

How Do I... Build the Schedule of Course?

- ❖ Audit your schedule regularly during the Schedule Building process to locate and correct errors.

Schedule Building Packets:

Schedule Building packets are sent to the designated college/department representative at the start of each schedule building session. The following information is posted on the Schedule Building Web site on <https://wichita.edu/schedulebuilding>.

- General Instructions
- Schedule Building Memo
- Waitlist Instructions
- Schedule of Course Errors
- Instructional Method Codes
- Master Classroom Application
- Academic Buildings & Rooms

Rolled CRNs:

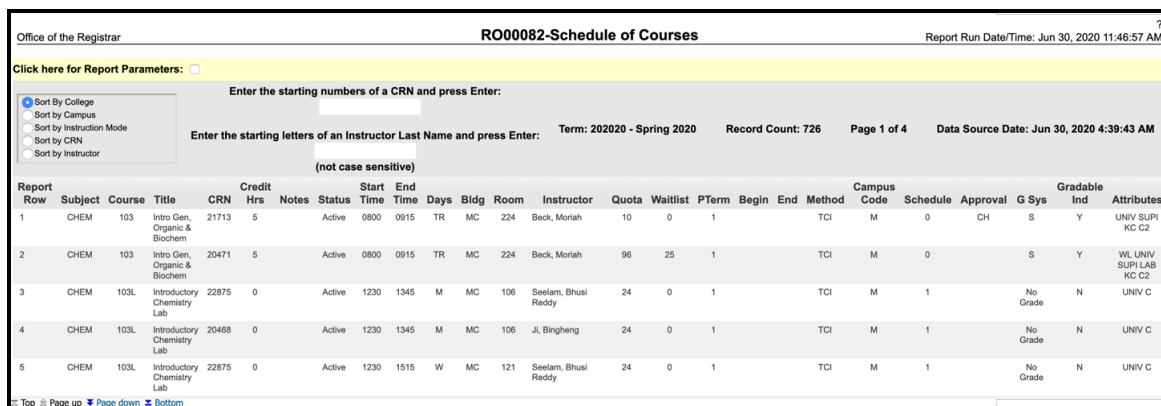
Full term and first and second half term classes (part of term 1, 1S, F10 and S10) from the previous year are rolled forward by the Registrar’s Office. This provides schedule builders with a **starting point** for building the upcoming schedule of courses. For example, Spring 2019 rolls to Spring 2020 and Fall 2019 rolls to Fall 2020.

A **new** CRN is generated for each copied or rolled CRN. When creating new CRNs, **Banner** automatically generates a CRN for you.

Step 1: Access WSU Reporting

Before creating any new CRNs, access the following WSU Reporting report:

Team Content- Registrar Schedule Building > RO00082- Schedule of Courses



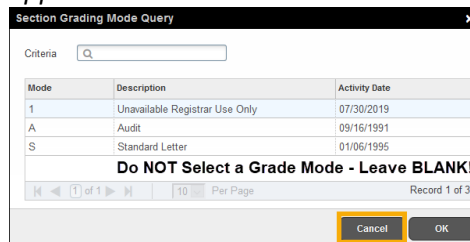
| Report Row | Subject | Course | Title | CRN | Credit Hrs | Notes | Status | Start Time | End Time | Days | Bldg | Room | Instructor | Quota | Waitlist | PTerm | Begin | End | Method | Campus Code | Schedule | Approval | G Sys | Gradable Ind | Attributes |
|------------|---------|--------|------------------------------|-------|------------|-------|--------|------------|----------|------|------|------|----------------------|-------|----------|-------|-------|-----|--------|-------------|----------|----------|----------|--------------|------------------------|
| 1 | CHEM | 103 | Intro Gen, Organic & Biochem | 21713 | 5 | | Active | 0800 | 0915 | TR | MC | 224 | Beck, Moriah | 10 | 0 | 1 | | | TCI | M | 0 | CH | S | Y | UNIV SUPR KC C2 |
| 2 | CHEM | 103 | Intro Gen, Organic & Biochem | 20471 | 5 | | Active | 0800 | 0915 | TR | MC | 224 | Beck, Moriah | 96 | 25 | 1 | | | TCI | M | 0 | | S | Y | WL UNIV SUPR LAB KC C2 |
| 3 | CHEM | 103L | Introductory Chemistry Lab | 22875 | 0 | | Active | 1230 | 1345 | M | MC | 106 | Seelam, Bhushi Reddy | 24 | 0 | 1 | | | TCI | M | 1 | | No Grade | N | UNIV C |
| 4 | CHEM | 103L | Introductory Chemistry Lab | 20468 | 0 | | Active | 1230 | 1345 | M | MC | 106 | Ji, Bingheng | 24 | 0 | 1 | | | TCI | M | 1 | | No Grade | N | UNIV C |
| 5 | CHEM | 103L | Introductory Chemistry Lab | 22875 | 0 | | Active | 1230 | 1515 | W | MC | 121 | Seelam, Bhushi Reddy | 24 | 0 | 1 | | | TCI | M | 1 | | No Grade | N | UNIV C |

