BANNER: COURSE SECTION SCHEDULING INSTRUCTIONS

PURPOSE & OVERVIEW

The SSASECT form within Banner is used to create/modify/delete Course Section(s). *A section consists of a specific group of students meeting for a specific activity.*

- ➢ **Only One Course Section needed** - if the same group meets at different times or in different rooms for the same activity, it is still the same group of students and will be part of the same section.

- ➢ **Separate CourseSections needed** - if there are several groups of students, the schedule information must be created in separate course sections with each section representing one group of students.

> For Example: if a course has multiple conferences, they should be created as separate course sections for each group of students.

SSASECT FIELDS

The following fields appear in Banner's SSASECT form.
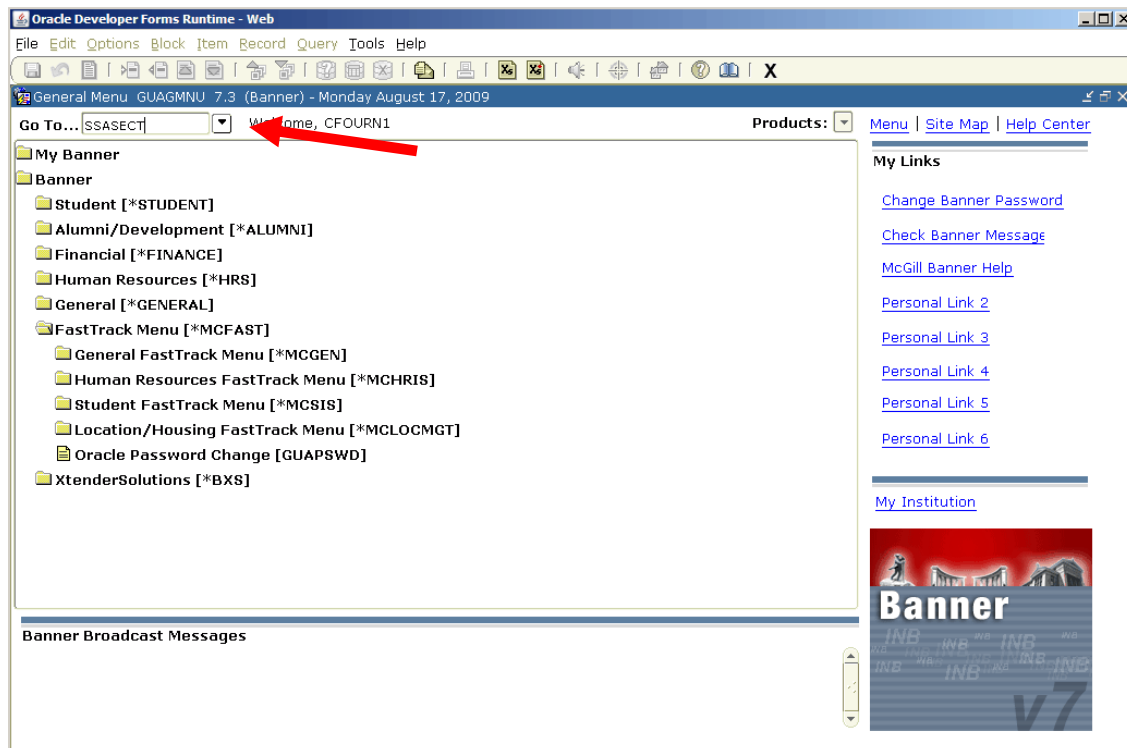
FIRST BLOCK: COURSE SECTION DETAILS

The major fields in regards to course section scheduling are described in this section. Below is a screenshot of the first block in SSASECT showing a sample course section:

☝ **SPECIAL NOTE:** *If the same group of students has different activities, such as: Prelab or Tutorial, a new CRN is required for each activity.*

CRNS (COURSE REFERENCE NUMBERS)

Every course section has a unique CRN for each term. CRNs are rolled with all the information in the Section Details block from the previous year, therefore the CRN remains the same from year to year.

New course sections can be created by inputting the appropriate Term and entering "ADD" in the CRN field.

