01	P. Fitzpatrick
Total Number of Hours Registered for:		4

### Courses Causing Overload (Need to be Permitted):

CRN (5-digit #)	Course Name (Ex. COMM 1311.001)	Instructor
60110	GEO LEC Environmental Geology 3443.W01	D. Murgulet
60111	GEO LAB Environmental Geology 3443.101	STAFF
Total Number of Hours Causing Overload:		4

DocuSigned by:  
*Guillermo Garcia*  
Signature of Student \_\_\_\_\_ 03/25/2024 Date

DocuSigned by:  
*Dr. Barbara Szymanski*  
Associate Dean or Designee \_\_\_\_\_ 3/27/2024 Date

# Course Changes

After Registration Begins

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

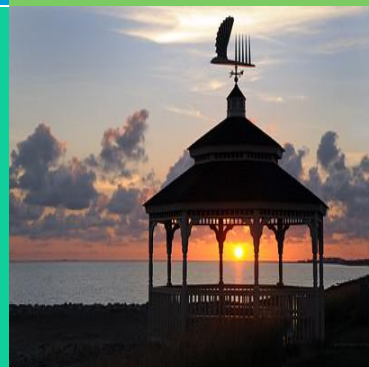
- If instructional method is being changed, they will notify students of increased/decreased fee.

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](mailto: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: BE648E7D-0FF9-4E0E-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:

- You are responsible for cancelling your enrollment if you do not attend class/complete course requirements
- You are responsible for all financial obligations and grades associated with your enrollment, whether or not you attend class
- 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: \_\_\_\_\_ Student's name: \_\_\_\_\_

Please indicate which term and year (only one form per term):  
 \_\_\_ Spring  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](#)

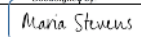
\*When adding a course that requires a lab, the lab must also be added

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:  
  
 Student's Signature \_\_\_\_\_ Date: 4/3/2024

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](mailto:registrar@tamucc.edu)

**NOTES**

Approved All Courses _____	Unable to register due to _____	FOR REGISTRAR'S OFFICE USE ONLY
Registration Errors _____	several holds with the Office _____	Processed by: 
<input checked="" type="checkbox"/> Denied All Courses _____	of Admissions. Please contact _____	Date: <u>4/3/2024</u>
	Admissions at (361)825-2624. _____	

An aerial photograph of a university campus. The campus features several large, modern buildings with flat roofs and large windows. There are green lawns, palm trees, and a few blue umbrellas in the foreground. A multi-lane road runs along the bottom of the image, with a few cars visible. In the background, a large body of water is visible under a clear sky. The text "Degree Works & the Catalog" is overlaid in a white, outlined font across the center of the image.

# Degree Works & the Catalog

# University Catalog

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

## **CHEM 3412 Organic Chemistry II**

**4 Semester Credit Hours (3 Lecture Hours, 3 Lab Hours)**

A continuation of [CHEM 3411](#) . The course concludes with a survey of the structures of biomolecules. Laboratory involves spectroscopy and qualitative analysis techniques. This course is offered in Fall, Spring and typically during the Summer II session.

**Prerequisite:** [CHEM 3411](#).

**Co-requisite:** [SMTE 0093](#).

## **MEDA 3301 Television Criticism**

**3 Semester Credit Hours (3 Lecture Hours)**

Exploration of how TV communicates through the study of programming content, production practices, and audiences. Includes a laboratory for screening assigned programs.

**Prerequisite:** [MEDA 1307](#).

## **MGMT 4305 Organization Staffing**

**3 Semester Credit Hours (3 Lecture Hours)**

Examines the concepts, methods, and problems encountered in the development, validation, and utilization of employee recruitment, selection, training, and career development. Legal defensibility, and organizational effectiveness of staffing and development will be discussed.

**Prerequisite:** [MGMT 3320](#).

# Catalog + Degree Works = Graduate

Texas A&M University - Corpus Christi Undergraduate Catalog 75

## General Requirements for BBA Degree

Requirements	Credit Hours
Core Curriculum Program (p. 46)	42
First-Year Seminars (when applicable)	0-2
Business Core	45
General Business Major Requirements	24
Electives	9
<b>Total Credit Hours</b>	<b>120-122</b>

<sup>1</sup> Full-time, first time in college students are required to take the first-year seminars.  
 \* UNIV 1101 First-Year Seminar I (1 sch)  
 \* UNIV 1102 First-Year Seminar II (1 sch)

## Program Requirements

Code	Title	Hours
<b>Full-time, First-Year Students</b>		
UNIV 1101	First-Year Seminar I *	1
UNIV 1102	First-Year Seminar II *	1
<b>Core Curriculum Program</b>		
University Core Curriculum		42
Business majors are required to complete the following courses as part of their University Core Curriculum Program:		
ECON 2301	Macroeconomics Principles *	3
MATH 1324	Mathematics for Business and Social Sciences <sup>1</sup>	3
<b>Business Core</b>		
BUSI 0011	Cob Student Code of Ethics and Plagiarism <sup>2,*</sup>	0
ACCT 2301	Financial Accounting	3
ACCT 2302	Managerial Accounting	3
BLAW 3310	Legal Environment of Business *	3
BUSI 0088	Graduation Requirements Review	0
ECON 2302	Microeconomics Principles *	3
FINA 3310	Financial Management *	3
MATH 1325	Calculus for Business & Social Sciences <sup>1</sup>	3
MGMT 3310	Principles of Management	3
MGMT 3315	Business Communications *	3
MGMT 4388	Business Strategy *	3
MISY 2305	Computer Applications in Business *	3
MISY 3310	Management Information Systems Concepts *	3
MKTG 3310	Principles of Marketing *	3
OPSY 4314	Operations Management *	3