This report is updated nightly (usually after 12:00 am) and current as of the day before. If this report does not have the **current date** in the **Data Source Date**, notify Applications Training at 978-5800.

Step 2: Review Report

Review the report and verify the following:

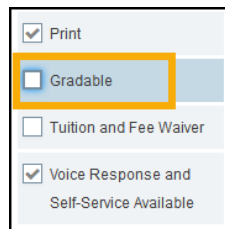
1. Do any CRNs need to be assigned the following:
 - Meeting times (time/days) please *check to verify*. **does roll*
 - Instructor **does not roll over*
 - Quota (all CRNs must have a quota – zero is not allowed) **does roll*
 - Special Approval (*every student who wants to enroll in this CRN, must call your office*)
 - Comments **do not roll over*
 - Building and room (assign only if you **own** the room) **does not roll over*
 - Grade mode should only be entered if more than **one** applicable grade mode is listed.
 - For example, the course lists that it can be graded standard letter or CR/NCR (credit/no credit)
 - *Audit and/or Unavailable Registrars use only are **not** considered applicable Grade Modes.*



| Mode | Description | Activity Date |
|------|--------------------------------|---------------|
| 1 | Unavailable Registrar Use Only | 07/30/2019 |
| A | Audit | 09/16/1991 |
| S | Standard Letter | 01/06/1995 |

Do NOT Select a Grade Mode - Leave BLANK!

- The course can be offered either as graded or non-graded
 - For any zero-credit hour lab/course, verify in Banner that the Gradable box is **unchecked**.



Print
 Gradable
 Tuition and Fee Waiver
 Voice Response and Self-Service Available

2. Are there any classes that need to be added? Are there any missing CRN's?
3. Are there any CRNS on the report that need to be deleted?

Step 3: Make Corrections

- After reviewing the report, make the necessary corrections or additions (create any new CRNs) in Banner.
- Remember to enter optional notes/comments in (SSATEXT) for any course. Notes are not rolled from prior years. All notes and comments should be entered under Section Long Text.

Step 4: Delete Unwanted CRNs

Unwanted CRNs that were rolled from the previous term should be deleted **by the schedule builder** in Banner. ***ONLY delete your Department's CRNs.***