SECTION (REFERS TO THE SECTION NUMBER)

Each Course can offer multiple sections. The Section numbers are rolled from the previous year – except for inactive sections.

☝ **SPECIAL NOTE:** *It is possible to change section numbers. Gaps and Out-of-Sequence section numbers should be removed or renumbered.*

✎ *SPECIAL NOTE:* *Section numbers must always be 3 digits (ie: 001)*

GAPS IN COURSE SECTION NUMBERS

Inactive course sections do not get rolled from year to year. As a result there may be gaps in the sequence of the section numbers: e.g. 001, 002, 004, 005, etc. Gaps should be removed.

> ➢ To remove a gap, such as the one in the example above, select section 004 and renumber it to 003, then renumber section 005 to 004, eliminating the gap.

OUT-OF-SEQUENCE SECTION NUMBERS

Schedule types are usually grouped by sequential section numbers, but when sections are added mid-term the schedule types may no longer be sequential.

> *EXAMPLE:*
> *001 – Lecture*
> *002 – Lab*
> *003 – Lab*
> *004 – Lecture*

To re-establish the proper sequence, section 004 needs to be temporarily renumbered to 999. After which, sections 002 and 003 can be renumbered properly. Section 003 becomes 004 and section 002 becomes 003, so the labs stay sequential. Finally, section 999 can be renumbered to 002 and the lectures will also be sequential.

MAX ENROLMENT (ROLLED)

In the Main SSASECT page, by choosing "option" and then "Section enrolment info" the "Enrolment Data" screen will appear

Max should be based on a combination of the enrolment history of the course and on projected numbers due to issues such as the program requirements or the number of courses at the same level. You will see the section's actual enrolment from the previous term in the Prior field on the Enrolment Data screen of the Section Enrolment Info block.

✎ *SPECIAL NOTE:* 20% increase in the Max enrollment is the maximum allowable change. If it is beyond 20% ES may ask for justification of the increase.

SZRSOVUN~*~**~EH Minerva report

Using SZRSOVUN is another method of determining the enrolment for a particular course. This version of the report has 5 added columns at the far right of the Excel spreadsheet showing the actual enrolment for the last 5 years for all course sections. This should assist in identifying course sections that require adjustment to the max enrolment.

✦ *Special Note:* See the final section of this document for more information on the SZRSOVUN reports.

Cross List (Cross Listed Courses)

The Cross Listed Group codes will be rolled. Any changes to crosslisted groups including add and/or remove courses, change to maximum enrolment should be communicated to classschedule@mcgill.ca .

Campus (Rolled)

Courses offered downtown typically use a campus code of 1 or MQ1. Those offered at Macdonald campus typically have a code of 2.

Status (Status Codes)

All status codes are rolled except for course sections with an *Inactive* status.

Opening the "status" field menu (click the arrow beside the field) will open a menu listing the Section Status Codes available to select.

VALID STATUS CODE DESCRIPTIONS:

A – ACTIVE

Used for course sections which are being offered and will be open for student registration. Students are able to Add/Drop/Withdraw from Active course sections on the Web. Active course sections appear on secure and unsecured Web Schedules.

C – CANCELLED

Used if the section has been cancelled after the Web Calendar has been made available or once the Schedule is live in March. The students must be made aware that the course WAS previously offered but has subsequently been cancelled. Students are able to Drop/Withdraw from Cancelled course sections on the Web. Cancelled course sections appear on secure and unsecured Web Schedules.

☞ **SPECIAL NOTE: Please remember that when a course section is cancelled, the Building and Room for the cancelled course section <u>must be DELETED</u>.** *If it is not removed the room will remain BOOKED, which means the room will remain un-bookable for other courses.*

☞ **SPECIAL NOTE:** Any section with a current status as cancelled may need to have its status updated after being rolled. There are three options. The course section is either *activated, inactivated* or remains cancelled. The course section would only remain cancelled if it is offered in alternate years, in which case a note in the calendar would appear.

I – INACTIVE

Used if uncertain whether the course section will be offered in the coming academic year. It can be activated later if the status changes in the same academic year that it was inactivated. Web registration is entirely disabled for Inactive course sections. Inactive course sections do not appear on either the secure or unsecured Web Schedules.