122

ECON 3315	International Economic Issues (for Business Economics Major)	3
FINA 4315	International Finance (for Finance Major)	3
MGMT 4315	Multinational Management (for Management Major) *	3
BUSI 4310	International Business (for all other Majors)	3
<b>General Business Major Requirements</b>		
<b>Accounting</b>		
Select one of the following: 3		
ACCT 3311	Intermediate Accounting I *	3
ACCT 3314	Cost Accounting *	3
ACCT 3315	Multinational Entities: Accounting and Consolidations *	3
ACCT 3316	Governmental and Not-for-Profit Accounting	3
ACCT 3317	Oil, Gas, & Energy Accounting *	3
ACCT 3321	Federal Income Tax I *	3
ACCT 3340	Fraud Examination *	3
ACCT 4355	Accounting Information Systems *	3
<b>Finance</b>		
Select one of the following: 3		
FINA 3312	Financial Markets and Institutions	3
FINA 3320	Intermediate Corporate Finance	3
FINA 3331	Investments	3
FINA 3354	Real Estate Principles *	3
<b>Management</b>		
Select one of the following: 3		
MGMT 3320	Human Resource Management *	3
MGMT 4320	Leadership Development *	3
<b>Marketing</b>		
Select one of the following: 3		
MKTG 3315	Advertising and Promotional Strategy *	3
MKTG 3325	Entrepreneurial Marketing *	3
MKTG 4360	Social Media Marketing *	3
<b>Business Electives</b>		
Select one Business Elective 3		
Select 9 hours of upper-level Business Electives 9		
<b>Electives</b>		
Upper-level Business Elective 3		
Business Elective 3		
Non-Business Elective 3		
<b>Total Hours</b>		
		122

<sup>1</sup> Higher level mathematics course may be accepted as a substitute with approval.  
<sup>2</sup> All Business Majors and Minors must complete BUSI 0011 Cob Student Code of Ethics and Plagiarism (0 sch) before or during their first semester enrolled in upper-division Business courses.  
<sup>3</sup> ACCT 3315 Multinational Entities: Accounting and Consolidations (3 sch) may be taken as either International Business Course or as an

## Course Sequencing

Course	Title	Hours
<b>First Year</b>		
<b>Fall</b>		
BUSI 0011	Cob Student Code of Ethics and Plagiarism	0
Creative Arts Core Requirement		3
ECON 2301	Macroeconomics Principles	3
ENGL 1302	Writing and Rhetoric	3
HIST 1301	U.S. History to 1865	3
Life & Physical Science Core Requirement		3
UNIV 1101	First-Year Seminar I	1
<b>Hours</b>		<b>16</b>
<b>Spring</b>		
COMM 1311	Foundation of Communication	3
HIST 1302	U.S. History Since 1865	3
ECON 2302	Microeconomics Principles	3
Language, Philosophy & Culture Core Requirement		3
MATH 1324	Mathematics for Business and Social Sciences	3
UNIV 1102	First-Year Seminar II	1
<b>Hours</b>		<b>16</b>
<b>Second Year</b>		
<b>Fall</b>		
ACCT 2301	Financial Accounting	3
Business Elective		3
Component Area Option Core Requirement		3
MATH 1325	Calculus for Business & Social Sciences	3
POLS 2305	U.S. Government and Politics	3
<b>Hours</b>		<b>15</b>
<b>Spring</b>		
ACCT 2302	Managerial Accounting	3
Component Area Option Core Requirement		3
Life & Physical Science Core Requirement		3
MISY 2305	Computer Applications in Business	3
POLS 2306	State and Local Government	3
<b>Hours</b>		<b>15</b>
<b>Third Year</b>		
<b>Fall</b>		
MGMT 3315	Business Communications	3
MGMT 3310	Principles of Management	3
FINA 3310	Financial Management	3
MISY 3310	Management Information Systems Concepts	3
Non Business Elective		3
<b>Hours</b>		<b>15</b>
<b>Spring</b>		
MKTG 3310	Principles of Marketing	3

## Fourth Year

<b>Fall</b>		
Upper Level MANAGEMENT		3
Upper Level MARKETING		3
OPSY 4314	Operations Management	3
BLAW 3310	Legal Environment of Business	3
Upper Level Business Elective		3
<b>Hours</b>		<b>15</b>
<b>Spring</b>		
Upper Level Business Elective		3
Upper Level Business Elective		3
Upper Level Business Elective		3
Upper Level Business Elective		3
MGMT 4388	Business Strategy	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>122</b>

Catalog Term : 202109 Applied for Grad Term : 202309 Applied for Graduation : BU-BBA-BUSI - 5

Academic What-If Financial Aid Athletic Eligibility View historic audit 05/15/2024 at 12:03 ...

Formal Student View Degree progress 100% 100% In-progress classes Preregistered classes PROCESS

Audit date 05/15/2024 12:03 AM Diagnostics Student data Save audit Delete audit Expand all

**Degree in Bachelor of Business Administration** COMPLETE  
Credits required: 120 Credits applied: 120 Catalog year: 2021-2022 GPA: 3.450

**First Year Seminar** COMPLETE  
Catalog year: 2021-2022 GPA: 0.000

**Foreign Language Requirement** COMPLETE  
Catalog year: 2021-2022 GPA: 0.000

**Core Curriculum** COMPLETE  
Credits required: 42 Credits applied: 42 Catalog year: 2021-2022 GPA: 3.500

**Business Core Curriculum** COMPLETE  
Credits required: 45 Credits applied: 45 Catalog year: 2021-2022 GPA: 3.400

**Major in General Business** COMPLETE  
Credits required: 24 Credits applied: 24 Catalog year: 2021-2022 GPA: 3.250

**Electives** COMPLETE  
Catalog year: 2021-2022 GPA: 0.000

# Gradable Indicator

**Courses that are 0 credit courses must have the gradable indicator unchecked as to not appear in Degree Works.**

The screenshot displays two course section information forms. The left form is for course 2250 (FIELD CAMP I) and the right form is for course 2401 (ANATOMY AND PHYSIOLOGY I). Both forms show 'Credit Hours' set to 0.000. The left form has 'Gradable' checked, while the right form has it unchecked. A red arrow points to the 'Gradable' checkbox in the right form.