SSASECT: CRN CORRECTION / CREATING A NEW CRN

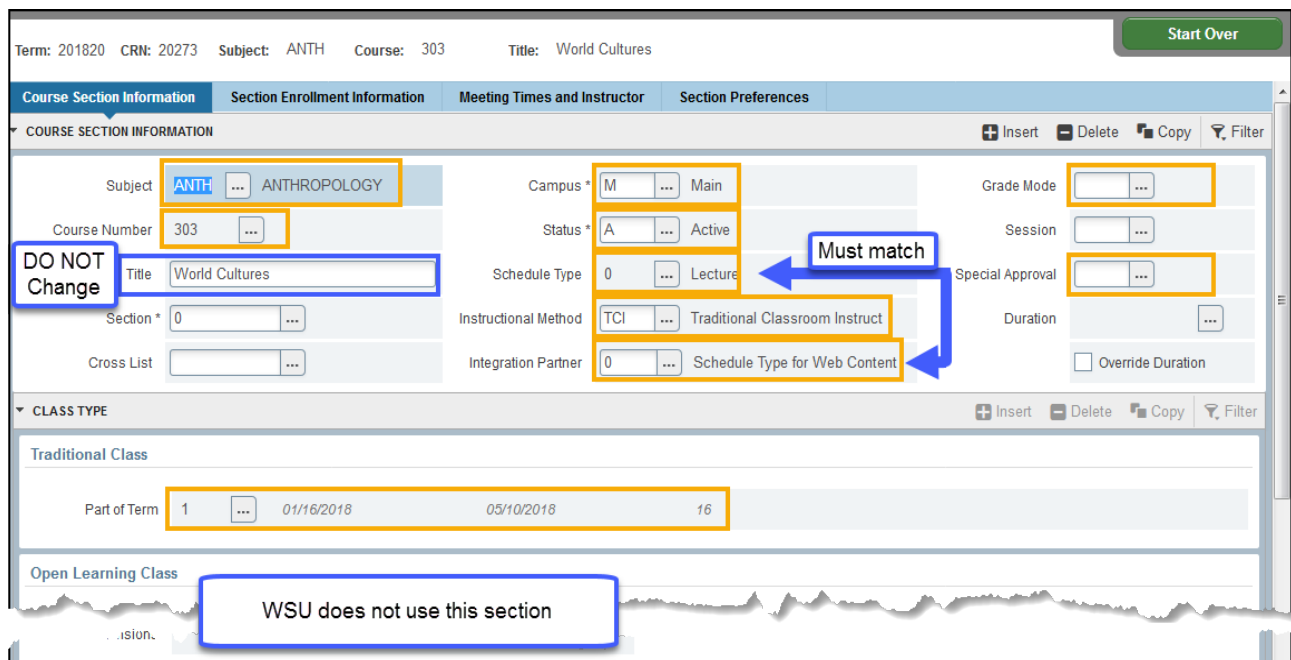
Course Section Information Tab

Steps 1 – 5: Add or Update

1. Enter term in **Term** Box.
2. To **create** a new CRN, click the **Create CRN** button.
To **update** an existing CRN, enter the **CRN** in the CRN box.
3. Click **Go**



4. Update or add course information as needed.



Course Section Information

- Integration Partner: Value equals what is entered in the Schedule Type box. Integration Partner is never left blank.
- Grade Mode: Grade mode should be left blank unless course has multiple grading options. (Audit/Unavailable plus 1, leave it alone)

Class Type

- Part of Term When choosing a part of term, select the **smallest** part of term that **completely** fits the date range for the CRN. (Select the closest POT without going over)

The screenshot displays the 'CREDIT HOURS' and 'CLASS INDICATORS' sections of a software interface. In the 'CREDIT HOURS' section, there are three rows: 'Credit Hours', 'Billing Hours', and 'Contact Hours'. Each row has a range of '1.000' to '3.000' and a specific value of '2.000' entered in a text box. Below each range is a radio button selection for 'None', 'To', or 'Or'. The 'Credit Hours' and 'Billing Hours' rows have their 'To' radio buttons selected. The 'Contact Hours' row has its 'To' radio button selected. To the right of these rows are sections for 'Lecture', 'Lab', and 'Other', each with a range and a radio button selection. In the 'CLASS INDICATORS' section, there are several checkboxes: 'Print', 'Gradable', and 'Voice Response and Self-Service Available' are checked, while 'Tuition and Fee Waiver' is unchecked. There are also checkboxes for 'Long Title', 'Comments', and 'Syllabus'. A 'SAVE' button is located in the bottom right corner of the interface.

Credit Hours

- Variable Credit Hours: If the course has variable credits (1 to 3 as shown), Credit Hours & Billing Hours must be entered.
- Fixed Credit Hours: If there is no range, Credit Hours & Billing Hours must be left blank.

Class Indicators

- Print: defaults in, ignore.
- Gradable: Uncheck for a course that does not require a grade.
- Voice Response and Self-Service Available: If unchecked it will not show in registration for students to register in.

4. **Save the record**, a new CRN will be automatically generated.

Section Enrollment Tab

Next Section Arrow (ALT-Page Down) or Select the **Section Enrollment Information** tab.

Students cannot enroll in a class if enrollment data (quota) does not exist for a course. A quota is required for all CRNs.