R – REGISTRATION NOT REQUIRED

Used only for CT (Class tests), ME (Midterm Exams), FE (Final Exams), OT (Optional Tutorials) and BR (Break-Out rooms) schedule types. Registration is not required for course sections with these schedule types. These course sections will appear on secure and unsecured Web Schedules, however they will not appear on students' Personal Schedules because they are not registered in them.

Note: If BR and OT's need a room and time assigned to them, they should have an active status. The status can be changed after scheduling is complete.

T – TEMPORARILY CLOSED

At this stage, this status should not be used as it is — usually used once the registration opens. It is used to suspend Web registration while decisions are being made about raising or lowering Max's or offering the course section.

> ➤ Students can Drop/Withdraw from Temp Closed sections on the Web
> ➤ Temp Closed sections appear on secured and unsecured Web Schedules

✍ **SPECIAL NOTE:** If you open a course section with a spread credit after registration is open, keep it temporarily closed until the proper credit is assigned by Enrolment Services (usually about 2 days).

SCHEDULE TYPE

Schedule Type for each course section is rolled from the previous year.

If a schedule type for any course section is not appropriate (for example: a course section is a lecture but should be a seminar) or if the available schedule types do not accurately reflect what the students are doing, send an e-mail to the ES to have them investigate and take the proper course of action.

✍ **SPECIAL NOTE:** *Adding schedule types that increase the number of mandatory contact hours (thus changing how the course is taught) is considered a course revision and must be approved in the same way as new courses or other course revisions – via a Course Proposal Form to SCTP/Senate. Enrolment Services requires approval (sign-off) in order to make these changes.*

NEW! : The PLB schedule type has been created to fulfill the requirements of prelab sections.

APPROVAL CODE

Please refer to SZRSSSAC1 – Course Sections with Approval Codes on the Minerva report website. This is the easy way to see which course sections have Approval codes and what their codes are.

PART-OF-TERM (P-O-T)

Indicates the *START/END DATES* of the course sections, it also controls important registration related dates, such as the add/drop deadlines.

PART OF TERM CODES:

P-O-T CODE	DESCRIPTION	COMMENTS:
1	Full term	Used for single term course sections
E	Extended Registration period	See note below*
F	First spanned term	Used for D1, N1, J1 sections
G	Second spanned term	Used for D2, N2, J2 sections
H	Third spanned term	Used for J3 only
I	Intensive Language term	Used for CE sections
W	Prevent Course Drop/Withdrawal	Used for Block registration courses and ES registration courses
X	Prevent Course Add/Drop/Withdrawal	Used for Block registration courses and ES registration courses
XM	Prevent Course Add/Drop/Withdrawal	Used for Block registration courses only for Medicine

* E — EXTENDED REGISTRATION PERIOD PART-OF-TERM

P-o-T with a code of "E" enables students to register for approximately 6 weeks longer than a "regular" course section without being charged the late registration fee.

This is the special P-o-T for the non-gradable, non-credit weight carrying course sections whose schedule information gets updated at the beginning of the term; OR they are only opened at the beginning of the term.

> ☞ *SPECIAL NOTE: Do not change the Start/End Dates on the Part-of-Term except to EXTEND them. The Start/End Dates on the P-of-T's must be left as 13 weeks or longer to avoid creating tax receipt problems. If the course section does not run the full 13 weeks, only change the Start/End Dates on the line of Schedule information, which is what the students will see when looking at their Web Schedule.*

LINK IDENTIFIERS (AND LINK CONNECTORS)

Link Identifiers must be updated before registration opens since students are forced to register in one of every type of Linked section. All Linked course sections must include complete schedule information so that students can choose the appropriate course sections to fit their schedules.

> ➢ You cannot link sections of a course after registration has started in that course (e.g. lecture has registrations and you want to link it to the labs)

> ➤ If additional course sections are required to be linked after registration has begun, they can be created and added provided a link was established prior to the opening of registration.

SECOND BLOCK: MEETING LINE

Below is a screenshot of the second block in SSASECT. This is where the meeting line can be found, indicating scheduling information for the course section.