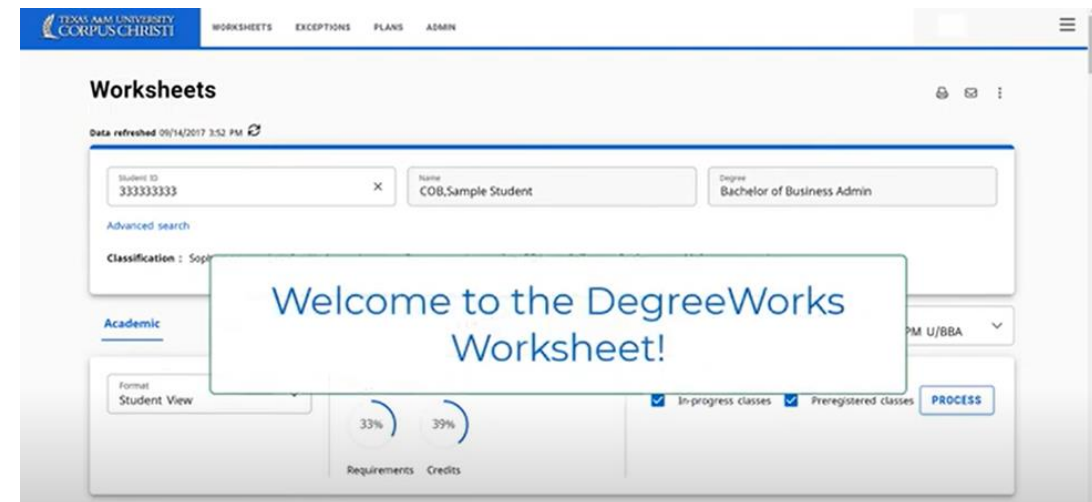
**“Gradable” Checked, course will pull into DegreeWorks:**

**“Gradable” Unchecked, course will not pull into DegreeWorks:**



# DegreeWorks

- Basic Functionality of DegreeWorks Audit
- Explanation of the Percentage Dials/How They are Calculated
- "What-If" functionality
- Reference "Guide to Checking Graduation Requirements for Graduate Student".
- Introduction explanation to Student Educational Planner (SEP)



A scenic background image featuring silhouettes of palm trees and streetlights against a sunset sky. The sun is low on the horizon, casting a warm glow through the clouds. The palm trees are of various heights and are scattered across the scene. The streetlights are tall and thin, with some having rectangular light fixtures at the top. The overall mood is serene and tropical.

# Argos

| Reporting Tool |



Enter Search String...

Explorer Shortcuts Recent

← Parent Folder

Banner Security Classes

Course Catalog, Schedule, & Enrollment

Data Extracts

International Students

PopSels

Student

Student Success Council

TSI

University Services

Veterans

# 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

The screenshot shows the Argos Explorer sidebar. At the top is the 'evisions Argos' logo. Below it is a search bar with the placeholder text 'Enter Search String...' and a 'Search' button. Underneath are tabs for 'Explorer', 'Shortcuts', and 'Recent'. A 'Parent Folder' icon is visible. The main list of folders includes: 'Banner Security Classes', 'Course Catalog, Schedule, & Enrollment' (highlighted with a blue and green border), 'International Students', 'PopSels', 'Student', 'Student Success Council', 'TSI', and 'Veterans'.

This screenshot shows the Argos Explorer sidebar after clicking on 'Course Catalog, Schedule, & Enrollment'. The search bar and tabs are identical. The 'Parent Folder' icon is present. The main list of folders includes: 'Course Catalog', 'Course Schedule & Development Diagn...' (highlighted with a blue and green border), 'Grades', and 'Triad-Tetrad Reports'.

This screenshot shows a list of reports in Argos. At the top is a 'Name' dropdown arrow. The list contains various reports, each with a star icon and a link icon. Two reports are highlighted with blue and green borders: 'Course Schedule' and 'Course Schedule w/ Fees'. Other reports in the list include 'Building/Room Utilization by Term', 'Course Schedule Quick Reference', 'Courses by selected Days and Term', 'Diagnostic: Variable Credit Course Check', 'Enrollment at Course Capacity with Larger Room', 'Enrollment Exceeds Room Size', 'Faculty Teaching Courses on Same Day,Time,Room', 'Room State Data', 'Schedule Rule 1 - NonStandard Meeting Times', 'Schedule Rule 2 - 20% in MWF time blocks', 'Schedule Rule 3 - 10% in time blocks before 9:30', 'Schedule Rule 4 - Contact Hours for 2 and 3 hr Labs and Studios', 'Schedule Rule 5 - NonStandard Start Times for LAB/STU', 'SSASECT Mismatch on Credit Hours vs Billing Hours', 'Subject Enrollment and Fill Ratio', 'SZAREGS Mismatch on Credit Hours vs Billing Hours', and 'Unofficial Course Schedule including Tetrad/Triads'.

# Report: Class Schedule

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

The screenshot displays the Banner Course Schedule & Enrollment system interface. The main navigation bar includes 'Root', 'Course Catalog, Schedule, & Enrollment', 'Course Schedule & Development Diagnostics', and 'Course Schedule - Dashboard'. The interface is in English and includes options for Help, Settings, and Sign Out.

The 'Main' section contains several filter fields:
 

- Term: Spring 2023
- College: All
- Course Type: All
- Building: All
- Room: (empty)
- Instructor Filter: (empty)
- Section Filter: (empty)
- CRN: (empty)

Below the filters is a table with the following columns: CRN, SUBJ, CRSE, SECT, PART\_TERM, TITLE, XLIST, STAT, TYPE, INSTR\_METHOE, GRD\_MOD, GRADABLE, LINK\_IDENT, CAP, ENR, AVL, and XL\_CAP. The table lists various courses such as FINANCIAL A., MANAGERIAL., INTERMEDIA., COST ACCOU., FEDERAL INC., FRAUD EXAM., AUDITING PR., ETHICS FOR., ACCOUNTING., and FOUNDATION. The table shows 2,904 items.