1. Enter the Maximum enrollment.
2. To use automated Waitlisting for this course section, enter the Waitlist Maximum.
3. Save the Block

Term: 201820 CRN: 20273 Subject: ANTH Course: 303 Title: World Cultures

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

| | | | | | |
|-----------|----|--------------------|----|-----------------------------------|----|
| Maximum * | 65 | Waitlist Maximum * | 65 | Projected * | 0 |
| Actual | 0 | Waitlist Actual | 0 | Prior | 57 |
| Remaining | 65 | Waitlist Remaining | 65 | <input type="checkbox"/> Reserved | |

Authorization Codes Active for Section Generated Credit Hours 0.000

Next Section (ALT- Page Down) SAVE

- Remember the quota drives the room scheduler and determines what room to place the class based on enrollment numbers.
- Waitlisting allows students the opportunity to be placed on an automated waitlist when classes are full. It also works as a tool to determine if there is enough interest in a course reflecting a need for another section.
- *We do not utilize the Reserved Seats section.*

Meeting Times Block

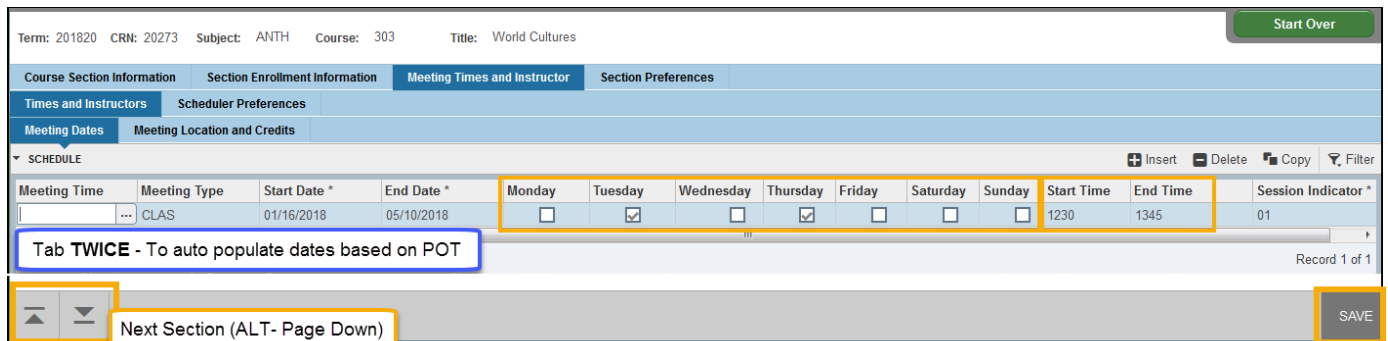
Next Section Arrow (ALT-Page Down) or Select the **Meeting Times** tab.

NOTES:

- If day, time, building or room is not entered, it will appear as TBA.
- Time is entered in military format (no colon).
- **Only enter Building and Room if you own the room**, otherwise leave it blank.
 - AR is not entered in the Building box for arranged classes. AR is the code for the NIAR building.

Entering New CRN with Meeting Times:

1. **Tab Twice** to automatically populate Start Date and End Date.
2. Enter the meeting days.
3. Enter the meeting time(s) using military time (no colon)