⟡ SPECIAL NOTE: Only the first meeting line is rolled over to the next academic year. All additional meeting lines are deleted.

START/END DATES

The meeting line information is rolled over using the default Part-of-Term dates from the main screen of SSASECT.

> ➤ If the course section does not follow the default dates (e.g. the course section is less than the standard 13 weeks), then the Start/End Dates MUST be changed on the schedule information line.
> ➤ If the course section Starts before or Ends after the default P-of-T dates, then the P-of-T dates must be extended. The new correct dates will default to the schedule information line.

✍ *SPECIAL NOTE:* If a class begins on any day of the week after the official start day of the term – do not adjust it to be the exact start day of the class.

MEETING TYPE FIELD

The meeting type field is now used to select the appropriate pattern for the course section. Days and times are no longer rolled from year to year.

✍ **SPECIAL NOTE:** The University has increased the number of available pattern blocks to provide more flexibility for faculty and students. Departments choose the pattern for their courses in banner and ES schedules the courses accordingly.

By clicking the arrow below the Meeting Type field header a menu will open where the appropriate pattern can be selected.
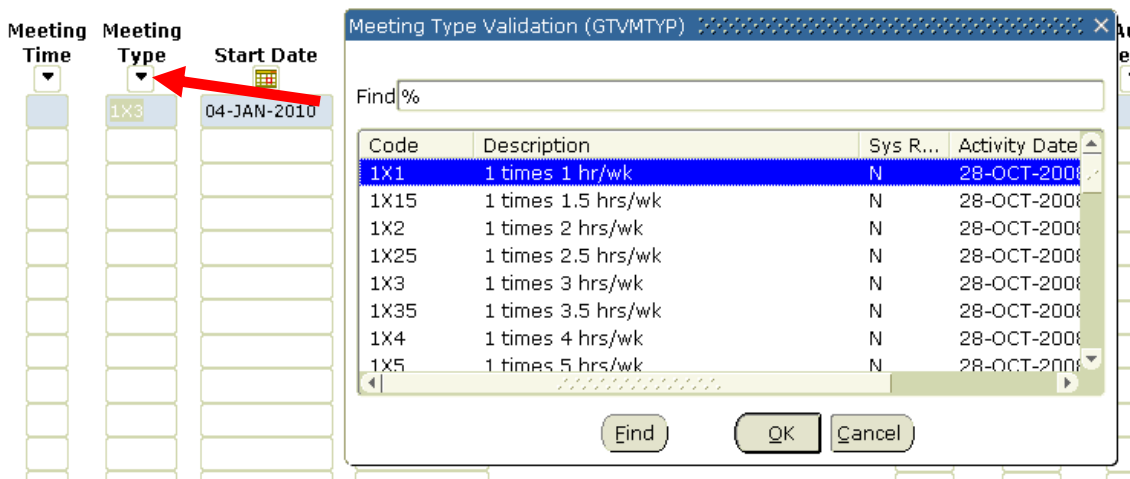
PATTERNS

Courses will no longer only follow the MWF or TR slots. The new procedure is to select a pattern for the course section and the software will schedule a time and room depending on the constraints associated to the course i.e. instructor unavailability, room availability and course combinations (if it is part of one).

In SSASECT, a pattern code needs to be attached to a course section (in the Meeting Type field):

> ➢ Attach any of the available patterns
> ➢ NTN – No Time Needed.
> ➢ FRC – Forced (The description does not show "Forced Time" it only shows "-")

Start times are entered as 5 minutes after the hour or half/hour and End times are entered as 5 minutes before the hour or half/hour.

PATTERN EXAMPLES

Below are examples of the additional pattern days. Note: there are other patterns available, this is just an example of the more frequently used 3x1 and 2x1.5 patterns, and how they have been expanded.