At the bottom of the interface, there are two sections:
 

- Course Comments:** A text area for entering comments.
- SZASXRF:** A table with columns for IType, IMode, Location, Zipcode, and SiteCode. It currently shows 0 items.

# Report: Class Schedule with Fees

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

**Spring 2023**  
Schedule

Call Number	Course/Type	Course Title	Dates	Day and Time	Room	Instructor	Fees	Cr
<b>Accounting</b>								
81086	ACCT-2301.001	LEC FINANCIAL ACCOUNTING	01/17-05/11	MMF 01:00-01:50	TBA	Staff		3
<small>1. ONLY College of Business;</small>								
82204	ACCT-2301.002	LEC FINANCIAL ACCOUNTING	01/17-05/11	TR 12:30-01:45 PM	TBA	R. Zeidan		3
<small>1. ONLY College of Business;</small>								
82205	ACCT-2301.W01	LEC FINANCIAL ACCOUNTING	01/17-03/07	TBA	TBA	G. DeLatta		3
<small>1. ONLY College of Business;</small>								
81088	ACCT-2302.001	LEC MANAGERIAL ACCOUNTING	01/17-05/11	MMF 09:00-09:50	TBA	G. DeLatta		3
<small>1. ONLY College of Business; 2. Prerequisite course required ACCT2301.</small>								

Reports Run

- Cancelled Courses Bookstore Extract
- Course Schedule Bookstore Extract
- CSV- Course Schedule - Learning Communities Only
- CSV- Course Schedule - NCBO Only
- CSV- Course Schedule - Pathways Only
- CSV-Course Schedule Data
- CSV-Course Schedule Data (Excludes Learning Communities, Pathways, NCBO)
- PDF- Course Schedule with Fees**
- PDF- Course Schedule with Fees (Excludes Learning Communities, Pathways, NCBO)

Root > ... > Course Catalog, Schedule, & Enrollment > Course Schedule & Development Diagnostics > Course Schedule w/ Fees - I

Saved Dashboard Settings Reports Run

Select a Term: 202301 - Spring 2023

Select a Subject(s):

Subject	Description
ACCT	Accounting
ARAB	Arabic
ARTS	Art
ATSC	Atmospheric Science
BIEM	Bilingual/ESL/Multicultural Ed
BIMS	Biomedical Sciences
BIOB	Biology
BLAW	Business Law
BUSI	General Business
CEEN	Civil Engineering
CHEM	Chemistry
CHIN	Chinese
CLSC	Clinical Lab Science

**Include All Subject(s)**  
Uncheck above box to click + CNTL key to only include certain subjects in the report.

**Include only Graduate Courses**

# Report: Faculty Teaching Multiple Sections at the Same Day, Time, and Room

- Identify that courses being taught by the same faculty at the same day and time are coded correctly

## Faculty Teaching Classes on the Same Day, Time, and Room For Term: Spring 2023

9/14/2022 4:05:11 PM

FACULTY NAME	XLIST	CRN	COURSE	SSTS	DAYS	TIME	ROOM
Abdelrehim,		81514	PHYS1401.107	A	F	0800 - 1050	
		81515	PHYS2425.104	A	F	0800 - 1050	
Ahmed, Mohamed		80924	GEOL4422.013	A	TR	0930 - 1045	
		82563	GEOL6422.013	A	TR	0930 - 1045	
		80925	GEOL4422.113	A	T	1430 - 1620	
		82564	GEOL6422.113	A	T	1430 - 1620	
Aririguzo, Corletta		82364	NURS3614.106	A			
Baca Garcia, Jose		82060	EEEN3330.001	A	TR	1100 - 1215	
		82047	ENTC4446.001	A	TR	1100 - 1215	
Banr, Keisna	LV	80241	BIOL4334.001	A	TR	1400 - 1515	
	LV	80245	MARB6590.001	A	TR	1400 - 1515	
Benedetti,		81866	EDLD6397.001	A	S	0830 - 1230	
		81874	EDLD6333.001	A	S	0830 - 1230	
Benham-Hutchins,		81262	NURS4471.W01	A			
		81345	NURS6306.W01	A			
		81287	NURS5331.W01	A			
Bergan, Nicholas		82595	MISY3310.W03	A			
		81588	MISY3310.W02	A			
		81586	MISY3310.W01	A			

# Class Distribution Rules

**At least 20% of three/four undergraduate lecture classes in each college must be scheduled in MWF time blocks**

**Percentage of courses in the MWF time blocks for 202301 - Spring**

	Total Count	MWF Count	Percentage in MWF
All Courses	1069	183	17.11%
BU Courses	96	12	12.5%
EH Courses	74	9	12.16%
LA Courses	474	94	19.83%

**Percentage of courses in the MWF time blocks for 202209 - Fall Full**

	Total Count	MWF Count	Percentage in MWF
All Courses	1180	214	18.13%
BU Courses	100	16	16%
EH Courses	81	16	19.75%
LA Courses	533	102	19.13%

**At least 10% of three/four undergraduate lecture classes in each college must be scheduled to begin BEFORE 9:30 am.**

**Percentage of courses scheduled before 9:30 am for 202301 - Spring**

	Total Count	Count Before 9:30 am	Percentage Before 9:30 am
All Courses	1069	94	8.79%
BU Courses	96	6	6.25%
EH Courses	74	6	8.1%
LA Courses	474	33	6.96%

**Percentage of courses scheduled before 9:30 am for 202209 - Fall**

	Total Count	Count Before 9:30 am	Percentage Before 9:30 am
All Courses	1180	71	6.01%
BU Courses	100	7	7%
EH Courses	81	5	6.17%
LA Courses	533	19	3.56%



A tropical beach scene at dusk. A tall palm tree stands on the left side of the frame. In the background, a lifeguard stand is visible on the beach. The sky is a mix of dark blue and orange, with scattered clouds. The ocean is visible in the distance.