Term: 201820 CRN: 20273 Subject: ANTH Course: 303 Title: World Cultures

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

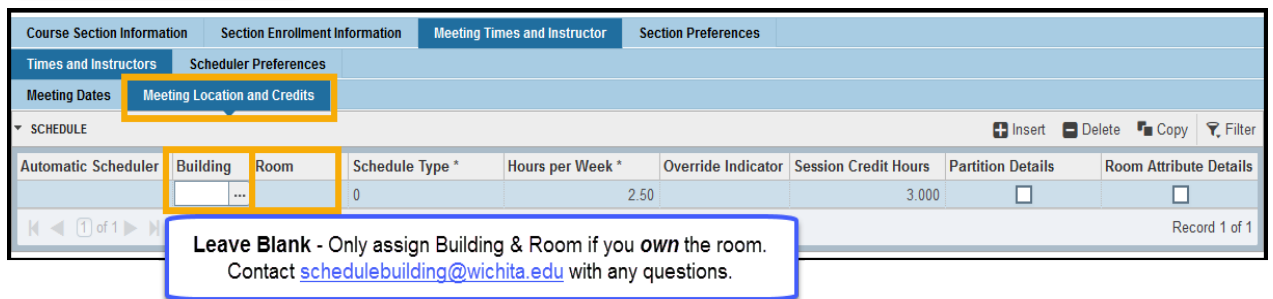
SCHEDULE

| Meeting Time | Meeting Type | Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time | Session Indicator * |
|--------------|--------------|--------------|------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|---------------------|
| | CLAS | 01/16/2018 | 05/10/2018 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1230 | 1345 | 01 |

Tab **TWICE** - To auto populate dates based on POT

Next Section (ALT- Page Down)

SAVE



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 * | Hours per Week * | Override Indicator | Session Credit Hours | Partition Details | Room Attribute Details |
|---------------------|----------|------|-----------------|------------------|--------------------|----------------------|--------------------------|--------------------------|
| | | | 0 | 2.50 | | 3.000 | <input type="checkbox"/> | <input type="checkbox"/> |

Leave Blank - Only assign Building & Room if you *own* the room.
Contact schedulebuilding@wichita.edu with any questions.

- **Leave BLANK** building and room **ONLY** assign a room to a CRN if you own the room.

To assign room:

- Click the Meeting Locations and Credits tab.
- Enter the Building Code and Room Number

4. Save the record.

New CRN with Arranged Times or Online:

1. **Tab Twice** to automatically populate Start Date and End Date.
 - o Leave the days and times blank for online and hybrid online courses.

2. Click the **Meeting Location and Credits** tab.
3. Leave the **Building** and **Room** blank. It will appear as TBA.
4. Enter a **0** (zero) in **Hours per Week**.

5. **Save** the record.

CRN with Adjusted Meeting Dates

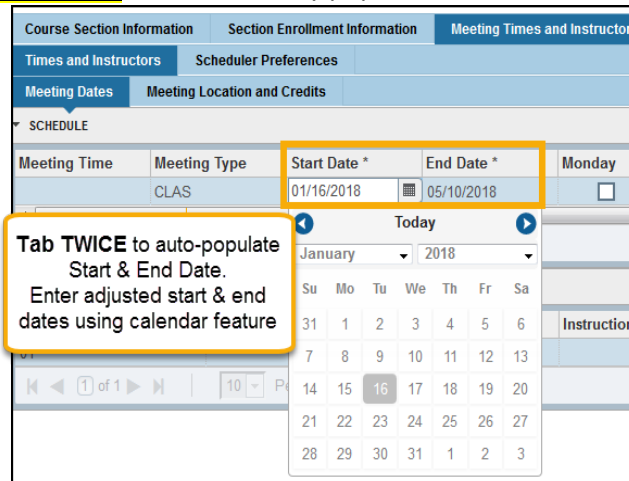
NOTES

- This is what is listed for the Start and End Dates in the course catalog.
- When choosing a part of term, select the **smallest** part of term that **completely** fits the date range for the CRN.
- **Part of Term** listed on **Course Section Information** Tab:

- If the CRN does not meet the entire part of term, it is important to adjust the Meeting Times on the Meeting Time block to indicate to students when the class will meet.
- In addition to adjusting the dates on SSASECT, a note must be entered on SSATEXT to indicate the adjusted meeting times.

Entering CRN with Adjusted Meeting Dates

1. **Tab Twice** to automatically populate Start Date and End Date based on the POT.



2. Enter the adjusted **Start** and/or **End Date** (Use the calendar icon to select dates).
3. Enter the **meeting days**.
4. Enter the meeting time(s) using **military time** (no colon).
5. **Leave BLANK** building and room. **ONLY** assign room to a CRN if you **own** the room.
 - To assign rooms:
 - o Click the **Meeting Locations and Credits** tab.
 - o Enter the **Building Code** and **Room Number**
6. **Save** the record.