3 X 1 HOUR
➢ Monday, Tuesday and Thursday (MTR)
➢ Monday, Wednesday and Friday (MWF)
➢ Tuesday, Thursday and Friday (TRF)

2 X 1.5 HOURS
➢ Monday and Wednesday (MW)
➢ Tuesday and Thursday (TR)
➢ Wednesday and Friday (WF)

AUTO SCHEDULER FLAG (NOT ROLLED AND NOT CREATED)

Generally, this flag is no longer used. The only flag is TSM, which will come from the TPHI (scheduling software) during the upload process (from TPHI to Banner) regardless if a course is pre-assigned or not.
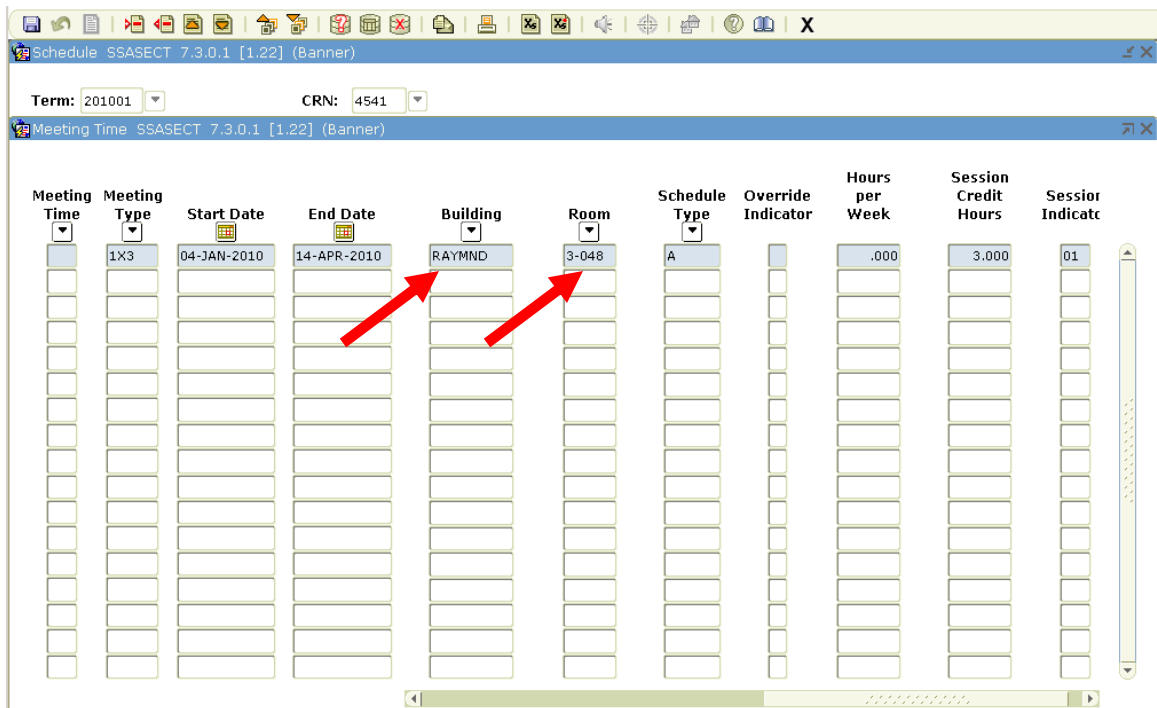
BUILDING/ROOM PREFERENCES

Remember to enter the necessary Room Attributes Preferences even when you have a room preference, in case you don't get that room, you will at least get a room with the equipment you have indicated.

Rooms: Department Rooms

If a specific room is required, indicate the Building and Room number in the respective fields (see example below).

If a course section can go in ANY department room indicate the corresponding departmental room attribute e.g.: S132.

CONFLICT OVERRIDE FLAGS (NOT ROLLED)

These flags often cause problems. They are very powerful and should be used carefully.

FLAG EXPLANATIONS:

T – OVERRIDE TIME CONFLICT.

> The only instance when a T flag should be entered is when a course section, such as an exam, has a 2nd room booking and therefore an extra line of schedule information (students are writing the same exam in 2 rooms at the same time). In the event of a time conflict a warning in Banner will appear.

R – NOT WORKING IN CURRENT VERSION OF BANNER.

> The O flag must be used instead.