# Ad Astra

Align | Monitor | Schedule

# 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.

### 1. Candidate Selection

1. Identify courses suitable for addition or reduction based on analysis findings.
2. Target courses with significant potential impact on student enrollment and departmental resources.

### 2. Course Drill-Down

1. Focus on a single course to delve into detailed analysis and section specifics.
2. Gain insights to facilitate informed decision-making regarding course adjustments.

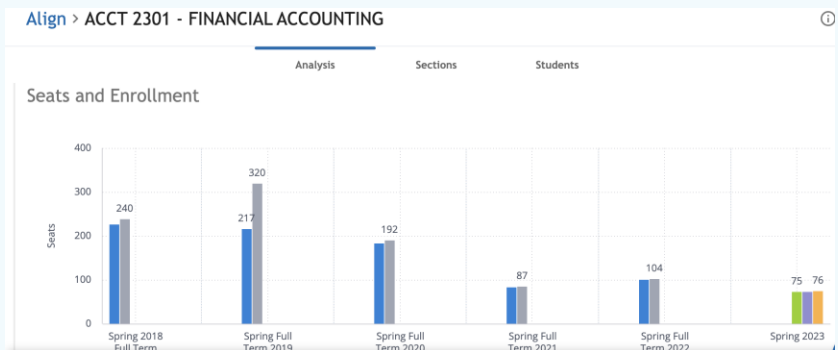
Align

Spring 2023 Campus Department Subject

+ More Quick Filters

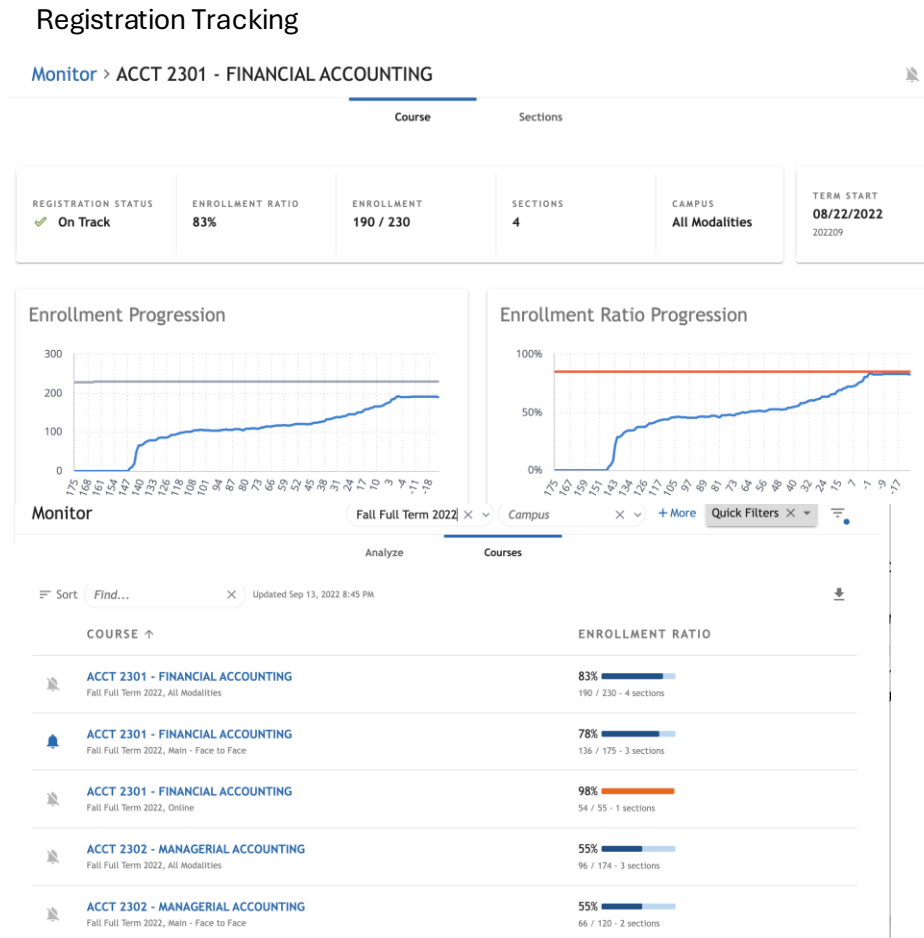
Sort Find... Not Offered

COURSE	OFFERED	NEEDED	PLANNED	STATUS
ACCT 2301 - FINANCIAL ACCOUNTING Spring 2023, Main - Face to Face	2 sections 0 seats	2 sections 75 seats	2	Evaluate...
ACCT 2301 - FINANCIAL ACCOUNTING Spring 2023, All Modalities	3 sections 0 seats	3 sections 130 seats	3	Evaluate...
ACCT 3355 - ACCOUNTING INFORMATION SYSTEMS Spring 2023, Main - Face to Face	0 sections 0 seats	1 section 20 seats	0	Evaluate...
ACCT 3355 - ACCOUNTING INFORMATION SYSTEMS Spring 2023, All Modalities	0 sections 0 seats	1 section 22 seats	0	Evaluate...
ACCT 4345 - ETHICS FOR TEXAS CPA CANDIDATE Spring 2023, Main - Face to Face	0 sections 0 seats	2 sections 32 seats	0	Evaluate...
ACCT 4345 - ETHICS FOR TEXAS CPA CANDIDATE Spring 2023, All Modalities	0 sections 0 seats	2 sections 32 seats	0	Evaluate...
ARTS 1301 - ART AND SOCIETY Spring 2023, Main - Face to Face	5 sections 0 seats	6 sections 309 seats	5	Evaluate...
ARTS 1301 - ART AND SOCIETY Spring 2023, All Modalities	5 sections 0 seats	6 sections 318 seats	5	Evaluate...