CRN with Adjusted Meeting Times:

If class is held at different times or locations on different days, such as a lab or a weekend workshop, use a different line for each meeting time. For example:

Friday 1730 to 2205 JB107
 Saturday 1300 to 1735 JB027

- Use **Insert** or **[Down Arrow]** key to add additional rows for different meeting times.

| Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time |
|--------------|------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|----------|
| 01/22/2018 | 04/27/2018 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1500 | 1620 |
| 01/22/2018 | 04/27/2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0920 | 1100 |

Instructor Block

Next Section Arrow (CNTL-Page Down) or Select the **Instructor** block.

- If an instructor is not entered, in student registration the instructor will appear as TBA.
- A person must be flagged in Banner as Faculty in order to be assigned as an instructor.

Only the **primary instructor** has the ability to enter **official** midterm and final grades in Banner Grade Entry (Self Service). The primary instructor is the first instructor listed and is identified by the checkmark in the **Primary Indicator** column.

Add Instructor(s):

1. Enter the instructor's *myWSU* ID.
(Click the Search drop down arrow under ID to search for an instructor's *myWSU* ID.)

Example: One Instructor

| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|---------------------|----------|-------------------|------------------------|---------------------------|-------------------------------------|--------------------------|--------------------|
| 01 | H862T983 | Crabtree, Gina D. | 0.000 | 100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100 |

2. To add another instructor, push the **down arrow** button on the keyboard or click **insert**.
3. If there are two or more instructors for the CRN, change the **Percent of Responsibility** and **Percent of Session** for the instructor to reflect the instructor's role in the course. These two columns must **each** add up to 100.

For example, if two people are co-teaching a class and they are equally accountable, then the **Percent of Responsibility** would be 50 and **Percent of Session** would be 50 for each instructor.

Example: Multiple Instructors

| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|---------------------|----|-------------------|------------------------|---------------------------|-------------------------------------|--------------------------|--------------------|
| 01 | | Cutler, Tamara E. | 0.000 | 50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 50 |
| 01 | | Crabtree, Gina D. | 0.000 | 50 | <input type="checkbox"/> | <input type="checkbox"/> | 50 |

4. **Save** the Record.

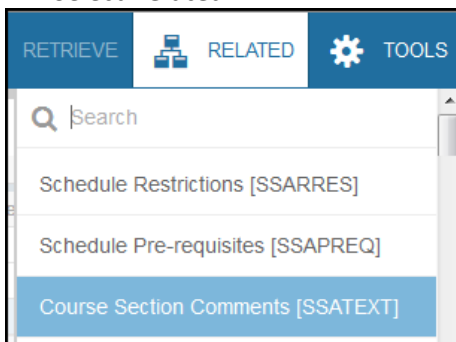
Section Comment Block - SSATEXT

NOTES

- Comments are not rolled from previous terms, utilize comments as a way to relay information to students about the course.
- If meeting dates are adjusted on the Meeting Times block, a note must be entered on SSATEXT to indicate the adjusted meeting times.
- **Comments are not rolled forward from previous terms.**

Entering Section Comment- SSATEXT

1. Select **Related**



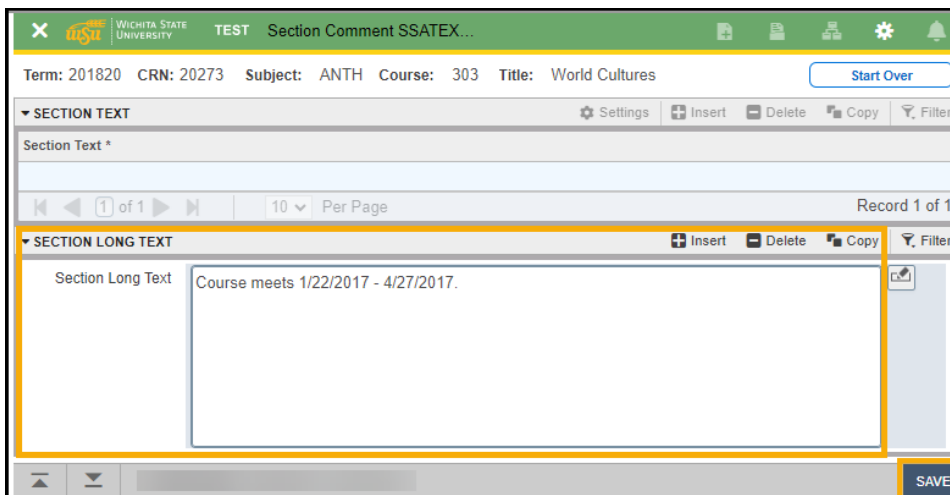
2. **Course Section Comments (SSATEXT)** to access this block.