O – COMPLETE OVER-RIDE FOR BOTH ROOM & TIME, OR A COMBINATION OF ROOM & TIME

> Must now be used for Room Overrides.

THIRD BLOCK: INSTRUCTOR

Below is a screenshot of the third block in SSASECT the instructor details for the sample course section:

INSTRUCTOR (ROLLED)

Instructors assigned to active course sections in the previous year will be rolled over to the new academic year. If a course section is being created or updated in Banner it is done in the Instructor block of SSASECT.

FOURTH BLOCK: COURSE ASSISTANTS

Note that no course assistant information is rolled from year to year. Course information must be entered in the fourth block of the course section in Banner. Below is a screenshot of the appropriate block.

FIFTH BLOCK: ROOM ATTRIBUTE PREFERENCES

Below is a screenshot of the fifth block in SSASECT showing Room Attribute Preferences of the sample course section.

ROOM ATTRIBUTE PREFERENCES (ROLLED)

If a course section requires special equipment (VCR, VDP, LAN access), this information needs to be added in the section's Room Attribute Preferences. Hit F9 for the pick list or double-click the Code field.

When a room or attribute or feature is added to a course section, every attempt will be made to accommodate the request during the scheduling process. A course section will be assigned to a room without the preferred attributes only when it is impossible to assign it to a room with those attributes. In the case of this eventuality the department may be contacted.

    ✎*SPECIAL NOTE: Avoid listing too many attributes as it will narrow the pool of available rooms. A maximum of 3-4 room characteristics will be considered for scheduling. The most crucial room characteristics should be designated with a priority of "1".*

✎*SPECIAL NOTE:* Attribute - S032 Slide Projector – should be avoided as there are few rooms with slide projectors and the ones that exist may be in poor condition. The solution is to transfer the slides to digital and use PowerPoint. NCS-Multimedia has a self service scanning station for slide conversion to digital. Profs can contact Frank Roop at local 2728 to get access to the station.

*There is no cost to the department as long as it is for teaching purposes.

MINERVA REPORTS

To help you with your updating, there are Class Schedule reports on the Minerva Reports website showing past and present scheduling information.

SZRSDCSR—DETAILED CLASS SCHEDULE REPORTS

These reports show schedule information and Registration restrictions and Prerequisites. These reports are refreshed every Thursday. The reports are listed on the website by Dept code, one report per term for each dept; for example: SZRSDCSR~C~F~0107 shows the current fall for the History dept, SZRSDCSR~F~F~0107 shows future fall History etc.

SZRSOVUN—OVER/UNDER CAPACITY REPORT

The Over/Under report shows a lot of information from SSASECT, including course section comments, Auto Scheduler flags, remarks, etc. These reports are refreshed daily. Since this report can be converted to an Excel spreadsheet it will be easy to analyze.

SZRSOVUN~C~FW shows 201009/201101
SZRSOVUN~C~S shows 201005 (until January 1st, then it turns into 201105)
SZRSOVUN~F~FW shows 201109/201201
SZRSOVUN~F~S shows 201105 (until January 1st, then it turns into 201205)
SZRSOVUN~P~FW shows 200909/201001
SZRSOVUN~P~S shows 200905

There are 3 versions of SZRSOVUN:

BASIC

The reports names are just like above.

ENROLMENT HISTORY (**~EH REPORT)

This version of the report has 5 added columns at the far right of the Excel spreadsheet showing the actual Enrolment for the last 5 years for all sections. This should assist in identifying sections that require adjustment to the Maximum Enrolment.

INSTRUCTOR E-MAIL ADDRESS (**~EM REPORT)

This version shows all the basic information, including a column next to the Instructor name which provides their email address, which is helpful when instructors teaching in a particular room need to be contacted.

SZRSRSVS—RESERVED SEATING REPORT

This report shows the current year and following year. It is refreshed daily, so as you revise Reserved Seating, you will see the details in the report the following day.

SZRSSAC1—COURSE SECTIONS WITH APPROVAL CODES

This report shows which course sections have Approval codes and what they are, for example: AA - Advisor Approval required, DA-Department Approval required, IA - Instructor's Approval required, PT - Placement test required.