# 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 as outlined on slide 54.

### Review in Ad Astra Schedule

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

aaaiscloud.com/TXAMUCorpusChrist/default.aspx

Home Dashboards Calendars Analytics Academics Events Reporting Settings croberts4

**Default**

Activity list

Create Event

02:00 PM - 02:50 PM	CHEM SI sessions	IH 160	
02:00 PM - 03:00 PM	SI Sessions	BH 127	
05:00 PM - 05:50 PM	BIOL SI sessions	IH 163	
05:30 PM - 06:30 PM	Chess Club	BH 202	
05:30 PM - 08:30 PM	Sigma Alpha Pi National Leadership Society (NSLS)	CI 102	Sept 14
06:30 PM - 09:00 PM			Sept

1-6 of 6

**Training and Help**

[Classroom Viewbook](#)

**Course Classroom and Computer Selection**

[HOW TO SELECT CLASSROOM SELECTION](#)

**Event Request Form**

[HOW TO REQUEST FROM HOMEPAGE](#)

[HOW TO REQUEST FROM SCHEDULE](#)

[Ad Astra Platinum Analytics](#)

**Scheduling**

- Scheduling Sandboxes
- Sections

**Organizational Structure**

- Colleges
- Courses
- Departments
- Subjects
- Terms
- Notifications

**Meeting Configuration**

- Meeting Patterns
- Meeting Pattern Groups
- Meeting Types
- Section Number Configuration

**Student and Instructor Configuration**

- Instructor Availability Templates
- Student Availability Templates
- Student Load Templates
- Student Statuses

**Sectioning Configuration**

- Catalog Versions
- Program Rules
- Program Templates
- Program Versions

**Admin**

- Equivalent Groups
- Exam Types
- Quality Points
- Scheduling Preferences
- Terms Types
- Help

ule@tamucc.edu

25.3271 or 361.825.2276

ps://registrar.tamucc.edu

ice Center

Dr, Unit 5774

ti, TX 78412-5774

campus.

is map- The Student Service Center is number 22 on map: [Here](#)

**Our Mission & Responsibilities**

Our mission is to support teaching, learning, and student development by maintaining the integrity of academic policies and the student information system.

We serve the students, faculty, staff, and alumni by managing the course catalog, schedule of classes, and centrally scheduled classrooms and computer labs.

**Centrally Scheduled Classrooms (University Technology Council approved rooms)**

Our office is charged with scheduling 61 classrooms that are designated a 110 by the State of Texas and 8 computer labs.



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

Stadium Seating		Movable Tables/Chairs	
CLASSROOM	CAPACITY	CLASSROOM	CAPACITY
BH 103	253	BH 126	44
BH 104	102	BH 127	24
BH 205	61	BH 128	24
BH 206	58	BH 201	23
BH 207	61	BH 202	22
CI 102	56	ECDC 219A	25
CI 106	55	ECDC 219B	25
CI 107	56	ECDC 219C	25
CI 108	53	IH 156	40
CI 109	55	IH 157	38
CI 112	56	IH 158	32
CI 113	264	IH 162	33
CI 122	51	IH 163	62
CI 126	64	IH 164	70
CI 127	67	IH 267	76
CI 128	67	IH 268	40
CI 138	230	OCNR 133	36
CS 101	74	OCNR 222	29
CS 103	34	OCNR 255	22
IH 160	150	OCNR 258	32
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		

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.



## Classroom Viewbook



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

# The Optimizer

## Rooms Assignments

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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%.

# Preferences

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

 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): \_\_\_\_\_

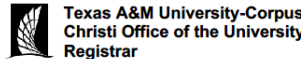
Instructor Preference (if a particular instructor needs a particular for medical or pedagogical reason): \_\_\_\_\_

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 Office of the University Registrar  
**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 pedagogical 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

**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



# 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

Course/Section #	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
@ACCT 2301/001 LEC	OCNR 116 - CLA...	TR	08/22/2...	12/08/2...	08:50 AM	09:15 AM	202209		Schedu...	72053
@ACCT 2301/002 LEC	OCNR 259 - CLA...	MWF	08/22/2...	12/08/2...	09:50 AM	09:50 AM	202209		Schedu...	72057
@ACCT 2301/003 LEC	OCNR 259 - CLA...	TR	08/22/2...	12/08/2...	09:30 AM	10:45 AM	202209		Schedu...	72059
@ACCT 2301/001 LEC	OCNR 259 - CLA...	TR	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72180
@ACCT 2302/001 LEC	OCNR 269 - CLA...	TR	08/22/2...	12/08/2...	02:50 PM	03:15 PM	202209		Schedu...	72061
@ACCT 2302/002 LEC	OCNR 269 - CLA...	MW	08/22/2...	12/08/2...	02:50 PM	03:15 PM	202209		Schedu...	72063
@ACCT 2302/001 LEC	OCNR 269 - CLA...	MW	10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72181
@ACCT 3311/001 LEC	OCNR 110 - CLA...	MW	08/22/2...	12/08/2...	02:50 PM	03:15 PM	202209		Schedu...	72067
@ACCT 3311/001 LEC	OCNR 110 - CLA...	TR	08/22/2...	10/10/2...	12:00 AM	12:00 AM	202209		Incompl...	72182
@ACCT 3312/001 LEC	OCNR 118 - CLA...	MW	08/22/2...	12/08/2...	02:50 PM	03:15 PM	202209		Schedu...	72068
@ACCT 3314/001 LEC	OCNR 132 - CLA...	TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Schedu...	72069
@ACCT 3314/001 LEC	OCNR 132 - CLA...	TR	10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72183
@ACCT 3321/001 LEC	OCNR 259 - CLA...	MWF	08/22/2...	12/08/2...	10:50 AM	10:50 AM	202209		Schedu...	72070
@ACCT 3321/001 LEC	OCNR 259 - CLA...	MWF	10/11/2...	12/01/2...	12:00 AM	12:00 AM	202209		Incompl...	72184
@ACCT 4311/001 LEC	OCNR 258 - CLA...	MW	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Schedu...	72071
@ACCT 4345/001 LEC	OCNR 131 - CLA...	W	08/22/2...	12/08/2...	07:50 PM	09:30 PM	202209	DR	Schedu...	72075
@ACCT 4355/001 LEC	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	02:50 PM	03:15 PM	202209		Schedu...	73128
@ACCT 4396/001 LEC	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	11:50 AM	12:15 PM	202209		Schedu...	73112
@ACCT 4398/001 PFA	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	12:50 AM	12:00 AM	202209		Incompl...	73506
@ACCT 4398/002 PFA	OCNR 242 - Co...	TR	08/22/2...	12/08/2...	12:50 AM	12:00 AM	202209		Incompl...	73540
@ACCT 5312/001 LEC	OCNR 255 - CLA...	T	08/22/2...	10/10/2...	12:50 AM	12:00 AM	202209		Incompl...	72185
@ACCT 5312/002 LEC	OCNR 255 - CLA...	T	10/11/2...	12/01/2...	12:50 AM	12:00 AM	202209		Incompl...	72186
@ACCT 5315/001 LEC	OCNR 255 - CLA...	T	08/22/2...	12/08/2...	07:50 PM	09:30 PM	202209		Schedu...	72077
@ACCT 5315/001 LEC	OCNR 255 - CLA...	T	08/22/2...	10/10/2...	12:50 AM	12:00 AM	202209		Incompl...	73125