3. Verify CRN, click **Go**.

4. Enter comments under Section Long Text. Up to 32,000 characters may be entered in this field.

5. **Save** the record.

6. **Exit** the form.



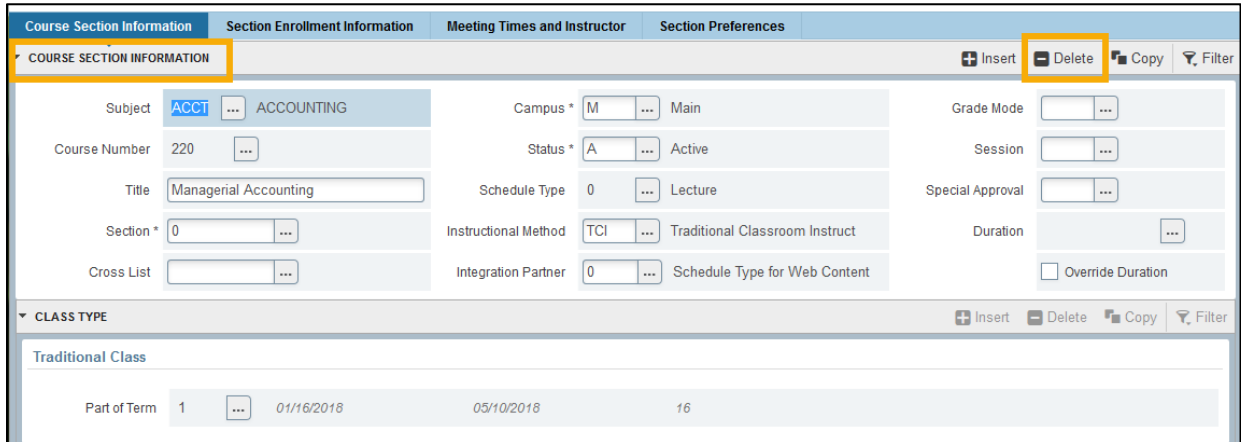
Deleting a CRN

Warnings:

- A CRN **cannot** be restored after it is deleted.
- A deleted CRN number **cannot be reused** to create a new CRN.
- **Use caution and verify you are deleting CRNs within your own department.** Banner **will** prevent users from accidentally deleting other departments' CRNs.

To delete a CRN:

1. Activate the Banner form **SSASECT**.
2. Enter the **Term** and **CRN** to delete in the Key block.
3. Click **Go**.
4. **Verify** that this is the correct CRN to delete.
5. On **Course Section Information**, select **Delete**.
6. **Save** the record to complete the removal.



The screenshot shows the Banner SSASECT form with the 'COURSE SECTION INFORMATION' tab selected. The 'Delete' button is highlighted with a yellow box. The form contains the following fields:

| | | | | | |
|---------------|-----------------------|----------------------|--|-------------------|--------------------------|
| Subject | ACCT ... ACCOUNTING | Campus * | M ... Main | Grade Mode | [...] |
| Course Number | 220 ... | Status * | A ... Active | Session | [...] |
| Title | Managerial Accounting | Schedule Type | 0 ... Lecture | Special Approval | [...] |
| Section * | 0 ... | Instructional Method | TCI ... Traditional Classroom Instruct | Duration | [...] |
| Cross List | [...] | Integration Partner | 0 ... Schedule Type for Web Content | Override Duration | <input type="checkbox"/> |

Below the form, the 'CLASS TYPE' section shows a 'Traditional Class' with the following details:

| | | | | |
|--------------|-------|------------|------------|----|
| Part of Term | 1 ... | 01/16/2018 | 05/10/2018 | 16 |
|--------------|-------|------------|------------|----|

Tip: May receive error when reloading deleted CRN.

Schedule Building Hints

Rollback or Start Over

To view or edit a different CRN, perform a **Rollback** function to return to the Key Block.



Ways to Rollback:

- Click **Start Over** in upper right
- Keyboard Shortcut: F5