### Meeting Status= Unassigned

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

Course/Section #	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
@ARTS 3367/001 STU		W	08/22/2...	12/08/2...	03:30 PM	06:20 PM	202209		Unassign...	71769
@ARTS 5314/001 STU		M	08/22/2...	12/08/2...	03:30 PM	06:20 PM	202209	GA	Unassign...	73430
@ARTS 5317/001 STU		MW	08/22/2...	12/08/2...	12:30 PM	03:20 PM	202209	FP	Unassign...	73275
@ARTS 5394/001 SEM		MW	08/22/2...	12/08/2...	06:30 PM	09:20 PM	202209		Unassign...	73542
@CHEM 4411/001 LEC		TR	08/22/2...	12/08/2...	09:30 AM	10:45 AM	202209		Unassign...	72903
@CMSS 6370/001 LEC		TR	08/22/2...	12/08/2...	08:00 AM	09:15 AM	202209		Unassign...	71070
@COMM 3311/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209		Unassign...	72048
@COSC 3324/001 LEC		TR	08/22/2...	12/08/2...	11:00 AM	12:15 PM	202209		Unassign...	71183
@ECED 5337/001 LEC		W	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	73150
@EDAD 5696/001 IND		T	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209		Unassign...	70444
@EDCI 5361/001 LEC		T	08/22/2...	12/08/2...	07:00 PM	09:30 PM	202209	DW	Unassign...	71725
@EDCI 5361/001 LEC		T	08/22/2...	12/08/2...	04:20 PM	06:50 PM	202209		Unassign...	72141
@EDUC 4605/002 FLD		TR	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72144
@EDUC 4605/003 FLD		MTWRF	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72145
@EDUC 4605/004 FLD		TR	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72146
@ENGL 4005/001 LEC		TR	08/22/2...	12/08/2...	08:00 AM	04:00 PM	202209		Unassign...	72147
@ENGL 3330/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:45 PM	202209	DS	Unassign...	73146
@ENGL 4252/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209	DO	Unassign...	72962
@ENGL 4252/001 LEC		F	08/22/2...	12/08/2...	10:00 AM	10:50 AM	202209		Unassign...	73063
@ESG 1401/1001 LAB		M	08/22/2...	12/08/2...	03:00 PM	04:55 PM	202209		Unassign...	73438
@ESG 3202/001 LEC		TR	08/22/2...	12/08/2...	03:30 PM	04:20 PM	202209		Unassign...	71406
@ESG 4301/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71432
@ESG 6302/001 LEC		TR	08/22/2...	12/08/2...	07:00 PM	08:15 PM	202209	CM	Unassign...	71434
@ESG 6302/001 LEC		TR	08/22/2...	12/08/2...	08:00 AM	09:15 AM	202209		Unassign...	72368

### Meeting Status= Requested

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

Course/Section #	Room	Days Met	Start Date	End Date	Start Time	End Time	Term	Cross-List	Status	Course
------------------	------	----------	------------	----------	------------	----------	------	------------	--------	--------

- 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.

Section COMM 3311 / NONVERBAL COMMUNICATION 002

Section Info

\*Subject: COMM Title: NONVERBAL COMMUNICATION

\*Course: 3311 \*Campus: M

\*Delivery Method: Standard \*Term: 202209

\*Section: 002 Part Of Term: 1\_202209

Course Offering Id: 72050 SIS Key: 202209\_72050

Sandbox Options

Assign All Meetings to Same Room

Do Not Optimize

Ignore In Historical Analysis

Max Enrollment: 35

Enrollment: 24

Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	07:00 PM	09:30 PM	W	08/22/2022	12/08/2022	Ivy, Diana	Scheduled	BH 205

M COMM 3311/002 / NONVERBAL COMMUNICATION (Standard) M / Ivy, Diana

Filter

Show Current Filter

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 35 and

Campus 1

Building

Room

Region

Room Type 1

Room	Capacity	Seat Fill Score
BH 205	61	92
OCNR 133	36	92
IH 157	38	87
CS 114	38	87
IH 268	40	87
OCNR 130	40	87
CS 111	40	87
IH 156	40	87
OCNR 132	44	79
CI 122	51	68
RFEB 107	53	66
CI 109	55	63
CI 106	55	63

Columns

- Room
- Name
- Building
- Configuration
- Regions
- Capacity
- Room Type
- Pref Score
- Seat Fill Score
- Score

Page 1 of 2

OK

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

Filter

Show Current Filter

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between  and

Campus **1**

Building

Room

Region

Room Type **1**

	Room	Capacity	Seat Fill Score
<input checked="" type="radio"/>	BH 205	61	57
<input checked="" type="radio"/>	OCNR 133	36	97
<input checked="" type="radio"/>	IH 157	38	92
<input checked="" type="radio"/>	CS 114	38	92
<input checked="" type="radio"/>	IH 268	40	87
<input checked="" type="radio"/>	OCNR 130	40	87
<input checked="" type="radio"/>	CS 111	40	87

COMM 3311 002 (1)

8/22/2022-12/8/2022

W

7:00-9:30pm

Enrollment: 24

Select Items

- Bay Hall Conference Hall
- Classroom
- Classroom - Academic Affairs
- Classroom - ESCI
- Classroom - Education
- Classroom - Math
- Classroom - Math Education
- Classroom - Music
- Classroom - Music - Piano Lab

# Filter Options

Filter options generated from preference set up.

# Available Room Report

Report that shows available rooms during standard Time blocks

Request via email

**Ad Astra**

**Available Rooms** Last Run Date: 8/12

For Selected Region

**Term:** Fall 2022 (8/22/2022 - 12/1/2022)      **Term Weeks:** 16      **Seat Range Included:** 0 - 300

**Room Type(s):** Classroom

Region: Classroom

On-Grid Meeting Patterns	Available Rooms	Used Rooms	Total Rooms
<b>Campus: M</b>			
<b>MWF 8-8:50A</b>	<b>43</b>	<b>16</b>	<b>59</b>

<u>Room Name</u>	<u>Room Type</u>	<u>Seats</u>
Bay Hall 202	Classroom	22
O'Connor 255	Classroom	22
Bay Hall 201	Classroom	24
Early Childhood Development Center 219B	Classroom	25
Early Childhood Development Center 219A	Classroom	25
Bay Hall 128	Classroom	26
O'Connor 222	Classroom	29
Island Hall 158	Classroom	32
O'Connor 258	Classroom	32
Center for the Sciences 108	Classroom	32
Island Hall 267	Classroom	33
Island Hall 162	Classroom	33
Center for the Sciences 103	Classroom	34
Center for the Sciences 112	Classroom	34
O'Connor 133	Classroom	36
Center for the Sciences 114	Classroom	38
Island Hall 268	Classroom	40
Island Hall 156	Classroom	40
O'Connor 131	Classroom	44
O'Connor 132	Classroom	44
Center for the Sciences 115	Classroom	52
O'Connor 118	Classroom	55
Center for Instruction 106	Classroom	55
Center for Instruction 109	Classroom	55
Center for Instruction 112	Classroom	56
Dr. Robert R. Furgason Engineering Building 108	Classroom	56

# 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



## Course Schedule Building Training

was ABM University – Corpus Christi  
Rice of the University Registrar  
Instructional Space Scheduling Guidelines

**Goal**

A successful schedule is one that is efficient, clear, and provides space to attend to the needs of the university as a whole. The Registrar is committed to providing a schedule that is efficient, clear, and provides space to attend to the needs of the university as a whole. The Registrar is committed to providing a schedule that is efficient, clear, and provides space to attend to the needs of the university as a whole.

**Policy Statement**

The Registrar is committed to providing a schedule that is efficient, clear, and provides space to attend to the needs of the university as a whole. The Registrar is committed to providing a schedule that is efficient, clear, and provides space to attend to the needs of the university as a whole.

## Instructional Space Scheduling Guidelines

was ABM University – Corpus Christi  
Rice of the University Registrar  
Instructional Method and Attendance

**Instructional Method and Attendance**

This document provides information on the instructional method and attendance codes used in the university's scheduling system. It includes a list of codes and their corresponding descriptions.

Code	Description
1	Classroom
2	Computer Lab
3	Lab
4	Library
5	Office
6	Other

## Instructional Method and Attendance Method code sheet



## Checklist for Class Section Scheduling



## Standard Time Block Schedule

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

**Faculty Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Course/Section:** \_\_\_\_\_

**Room/Time:** \_\_\_\_\_

**Preference 1:** \_\_\_\_\_

**Preference 2:** \_\_\_\_\_

**Preference 3:** \_\_\_\_\_

**Preference 4:** \_\_\_\_\_

**Preference 5:** \_\_\_\_\_

## Preference Sheet



## Scheduling a Room for an Academic Course in Ad Astra.

**Classrooms & Computer Labs**

Movable Tables/Chairs	CLASSROOM CAPACITY	CLASSROOM
1	22	CS 108
2	22	CS 112
3	24	CS 116
4	24	CS 111
5	25	CS 115
6	25	COOR 111
7	25	
8	25	
9	28	
10	32	
11	32	
12	36	
13	38	
14	40	
15	42	
16	46	
17	62	
18	66	

## Classrooms and Computer Capacities

**Texas A&M University – Corpus Christi  
Office of the University Registrar  
Non-Standard Time Block Exception Form**

**Faculty Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Course/Section:** \_\_\_\_\_

**Room/Time:** \_\_\_\_\_

**Requesting Department Head:** \_\_\_\_\_

**Requesting Faculty:** \_\_\_\_\_

**Requesting Department Head:** \_\_\_\_\_

**Requesting Faculty:** \_\_\_\_\_

## Non-Standard Time Block Exception Form

# Thank you

*Registrar's Office*

Student Services Center

(Round Building)

[361.825.7245](tel:361.825.7245) (SAIL)

[registrar@tamucc.edu](mailto:registrar@tamucc.edu)

AMANDA  
BOCANEGRA

STEPHANIE  
COELLO



REBECCA  
VALDEZ  
JENNY  
VELA



LEI  
VINCENT  
&  
KACEY  
ARREDONDO



TRISTAN  
GUAJARDO

